



# Human Resource Minimum Obligatory Information Requirements (HRMOIR)

Data definitions user guide version 1.5.1



## VERSION CONTROL

Data Definitions User Guide revisions and HRMOIR History:

<b>DD Version</b>	<b>Date</b>	<b>Action</b>
	1996 (May)	Implementation of HRMOIR across the Public Sector
	2002	Revision of HRMOIR Data Definitions
	2004 (March)	Inclusion of additional Office of Equal Employment Opportunity's requirements into HRMOIR collection
<b>DDv1.3</b>	2007 (July)	New HRMOIR collection restructured for transition to WACA. New data fields defined and update of data definitions from Anonymous Individual Employee Records (AIER) survey, Aggregated Annual Report (AAR) and Aggregated Annual Equal Employment Opportunity Information survey.
	June 2007 – March 2008	Transition to WACA
	2008 (June)	New HRMOIR (using WACA) fully implemented
<b>DDv1.4</b>	2008 (December)	Data Definitions User Guide re-formatted with clearer definitions for each field. Electronic version available from website.
	2009 (June)	Entity Summary Report added in WACA.
<b>DDv1.5</b>	2010 (March)	Revision of Data Definitions User Guide – typographical corrections, clarifications of definitions and additional examples.
	2010 (October)	Data Quality Improvement Program was launched. Note also use of "entity" rather than "agency".
	2011 (June)	Equity Index Report added in WACA.
	2011 (December)	A number of new fields have been introduced to improve data accuracy as part of the Data Quality Improvement Program.
<b>DDv1.5.1</b>	2017 (May)	Minor update to include a third gender category.

## TABLE OF CONTENTS

<b>Version Control</b>	<b>1</b>
<b>Preamble</b>	<b>4</b>
<b>Background Information</b>	<b>4</b>
<b>Important Dates</b>	<b>4</b>
<b>File Format</b>	<b>5</b>
<b>Entity</b>	<b>5</b>
<b>Inclusions and Exclusions from the HRMOIR Survey</b>	<b>5</b>
<b>Calculation of Paid Full Time Equivalent (FTE), Average Paid FTE and Headcount</b>	<b>6</b>
<b>Higher Duties/Acting Positions</b>	<b>6</b>
<b>Seconded Employees</b>	<b>7</b>
<b>Errors And Warnings</b>	<b>7</b>
<b>Western Australian Government Number (WAGN)</b>	<b>8</b>
<b>FTE CEILING</b>	<b>8</b>
<b>Director General/Chief Executive Officer Sign-Off</b>	<b>8</b>
<b>Summary Reports</b>	<b>8</b>
<b>Data Quality Improvement Program</b>	<b>9</b>
<b>Training Sessions</b>	<b>9</b>
<b>Other HRMOIR/WACA and Associated Publications and Links</b>	<b>9</b>
<b>SECTION I - DATA DEFINITIONS</b>	<b>10</b>
<b>1. ENTITY INFORMATION</b>	<b>11</b>
<i>Field 1.1 – Division Identifier</i>	<i>11</i>
<i>Field 1.2 – Department Identifier</i>	<i>12</i>
<i>Field 1.3 – Entity Unit Identifier</i>	<i>13</i>
<b>2. MOVEMENTS (COMMENCEMENTS AND SEPARATIONS)</b>	<b>14</b>
<i>Field 2.1 – Financial Year</i>	<i>14</i>
<i>Field 2.2 – Financial Quarter</i>	<i>15</i>
<i>Field 2.3 – Date of Commencement in the State Government Workforce</i>	<i>16</i>
<i>Field 2.4 – Date of Commencement in the Entity</i>	<i>17</i>
<i>Field 2.5 – Mode of Commencement in the Entity</i>	<i>18</i>
<i>Field 2.6 – Reason for Separation from the Entity</i>	<i>19</i>
<i>Field 2.7 – Date of Separation from the Entity</i>	<i>20</i>
<i>Field 2.8 – Pay Period Number</i>	<i>21</i>
<b>3. DEMOGRAPHIC INFORMATION</b>	<b>22</b>
<i>Field 3.1 – WA Government Number (WAGN)</i>	<i>22</i>
<i>Field 3.2 – Employee Identifier</i>	<i>23</i>
<i>Field 3.3 – Job Number</i>	<i>24</i>
<i>Field 3.4 – Date of Birth</i>	<i>25</i>
<i>Field 3.5 – Sex</i>	<i>26</i>
<i>Field 3.6 – Geographical Feature</i>	<i>27</i>
<i>Field 3.7 – Country of Birth</i>	<i>28</i>
<i>Field 3.8 – Language</i>	<i>29</i>
<i>Field 3.9 – Indigenous Identifier</i>	<i>30</i>
<i>Field 3.10 – Disability Code</i>	<i>31</i>
<i>Field 3.11 – People with Disabilities Workplace Adjustments</i>	<i>33</i>
<i>Field 3.12 – Highest Qualification Level</i>	<i>34</i>
<i>Field 3.13 – Highest Qualification Field of Study</i>	<i>35</i>
<b>4. EMPLOYMENT DATA</b>	<b>36</b>
<i>Field 4.1 – Occupation (ANZSCO)</i>	<i>36</i>
<i>Field 4.2 – Job Title</i>	<i>37</i>
<i>Field 4.3 – Employee Classification</i>	<i>38</i>
<i>Field 4.4 – Employee Status</i>	<i>39</i>
<i>Field 4.5 – Employee Appointment Type</i>	<i>40</i>
<i>Field 4.6 – Contract End Date</i>	<i>41</i>
<i>Field 4.7 – Awards</i>	<i>42</i>

<i>Field 4.8 – Agreements</i>	43
<i>Field 4.9 – SES Flag</i>	44
<i>Field 4.10 – Management Tier ID</i>	45
<i>Field 4.11 – Ordinary Time Hours Paid (Fortnight Period)</i>	47
<i>Field 4.12 – Standard Weekly Award Hours</i>	49
<i>Field 4.13 – Contracted Hours</i>	50
5. SALARY DETAILS	51
<i>Field 5.1 – Equivalent Annual Award/Agreement Base Wage or Salary</i>	51
6. FINANCIAL YEAR TO DATE (FYTD) EMPLOYMENT DATA	53
<i>Field 6.1 – FYTD Ordinary Time Hours (Paid For)</i>	53
<i>Field 6.2 – FYTD Overtime Hours (Paid For)</i>	54
7. FINANCIAL YEAR TO DATE (FYTD) SALARY INFORMATION	55
<i>Field 7.1 – FYTD Gross Wage or Salary</i>	55
<i>Field 7.2 – FYTD Gross Overtime Payments</i>	57
<i>Field 7.3 – FYTD Gross Commuted Allowance Payments</i>	58
<i>Field 7.4 – FYTD Gross Higher Duties Allowance</i>	59
<i>Field 7.5 – FYTD Gross Penalty Payments and Allowances</i>	60
<i>Field 7.6 – FYTD Leave Loading</i>	61
8. LEAVE DATA AS AT END OF QUARTER	62
<i>Field 8.1 – Amount of Annual Leave Entitlement Balance</i>	62
<i>Field 8.2 – Amount of Long Service Leave Entitlement Balance</i>	63
<i>Field 8.3 – Purchased Leave / Self Funded Leave</i>	64
<i>Field 8.4 – Deferred Salary Leave</i>	65
9. FINANCIAL YEAR TO DATE (FYTD) LEAVE CLEARANCE	66
<i>Field 9.1 – FYTD Annual Leave Taken in Hours</i>	66
<i>Field 9.2 – FYTD Long Service Leave Taken in Hours</i>	67
<i>Field 9.3 – FYTD Sick Leave Taken in Hours</i>	68
<i>Field 9.4 – FYTD Parental Leave Taken in Hours</i>	69
<i>Field 9.5 – FYTD Carer’s Leave Taken in Hours</i>	70
<i>Field 9.6 – FYTD Personal Leave Taken in Hours</i>	71
<i>Field 9.7 – FYTD Defence Force Leave Taken in Hours</i>	72
<i>Field 9.8 – FYTD Other Leave (Paid or Unpaid) Not Elsewhere Included – Taken in Hours</i>	73
10. FILE MARKER	74
<i>Field 10.1 – Flag</i>	74
<i>Field 10.2 – File End Marker</i>	75
<b>Section II– Technical Summary</b>	<b>76</b>
<b>Glossary of Terms</b>	<b>80</b>
<b>References</b>	<b>84</b>
<b>Acronyms</b>	<b>85</b>
<b>Appendix 1: Country of Birth</b>	<b>86</b>
<b>Appendix 2: Language</b>	<b>90</b>
<b>Appendix 3: Highest Qualification Field of Study</b>	<b>96</b>
<b>Appendix 4: Occupation (ANZSCO)</b>	<b>107</b>
<b>Appendix 5: Employee Classification</b>	<b>121</b>
<b>Appendix 6: Awards (to be updated)</b>	<b>124</b>
<b>Appendix 7: Agreements (to be updated)</b>	<b>125</b>
<b>Index</b>	<b>128</b>

## PREAMBLE

### Background Information

Over one hundred entities within the Western Australian State Government Sector are required to report workforce information through the Workforce Analysis and Collection Application (WACA) in accordance with Public Sector Commissioner's Circular 2009-09. The dataset which is collected from WA State Government Sector entities is known as *Human Resource Minimum Obligatory Information Requirements* (HRMOIR).

The HRMOIR dataset was first introduced in 1993 and has been revised regularly over time. The current dataset was issued in 2007 and features two main changes, namely the adoption of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) in place of the former Australian Standard Classification of Occupations (ASCO) and the introduction of geographical codes (Geocodes) which allow for the mapping of workforce locations across the State.

Since June 2008, data has been collected from approximately 130 entities each quarter. Workforce information derived from the HRMOIR data collection is used to provide Government and entities with appropriate, timely and accurate information to assist and inform strategic management and workforce planning in the WA State Government Sector. Workforce demographic reports and workforce planning links are available at:

<https://www.wa.gov.au/organisation/public-sector-commission/workforce-planning>

The purpose of this document is to provide entities with the list of HRMOIR data fields together with definitions for the data that is collected. Examples have been included wherever appropriate. Readers will also find advice on how to avoid common errors whilst compiling the data and a list of technical requirements for submitting data. Entities which have outsourced their human resource services may wish to advise their HR system provider of the contents of this document to ensure appropriate system configuration.

For further advice and information, the HRMOIR State Administrator can be contacted at [stateadministrator@psc.wa.gov.au](mailto:stateadministrator@psc.wa.gov.au).

### Important Dates

HRMOIR data is reported every census quarter using the last pay period ending on or before the census dates of 31 March, 30 June, 30 September and 31 December. A census quarter is defined as a three-month interval beginning on the first day after the previous census period and ending on the last pay day in the current quarter. Quarterly data must be submitted to the Workforce Analysis and Collection Application (WACA) as shown below:

Census Period	Date WACA opens for data collection	Deadline for submission of WACA data
March 2012	30/03/2012	27/04/2012
June 2012	22/06/2012	27/07/2012
September 2012	28/09/2012	26/10/2012
December 2012	21/12/2012	25/01/2013
March 2013	29/03/2013	26/04/2013
June 2013	21/06/2013	26/07/2013
September 2013	27/09/2013	25/10/2013
December 2013	19/12/2013	31/01/2014

## File Format

The data is to be submitted in the specified **fixed length text file (.txt)** format or **comma separated value (.csv)** format. Please contact the State Administrator if you require further details about the formats.

## Entity

This edition of the Data Definitions User Guide has replaced the description “agency” with “entity”. The *Public Sector Management Act 1994* (PSMA) states that, for the purposes of the Act, “agency” means a department or an SES organisation. The PSC collects HRMOIR data from a variety of entities, some of which are “agencies” according to the PSMA 1994 and some of which are not.

## Inclusions and exclusions from the HRMOIR survey

### Board Members

Board Members who are not on the entity’s payroll or are paid a sitting fee only are to be excluded. If Board Members are on the payroll, they should have:

- Flag “E” in Field 10.1; and
- Employee Appointment Type “B” in Field 4.5.

### Trainees

Trainees engaged via *any* Traineeship program, Award or Agreement are excluded from the Public Sector Commission’s published quarterly FTE report and will not form part of the Department of Treasury’s FTE ceiling . A trainee is considered as a person who meets each of the following guidelines:

- is appointed by an employing authority in the WA public sector;
- will have entered into, and be appointed under, an approved training contract via a Registered Training Provider;
- will be undertaking a nationally recognised qualification; and
- is considered as different from cadets, graduates and apprentices, all which are not exempt from FTE reporting.

To ensure that Trainees are excluded from FTE but included for Equal Employment Opportunity reporting purposes, Trainees should have:

- Flag “E” in Field 10.1; and
- Employee Appointment Type “E” in Field 4.5.

### Seconded in employees

Seconded in employees are to be included, regardless of whether they are paid by the home or host entity. For details on how to code these employees, see seconded employees on Page 8.

### Contractors

Contractors paid by invoice are to be excluded. This does not refer to employees on fixed term contracts.

### Employees on workers’ compensation

Employees on workers’ compensation are to be included. Where workers’ compensation payments are made through the payroll, Employee Status (Field 4.6) should be “P”. Where workers’ compensation payments are not made through the payroll, Employee Status (Field 4.6) should be “U”.

## Calculation of Paid Full Time Equivalent (FTE), Average Paid FTE and Headcount

An essential component of the quarterly HRMOIR census return is the collection of staffing numbers for the WA State Government Sector. Staffing numbers are based on a standardised unit of measure for all employees called the Paid Full-Time Equivalent (FTE).

### Paid FTE

Paid FTE is automatically calculated as follows:

$$\text{Paid FTE} = \frac{\text{Fortnightly Ordinary Time Hours Paid (Field 4.11)}}{2 \times \text{Standard Weekly Award Hours (Field 4.12)}}$$

Include:

- all employees directly paid by the entity (i.e. on the entity's payroll).
- paid leave hours for hours in the fortnight (see Field 4.11 for further inclusions)

Exclude:

- Board Members , unless they are on the entity's payroll (see page 6);
- Trainees engaged via *any* Traineeship program, Award or Agreement (see page 6);
- any hours that are not Ordinary Time Hours Paid for the fortnight such as overtime or flex hours (see Field 4.11 for further exclusions)

Example:

An employee is paid for 52.5 hours worked in a fortnight and 7.5 hours for one day sick leave with pay. Their Award/Agreement specifies 37.5 hours per week. Therefore the FTE is  $[(52.5 + 7.5)/(2 \times 37.5)] = 0.8$ .

### Average Paid FTE

Average Paid FTE aims to address seasonal fluctuations that occur in some entities from one quarter to the next. It is calculated by averaging the Paid FTE of the current quarter and the preceding three quarters. This is used by the Department of Treasury to monitor entities' FTE Ceiling.

### Headcount

Headcount is automatically calculated as follows:

Headcount = the total number of employee records  
*less* all separations in the quarter *unless* the separation reason refers to an employee who is seconded out but continues to be paid by the entity;  
*less* any seconded in employees who were not paid by the entity in the snapshot;  
*less* board members; and  
*less* casuals who did not work in the fortnightly snapshot.

## Higher Duties/Acting Positions

If an employee is acting in a different position during the census fortnight, the employee's information should reflect the position that is currently being occupied. This generally affects the Employment Data and Salary Details sections (Field 4.1 to Field 5.1).



## Seconded employees

If an employee is seconded out of your entity, the employee must be coded as “S04” under Reason for Separation (Field 2.6). If your entity continues to pay this employee, Ordinary Time Hours Paid (Snapshot Period) (Field 4.11) should not be zero.

If an employee is seconded in to your entity, the employee must be coded as “A04” under Mode of Commencement (Field 2.5). If your entity does not pay this employee via the HR payroll, record Ordinary Time Hours Paid (Snapshot Period) (Field 4.11) as zero.

### Example 1 – Employee X

- has been seconded from Entity A to Entity B;
- is still being paid through Entity A’s payroll; and
- worked 75 hours over the fortnight.

#### Entity A

Reason for Separation (Field 2.6)	S04
Ordinary Time Hours Paid (Field 4.11) (fortnight period)	75.00

#### Entity B

Mode of Commencement (Field 2.5)	A04
Ordinary Time Hours Paid (Field 4.11) (fortnight period)	0.00

### Example 2 – Employee X

- has been seconded from Entity A to Entity B;
- is being paid through Entity B’s payroll; and
- worked 75 hours over the fortnight.

#### Entity A

Reason for Separation (Field 2.6)	S04
Ordinary Time Hours Paid (Field 4.11) (fortnight period)	0.00

#### Entity B

Mode of Commencement (Field 2.5)	A04
Ordinary Time Hours Paid (Field 4.11) (fortnight period)	75.00

## Errors and Warnings

Fatal Errors and Warnings appears in WACA when HRMOIR data submitted by an entity falls outside of the tolerances set (Refer to the Technical Summary for field specific tolerances).

Fatal tolerances are set at the point where any data is very unlikely to occur. This may be because it is legally inadmissible, numerically impossible or illogical. Occasionally, there are exceptions where the data is correct. In such cases, entities submitting the data are required to send an email to the State Administrator explaining the circumstances.

Warnings appear when the data is at the extreme range of what is permissible or possible. The warnings are designed to alert the entities that the data should be checked for accuracy. If an entity is satisfied that the data is accurate, they may finalise the data. Entities are not required to advise the State Administrator about the warnings. However, it is likely that during the quality assurance process the warnings will be scrutinised for the likelihood of data being incorrect.

## **Western Australian Government Number (WAGN)**

The WAGN is an eight digit number which will be allocated to all government employees. This number will remain with the employee for their entire government career, regardless of changes in employment or periods of non-employment with the government. The WAGN was issued to all employees in entities that had rolled in to the Office of Shared Services.

With the decommissioning of the Office of Shared Services, however, PSC is taking this opportunity to find alternate methods to improve the implementation of WAGN concept to the whole WA public sector. Employees with WAGNs will be expected to retain them. Further work will be dependent on the outcome of the decommissioning of Shared Services.

## **FTE Ceiling**

In accordance with the Premier's Economic Statement in February 2009 and the Cabinet decision of 27 July 2009, an FTE ceiling has been imposed on public sector entities. PSC is assisting the Department of Treasury with the monitoring and reporting of this process.

## **Director General/Chief Executive Officer sign-off**

In 2009, the Public Sector Commissioner wrote to the Directors General/Chief Executive Officers of a number of larger entities requesting that they should personally sign-off HRMOIR workforce data that is submitted into WACA "to ensure the highest level of consistency and accuracy". This process is gradually being extended to other entities. Whether sign-off is formally requested or not, it is strongly recommended that the DG/CEO be informed of HRMOIR data each quarter using the Entity Summary Report.

The sign off should be the final stage of the quarterly process. When entities have submitted the data into WACA, PSC will examine it as usual with the PSC quality assurance checklist. After discussing any issues and making necessary changes, PSC shall ask the data submitter to obtain DG/CEO's sign off and then to send PSC an email confirming that the 'sign off' on the HRMOIR data has occurred. HRMOIR data for that quarter will then be accepted.

## **Summary Reports**

PSC has included reports in WACA that entities can generate once HRMOIR data has been submitted (the submission does not have to be finalised). Currently, there are two reports – the Entity Summary Report and the Equity Index Report.

The Entity Summary Report compares the entity's current quarter and previous quarter, and the WA public sector's end of financial year data within a number of categories such as gender, age, salary ranges, employee work locations, and occupation.

The Equity Index Report calculates the Equity Index and Representation for women, employees from culturally diverse background, people with disabilities, and Indigenous Australians.

The reports can be emailed to managers and any other interested officers. PSC is always on the lookout to add to the list of reports. If you have any suggestions for future reports, please contact the State Administrator.

## Data Quality Improvement Program

Quality workforce information is essential to address current and future workforce planning issues. In order to ensure that HRMOIR data is a reliable source of workforce information, in October 2010, the Public Sector Commissioner endorsed a 3-year Data Quality Improvement Program. The Program will assess, develop and implement improvements for all data items currently reported by all entities. A series of meetings were held with key entities to identify data quality issues, solutions and targets.

After much discussion and consultation, a number of changes are being implemented to improve the accuracy and reliability of the data:

1. Modify WACA to accept .csv format file.
2. All separated employees are to be reported throughout the financial year.
3. Introduce a new field to identify the Pay Period (Field 2.8) for which the data was extracted for.
4. Introduce a new field to collect Western Australian Government Number (WAGN) (Field 3.1) to identify movements within the sector and improve consistency in the information provided.
5. Introduce a new field to collect Job Number (Field 3.3) to improve accurate headcount data.
6. Expand Job Title (Field 4.2) field to 40 characters.
7. Expand ANZSCO (Field 4.1) to 6 digits allow entities to provide more details about the position.
8. Amend the requirements in Period of Contract (Field 4.8) to collect Contract End Date for employees on contracts.
9. Replace Overtime in Hours Paid (Fortnight Period) (Field 4.15) with Contracted Hours to collect accurate full-time/part-time data.

Other initiatives are being considered to help entities improve their EEO response rate, ANZSCO coding accuracy. Please contact the State Administrator (Workforce Data) for more information and updates about the Data Quality Improvement Program.

## Training Sessions

PSC runs HRMOIR training sessions on a regular basis. The session will primarily involve computer-based training and will provide participants with an opportunity to develop an increased proficiency in using WACA, including:

- importing and exporting data;
- making amendments to an entity's data file;
- checking for data quality issues; and
- generating preset reports.

If you would like to attend or find out more about the training sessions, please contact the State Administrator (Workforce Data).

For all HRMOIR related enquiries, please contact the State Administrator (Workforce Data) at [stateadministrator@psc.wa.gov.au](mailto:stateadministrator@psc.wa.gov.au).

## SECTION I - DATA DEFINITIONS

Each of the fields, as described in Section I of this publication, is defined using a common format. The terms used in this format are explained below.

### Field number and the title for each field

#### Description:

*Specific explanations of information required.*

#### Codes/Calculation:

*A description of the data codes or how to calculate the data element is provided where applicable.*

#### Remarks/Validation:

*Advice to enable entities to detect and prevent common errors.*

Field size:	Indicates the number of spaces the data can fill up in each record or employee line
Data format:	Individual data fields are defined as having one of the following data formats (see the separate entries in the glossary for definitions of each type): <ul style="list-style-type: none"> <li>• Character</li> <li>• Date</li> <li>• Decimal (to no more than 2 decimal places)</li> <li>• Integer</li> <li>• Numeric</li> </ul>
Period:	Indicates the period in which the data is captured (e.g. snapshot fortnight, current quarter, financial year to date).

#### **Important Note**

Please refer to the glossary for a full explanation of the terms used in this document.

## 1. Entity Information

### Field 1.1 – Division Identifier

**Description:**

Not compulsory. May be left blank.  
This field may be used to identify major divisions within an entity.

**Codes/Calculation:**

Codes provided by State Administrator as requested by entities. Please contact the State Administrator if you would like to set up a code for the divisions in your entity.

**Remarks/Validation:**

Field size:	3 characters or leave blank
Data format:	Character or leave blank
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 1.2 – Department Identifier**

**Description:**

This is a 3-digit code that uniquely identifies a WA State Government Sector entity for the purpose of reporting HRMOIR data through the WACA.

**Codes/Calculation:**

Codes are assigned and maintained by the Public Sector Commission (PSC). Please contact the State Administrator if you need the relevant code for your entity.

**Remarks/Validation:**

Data will not be accepted by WACA if:

- A code other than a valid code assigned by PSC is used.
- The field is left blank.

Field size:	Must use 3 numeric characters
Data format:	Integer
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 1.3 – Entity Unit Identifier**

**Description:**

This 3-digit code allows WACA to identify an entity that has its HRMOIR data reported by a parent/employing entity.

**Codes/Calculation:**

Codes are assigned and maintained by the Public Sector Commission (PSC). Please contact the State Administrator if you need the relevant code for your entity.

**Remarks/Validation:**

Data will not be accepted by WACA if:

- A code other than a valid code assigned by PSC is used.
- The field is left blank.

Many entities will have the same code for Fields 1.2 and 1.3. However, if an entity reports HRMOIR information on behalf of another entity (satellite entity), then Field 1.2 and 1.3 will have different codes.

<b>Example</b>	<b>Field 1.2</b>	<b>Field 1.3</b>
Reporting Entity	<b>111</b>	<b>111</b>
Satellite Entity	<b>111</b>	<b>222</b>

Field size:	Must use 3 numeric characters
Data format:	Integer
Period:	Snapshot of the last fortnight pay period in the census quarter

## 2. Movements (Commencements and Separations)

### Field 2.1 – Financial Year

**Description:**

This is the financial year (the beginning of the first pay period on or after 1 July to the end of the last pay period on or prior to 30 June) in which the HRMOIR dataset is captured.

**Codes/Calculation:**

Four-character year YYYY where:

YYYY = Year in which period ends.

Example:

Reports submitted in	Financial year code
Financial year 2015/16	<b>2016</b>
Financial year 2016/17	<b>2017</b>
Financial year 2017/18	<b>2018</b>

**Remarks/Validation:**

Data will not be accepted by WACA if:

- Data is not submitted in the prescribed format shown above.
- A field is left blank.

Field size:	Must use 4 characters
Data format:	Date
Period:	Snapshot of the last fortnight pay period in the census quarter



## Field 2.2 – Financial Quarter

### Description:

The quarter of the financial year in which the HRMOIR dataset is captured. The three-month interval begins on the first day after the last payday of the previous quarter and ends on the last payday of the current quarter.

### Codes/Calculation:

Must be in the range of **1** to **4**:

Code	Quarter Ending
<b>1</b>	September
<b>2</b>	December
<b>3</b>	March
<b>4</b>	June

### Remarks/Validation:

Data will not be accepted by WACA if:

- Any character is entered other than **1**, **2**, **3** or **4**.
- A field is left blank.

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 2.3 – Date of Commencement in the State Government Workforce**

**Description:**

The date at which employees commenced employment in the WA State Government workforce.

If there has been a break in employment and this break has not exceeded 5 working days, the most recent start date PRIOR to the break must be reported.

**Codes/Calculation:**

YYYYMMDD where:

YYYY = Year                      MM = Month                      DD = Day

**Remarks/Validation:**

Data will not be accepted by WACA if:

- Data is not submitted in the prescribed format shown above. Note that separators such as “/” will not be accepted.
- The field is left blank.
- A future date is entered.
- Commencement in the State Government Workforce is AFTER commencement in the entity (Field 2.4 – Date of Commencement in the Entity).

Field size:	Must use 8 characters
Data format:	Date
Period:	Not applicable

**Field 2.4 – Date of Commencement in the Entity**

**Description:**

The date at which the employee most recently commenced employment within the entity.

If there has been a break in employment and this break has not exceeded 5 working days, the most recent start date PRIOR to the break must be reported.

**Codes/Calculation:**

YYYYMMDD where:

YYYY = Year                      MM = Month                      DD = Day

**Remarks/Validation:**

Data will not be accepted by WACA if:

- Data is not submitted in the prescribed format shown above. Note that separators such as “/” will not be accepted.
- The field is left blank.
- A future date is entered.
- Commencement in the entity is PRIOR to commencement in the State Government Workforce (Field 2.3 – Date of Commencement in the State Government Workforce).

Field size:	Must use 8 characters
Data format:	Date
Period:	Not applicable

**Field 2.5 – Mode of Commencement in the Entity**

**Description:**

This code describes the way in which employees commenced in the entity.

**Codes/Calculation:**

Code	Mode of commencement
A00	Unknown
A01	Promotion: appointment to a higher classification from a different entity within the WA State Government Sector
A02	Transfer: appointment at the same classification from a different entity within the WA State Government Sector
A03	Redeployment: from a different entity within the WA State Government Sector
A04	Secondment: temporary movement from a different entity within the WA State Government Sector
A05	Commenced from outside WA State Government Sector
A99	Other modes of commencement

**Remarks/Validation:**

A valid code must be used. Data will not be accepted by WACA if:

- Any character is entered other than the codes shown above.
- A field is left blank.

Field size:	Must use 3 characters
Data format:	Character
Period:	Not applicable

## Field 2.6 – Reason for Separation from the Entity

### Description:

This code indicates the reason an employee has ceased employment with the entity.

### Codes/Calculation:

Code	Reason for separation
<b>M00</b>	Not Separated (i.e. is still employed by the entity)
<b>S01</b>	Promotion: appointment at a higher classification to a different entity within the WA State Government Sector
<b>S02</b>	Transfer: appointment at the same classification to a different entity within the WA State Government Sector
<b>S03</b>	Redeployment: to a different entity within the WA State Government Sector
<b>S04</b>	Secondment: temporary movement to a different entity within the WA State Government Sector
<b>S06</b>	Resigned
<b>S07</b>	Retirement
<b>S08</b>	Deceased
<b>S09</b>	Dismissed
<b>S10</b>	Retirement for health reasons
<b>S11</b>	Voluntary redundancy
<b>S12</b>	Cessation of fixed term contract
<b>S13</b>	Involuntary redundancy
<b>S99</b>	Other reason (please provide explanation in email to the State Administrator)

### Remarks/Validation:

A valid code must be used. Data will not be accepted by WACA if:

- Any character is entered other than the codes shown above.
- A field is left blank.
- An employee is assigned an **S** code and there is no separation date shown in Field 2.7 (Date of Separation from Entity).

Field size:	Must use 3 characters
Data format:	Character
Period:	Current quarter

**Field 2.7 – Date of Separation from the Entity**

**Description:**

Date of separation of an employee who ceased employment during the census period.

The field must be left blank if the employee has not separated (Reason for Separation from Entity – Field 2.6 – code is M00) or the break in employment has not exceeded 5 working days.

**Codes/Calculation:**

YYYYMMDD where:

YYYY = Year                      MM = Month                      DD = Day

**Remarks/Validation:**

Data will not be accepted by WACA if:

- The date used is beyond the current census period.
- The date used is before the date shown in Field 2.4 (Date of Commencement in the Entity).
- An employee is not recorded as having separated (Reason for Separation from Entity – Field 2.6 – code is M00).
- Note that separators such as / should not be used.

NOTE – If an employee has not separated (that is, code M00 is shown in Field 2.6), this field must be left blank.

Field size:	Must use 8 characters
Data format:	Date
Period:	The date of separation any time during the current quarter only

**Field 2.8 – Pay Period Number****Description:**

A number representing the pay period used as the entities data source for their HRMOIR submission.

It is a sequential number, whereby the first pay period of the financial year is represented by 1 and the last pay period is typically 26.

**Codes/Calculation:**

Must be in the range of 1 to 27.

For the 2011/12 Financial Year, most entities in will have these pay periods:

<b>Financial Quarter</b>	<b>Typical Pay Period End Date</b>	<b>Pay Period Number</b>
1	29 September 2011	7
2	22 December 2011	13
3	29 March 2012	20
4	21 June 2012	26

**Remarks/Validation:**

Data will not be accepted by WACA if:

- Data is not submitted in the prescribed format shown above.
- A field is left blank.

Field size:	Up to 2 characters
Data format:	Numeric
Period:	Current quarter

### 3. Demographic Information

#### Field 3.1 – WA Government Number (WAGN)

**Description:**

The WAGN is an eight digit number that will be allocated to all WA Government employees. WAGN will remain with the employee for their entire career regardless of movements within or out of the sector. It will provide a unique identifier for WA Government employees and fully implemented it will span the whole government sector.

**Codes/Calculation:**

The WAGN will be assigned by a central state government entity (*currently Office of the Shared Services*). Further advise will be provided.

**Remarks/Validation:**

Data will not be accepted by WACA if:

- the field is left blank; or
- records with the same WAGN has different Date of Birth (Field 3.4) and Sex (Field 3.5).

If an employee holds or has held more than one job/position in the entity, the employee must still report the same WAGN for the employee.

Field size:	Must use 8 characters
Data format:	Character
Period:	Financial Year to Date



### Field 3.2 – Employee Identifier

#### Description:

Unique code assigned by entities to each employee within the entity.

#### Codes/Calculation:

Entities may use a combination of characters and/or numbers.

#### Remarks/Validation:

Data will not be accepted by WACA if:

- the field is left blank.

WACA will accept data but issue a warning if:

- more than one employee has the same Employee Identifier.

If an employee holds or has held more than one position in the entity during the census period, the employee should retain the same Employee Identifier but have a different Job number (Field 3.3) for each position.

Employees should not be personally identifiable by their employee identifier (i.e. do not use names). A Western Australian Government Number (WAGN) (see Page 9) may be used as an Employee Identifier.

Field size:	Up to 15 characters may be used
Data format:	Character
Period:	Financial Year to Date

**Field 3.3 – Job Number**

**Description:**

Identifier for employees with multiple jobs/positions.

**Codes/Calculation:**

Entities may only use numbers.

Employees with only one job/position must be coded as “1”.

Employees with two jobs/positions must have their one record coded as “1” and the second record coded as “2”.

Employees with three jobs/positions must have their one record coded as “1”, the second record coded as “2” and the third record as “3”.

**Remarks/Validation:**

Data will not be accepted by WACA if:

- the field is left blank; or
- records with the same Employee Identifier (Field 3.2) have the same Job Number (this field).

If an employee holds or has held more than one job/position in the entity, the employee must be assigned a different Job Number (e.g. 1, 2 etc.) for each job/position.

Field size:	Must use 1 numeric character
Data format:	Integer
Period:	Financial Year to Date

**Field 3.4 – Date of Birth**

**Description:**

The employee’s date of birth.

**Codes/Calculation:**

YYYYMMDD where:

YYYY = Year                      MM = Month                      DD = Day

If the date of birth is unknown, the entity may use 19000101. However, an explanation must be provided to the State Administrator.

**Remarks/Validation:**

Data will not be accepted by WACA if:

- The field is left blank.
- An employee is 95 years of age or greater, or 12 years of age or less.
- Data is not submitted in the prescribed format shown above. Note that separators such as “/” must not be used.

WACA will accept data but issue a warning if:

- An employee is 70 years of age or older but less than 95 years of age.
- An employee is 16 years of age or younger but older than 12 years of age.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and the data will be accepted. The State Administrator will contact you if the data needs further analysis.

Field size:	Must use 8 characters
Data format:	Date
Period:	Financial Year to Date

**Field 3.5 – Gender**

**Description:**

Whether the employee is female or male.

**Codes/Calculation:**

Please use the following codes:

- F** Female
- M** Male
- X** Indeterminate/Intersex/Unspecified

**Remarks/Validation:**

A valid code must be used. Data will not be accepted by WACA if:

- Any character is entered other than the codes shown above.
- The field is left blank.

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 3.6 – Geographical Feature**

**Description:**

The primary location at which the employee reports for work.

**Codes/Calculation:**

Codes are assigned and maintained by PSC. Please contact the State Administrator if a new code is required.

**Remarks/Validation:**

A valid code must be used. Data will not be accepted by WACA if:

- The field is left blank.
- Any code other than a valid 6-digit Geocode provided by PSC is used.

Field size:	Must use 6 characters
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 3.7 – Country of Birth**

**Description:**

Employee’s country of birth.

**Codes/Calculation:**

Refer to the list of codes in Appendix 1. Classification is according to the [Australian Bureau of Statistics \(ABS\) publication 1269.0 Standard Australian Classification of Countries \(SACC\) Second Edition](#) to the 4-digit level.

Some entities survey staff to collect this data:

- Use **SSSS** if a survey was returned and the employee did not provide this information.
- Use **OOOO** if a survey was sent and the employee did not return the survey form.
- Use **XXXX** if a survey was not sent to the employee.

To obtain information about diversity planning or the Diversity Survey Questionnaire, please contact the State Administrator.

**Remarks/Validation:**

A valid code must be used. Data will not be accepted by WACA if:

- Any code other than a valid 4-digit country code as shown in Appendix 1 is used.
- The field is left blank.

Field size:	Must use 4 characters
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

### Field 3.8 – Language

#### Description:

The primary language spoken by the employee at home.

#### Codes/Calculation:

Refer to the list of codes in Appendix 2. Classification is according to ABS publication [1267.0 Standard Australian Classification of Languages \(ASCL\) 2005-06](#) at the 4-digit level.

Some entities survey staff to collect data:

- Use **SSSS** if a survey was returned and the employee did not provide this information.
- Use **OOOO** if a survey was sent and the employee did not return the survey form.
- Use **XXXX** if a survey was not sent to the employee.

To obtain information about diversity planning or the Diversity Survey Questionnaire, please contact the State Administrator.

#### Remarks/Validation:

A valid code must be used. Data will not be accepted by WACA if:

- Any code other than a valid 4-digit language code as shown in Appendix 2 is used.
- The field is left blank.

Field size:	Must use 4 characters
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 3.9 – Indigenous Identifier**

**Description:**

An employee who identifies himself or herself as being, or not being, of Aboriginal and/or Torres Strait Islander origin.

**Codes/Calculation:**

One of the following codes must be used:

- A** Aboriginal origin
- T** Torres Strait Islander origin
- B** Both Aboriginal and Torres Strait Islander origin
- N** Not an Aboriginal person or Torres Strait Islander
- S** Survey was returned and employee did not provide the information
- O** Survey was sent and employee did not return the survey form
- X** Survey was not sent

**Remarks/Validation:**

A valid code must be used. Data will not be accepted by WACA if:

- The field is left blank.
- Any character is used other than the codes shown above.

To obtain information about diversity planning or the Diversity Survey Questionnaire, please contact the State Administrator.

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter



### Field 3.10 –Disability Code

#### Description:

This code identifies an employee, with an ongoing disability, who has an employment restriction due to the following:

- Restriction in the type of work.
- Modified hours of work or time schedules.
- Adaptations to the workplace or work area.
- Specialised equipment.
- Extra time for mobility or tasks.
- Ongoing assistance or supervision to carry out duties.

#### Codes/Calculation:

For employees with multiple disabilities, composite codes can be used. For example, if a person has a speech and hearing disability, the required code would be **TH**. Up to 8 composite codes can be used.

Codes which may be used are:

<b>W</b>	<b>Does not have a disability</b> Does not have a disability as classified by the Disability Services Act 1993.
<b>S</b>	<b>Sight</b> Uses Braille, low vision aids or other special technology such as appropriate computers or screens. (Note: Does not include use of glasses or contact lenses).
<b>T</b>	<b>Speech</b> Uses aids such as word processors or communication boards in order to be understood or needs extra time to be understood.
<b>H</b>	<b>Hearing</b> Uses aids such as a hearing help card or volume control telephone in order to hear, or TTY (telephone typewriter), Auslan interpreter, or note taker, in order to communicate.
<b>I</b>	<b>Learning</b> Uses specific support and training to perform the job or needs more than average time to learn some parts of a job (e.g. has an intellectual disability). Has difficulty with reading or writing, e.g. dyslexia.
<b>A</b>	<b>Use of arms and hands</b> Uses specific equipment (e.g. modified keyboard, hands-free telephone) or needs extra time for handling objects.

- L Use of legs**  
Uses aid or needs extra time for mobility (e.g. wheelchairs, crutches).
- M Long term medical, physical or psychiatric condition**  
Any long term health or medical condition that regularly restricts or limits activities (e.g. requires regular medication or absences due to illness, or cannot perform some functions due to health and safety considerations).
- E Other**  
Any other ongoing disability with an employment restriction as outlined under 'Description'.
- Z Survey was returned and employee did not provide the information.**
- O Survey was sent and employee did not return the survey form.**
- X Survey was not sent.**

To obtain information about diversity planning or the Diversity Survey Questionnaire, please contact the State Administrator.

**Remarks/Validation:**

A valid code must be used. Data will not be accepted by WACA if:

- Any code other than a valid disability code, or composite code, as shown above is used.
- The field is left blank.

Field size:	Up to 8 characters may be used
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

### Field 3.11 – People with Disabilities Workplace Adjustments

#### Description:

This code indicates whether a workplace modification was required for employees who were identified as having a disability in Field 3.10 (Disability Code).

#### Codes/Calculation:

The following codes should be used:

<b>Y</b>	Workplace modification required
<b>N</b>	Workplace modification not required
<b>W</b>	Not applicable (answered <b>W</b> to Field 3.10)
<b>Z</b>	Survey returned but employee did not provide the information
<b>O</b>	Survey was sent but employee did not return the survey form
<b>X</b>	Survey was not sent

#### Remarks/Validation:

A valid code must be used. Data will not be accepted by WACA if:

- The field is left blank.
- Any character is used other than the codes shown above.

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 3.12 – Highest Qualification Level**

**Description:**

This code indicates the employee’s highest qualification level.

**Codes/Calculation:**

Only one of the following codes must be used:

<b>11</b>	Doctoral degree	<b>51</b>	Certificate III or IV
<b>12</b>	Master degree	<b>52</b>	Certificate I or II
<b>21</b>	Graduate diploma	<b>61</b>	Year 12 or equivalent
<b>22</b>	Graduate certificate	<b>62</b>	Year 10 or equivalent
<b>31</b>	Bachelor degree	<b>91</b>	Non-award course
<b>41</b>	Advanced diploma or Associate degree	<b>97</b>	No qualification
<b>42</b>	Diploma level	<b>98</b>	Unknown (includes no response)
		<b>99</b>	Other

**Remarks/Validation:**

A valid code must be used. Data will not be accepted by WACA if:

- The field is left blank.
- Any character is used other than the codes shown above.

Field size:	Must use 2 numeric characters
Data format:	Numeric
Period:	Snapshot of the last fortnight pay period in the census quarter

### Field 3.13 – Highest Qualification Field of Study

#### Description:

This code indicates the field of study of the employee's highest qualification level as specified in Field 3.12 (Highest Qualification Level). Where an employee has two or more qualifications that are of equivalent level, please provide the qualification that is most relevant to the position.

For example:

For an employee who holds a position as an accountant and has the following qualifications:

- BComm in Accountancy
- BSc in Mathematics

The BComm in Accountancy is more relevant to this employee's position.

#### Codes/Calculation:

The codes are based on the ABS publication [1272.0 - Australian Standard Classification of Education \(ASCED\) 2001](#) at the 6-digit level. Please refer to Appendix 3 for the list of codes.

If an employee's highest qualification field of study is unknown, please use code **999999**.

#### Remarks/Validation:

A valid code must be used. Data will not be accepted by WACA if:

- Any code is used other than a valid highest qualification code as shown in Appendix 3.
- The field is left blank.

Field size:	Must use 6 numeric characters
Data format:	Numeric
Period:	Snapshot of the last fortnight pay period in the census quarter

## 4. Employment Data

### Field 4.1 – Occupation (ANZSCO)

#### Description:

This relates to the employee’s current occupation. The occupation code is classified according to the Australian and New Zealand Standard Classification of Occupations (ANZSCO).

#### Codes/Calculation:

The ANZSCO codes are to be reported at the 6-digit level. Refer to Appendix 4 for the list of ANZSCO codes.

The complete list of codes can be found in the ABS publication [1220.0 - ANZSCO - Australian and New Zealand Standard Classification of Occupations, 2013, Version 1.2](#). The ANZSCO Coder, available on CD-ROM, provides a quick and efficient system to find the most accurate code for an occupation. To obtain a copy email [social.classifications@abs.gov.au](mailto:social.classifications@abs.gov.au).

Contact the State Administrator if assistance is required to identify the appropriate ANZSCO codes.

#### Remarks/Validation:

A valid 6-digit ANZSCO code must be used. Data will not be accepted if:

- The field is left blank.
- Any code is used other than a valid 6-digit ANZSCO code.

Field size:	Must use 6 characters
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

## Field 4.2 – Job Title

### Description:

The official job title of the employee.

### Codes/Calculation:

This is a free text field but is limited to 40 characters. Please ensure that the job title can be easily identified from any abbreviation used in this field.

### Remarks/Validation:

Data will not be accepted if:

- The field is left blank.

Field size:	Up to 40 characters may be used
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 4.3 – Employee Classification**

**Description:**

This refers to the classification code within the employee’s Award or Agreement.

**Codes/Calculation:**

Refer to the list of commonly used codes in Appendix 5. Please contact the State Administrator if any of your entity’s classification codes are not listed.

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- Any code is used other than a valid Award or Agreement code as shown in Appendix 5 or the website above.

**NOTE:**

Any employees whose classification, salary, allowances and other conditions is determined by the **Salaries and Allowances Tribunal** should be coded as **SALA**. For a full list of these employee’s positions, go to the [Salaries and Allowances Tribunal: special Division and Prescribed Office Holders](#) website.

Field size:	Up to 10 characters may be used
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter



## Field 4.4 – Employee Status

### Description:

This refers to the current status of the employee.

### Codes/Calculation:

Please use the following codes:

<b>A</b>	Active (not on extended leave)
<b>L</b>	Long service leave
<b>P</b>	Absent on extended paid leave (not long service leave)
<b>U</b>	Absent on extended unpaid leave
<b>S</b>	Separated

Extended leave is defined as leave longer than eight weeks (56 calendar days). Leave taken as long service leave regardless of length should be recorded as **L** and not as **P**.

### Remarks/Validation:

The status of the employee at the collection date (last pay period in the snapshot period) should be recorded. Where the employee has more than one status during the snapshot period, the status at the end of the snapshot period should be chosen.

Data will not be accepted if:

- The field is left blank.
- Any character is used other than the codes shown above.
- Code **S** is used and the separation reason in Field 2.6 (Reason for Separation) is **not** shown as **S**.
- Codes **A**, **P**, **U** and **L** are used, and code **S** is shown in Field 2.6 (Reason for Separation).

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 4.5 – Employee Appointment Type**

**Description:**

This field describes the current type of appointment of the employee within the entity.

**Codes/Calculation:**

One only of the following codes must be used:

- P** Permanent
- T** Fixed term
- E** Trainee (Fixed term)
- C** Casual
- S** Sessional
- B** Board Member
- O** Other

**Exclude:**

- Contractors.
- Consultants.
- Employment agency staff (not paid through payroll).
- Board members who are either not on the entity’s payroll and/or are paid a sitting fee only.

**Remarks/Validation:**

A valid code must be used. Data will not be accepted if:

- The field is left blank.
- Any character is used other than the codes shown above.

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 4.6 – Contract End Date**

**Description:**

The date at which employee’s contract ends.

**Codes/Calculation:**

YYYYMMDD where:

YYYY = Year                      MM = Month                      DD = Day

**Remarks/Validation:**

Data will not be accepted if:

- Data is not submitted in the prescribed format shown above. Note that separators such as “/” must not be used.
- A date before the Date of Commencement in the Entity (Field 2.4)
- Left blank for employees with codes other than **P** or **C** in Employee Appointment Type (Field 4.5).

Field size:	Must use 8 characters
Data format:	Date
Period:	Not applicable

**Field 4.7 – Awards**

**Description:**

A code that uniquely identifies an Award registered with the Western Australian Industrial Relations Commission (WAIRC) or the Australian Industrial Relations Commission (AIRC).

The WAIRC website is located at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

The AIRC website is located at [www.airc.gov.au](http://www.airc.gov.au).

**Codes/Calculation:**

Refer to the list of commonly used codes in Appendix 7.

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank (unless an agreement is reported in Field 4.8).
- Any code is used other than a valid Award code as shown in Appendix 6 or provided by the State Administrator.

**NOTE:**

An Award cannot be accepted by WACA unless it has been formally registered with WAIRC or AIRC. The Award reference number is derived from the document identity number on the WAIRC or AIRC website.

Please contact the State Administrator if your Award is not listed in this document.

Field size:	Up to 10 characters may be used
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

## Field 4.8 – Agreements

### Description:

A code that uniquely identifies an Agreement registered with the Western Australian Industrial Relations Commission (WAIRC) or the Australian Industrial Relations Commission (AIRC).

The WAIRC website is located at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

The AIRC is located at [www.airc.gov.au](http://www.airc.gov.au).

### Codes/Calculation:

Refer to the list of commonly used codes in Appendix 7.

### Remarks/Validation:

Data will not be accepted if:

- The field is left blank (unless an award is reported in Field 4.7).
- Any code is used other than a valid Agreement code as shown on Appendix 7.

#### NOTE:

A formal Agreement cannot be accepted by WACA unless it has been registered with WAIRC or AIRC. The Agreement reference number is derived from the document identity number on the WAIRC or AIRC website.

Typically, an Agreement is current for two or three years. Please regularly check that the code you are using is for a current Agreement.

The Agreement code should only be left blank if there is no known Agreement.

Please contact the State Administrator if your Agreement is not listed in this document.

Field size:	Up to 10 characters may be used
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 4.9 – SES Flag**

**Description:**

Indicates whether employees are members of the Senior Executive Service (SES) under Sections 53 and 56 of the Public Sector Management Act.

**Codes/Calculation:**

Please use the following codes:

**Y**      Yes  
**N**      No

**Remarks/Validation:**

A valid code must be used. Data will not be accepted if:

- The field is left blank.
- Any character is used other than the codes shown above.

**NOTE:** An officer may be appointed as a member of the Senior Executive Service in accordance with section 53 of the Public Sector Management Act (1994). The position will be higher than the PSGOGA Level 8 (however, not all employees above Level 8 are SES members) and the officer will have an SES contract for up to five years – a copy of the contract is likely to be on their personnel file and another copy must be sent to the Public Sector Commission.

The SES status is attached to the employee, not the position. Non-SES officers acting in positions substantively held by SES officers do not automatically become SES officers.

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

## Field 4.10 – Management Tier ID

### Description:

This measures the managerial responsibility in an organisation according to the top three tiers in the organisational management structure. It is linked to **decision-making responsibility** rather than salary.

### Codes/Calculation:

Please use the following codes:

- |   |   |
|---|---|
| 1 | Management Tier 1 (CEO)                                     |
| 2 | Management Tier 2 (managers reporting to CEO)               |
| 3 | Management Tier 3 (managers reporting to Tier 2 management) |
| 9 | All other staff   |

The definitions recognise that a range of possible management structures exist, depending on the nature of the business conducted by the entity, its size and geographical and corporate structure. While all entities will have Management Tier 1, some smaller organisations or those with flatter structures may have only two management tiers. Trainee managers or employees who have only a supervisory role should not be included in the top three tiers.

Tier 1 management:

- Directs and is responsible for the organisation and its development as a whole.
- Has ultimate control of, and responsibility for, the upper layers of management.
- Typical titles include CEO, Commissioner, Director General, General Manager, or Executive Director.

Tier 2 management:

- Directly below the top level of the hierarchy.
- Assists Tier 1 management by implementing organisational plans.
- Is directly responsible for leading and directing the work of other managers of functional departments below them.
- May be responsible for managing professional and specialist employees.
- Does not include professional and graduate staff, e.g. engineers, medical practitioners, accountants, etc. unless they have a primary management function.

Tier 3 management:

- Is responsible to Tier 2 Management.

- Formulates policies and/or plans for their area of control and manages a budget and/or employees/resources.
- Is the interface between Tier 2 management and lower level managers.
- Does not include professional and graduate staff, e.g. engineers, medical practitioners, accountants, etc. unless they have a primary management function.

## Remarks/Validation:

A valid code must be used. Data will not be accepted if:

- The field is left blank.
- Any character is used other than the codes shown above.

If the management tier employee is on leave, he/she should be coded as a **9** and the occupant acting in the position should then be coded to the relevant management tier.

However, if the management tier employee is on leave for the entire snapshot and the position remains vacant, the management tier employee on leave should not be changed. *(Note: this is an instructional change from previous Data Definitions)*

Most organisations will have only one person in Tier 1 management (CEO). For Tier 2 and Tier 3, include only people with management responsibilities. In some organisations there may be no people in the lower or middle management tiers.

**NOTE:** Employees on higher duties during the snapshot period should be coded to the higher duties position.

Field size:	Must use 1 numeric character
Data format:	Integer
Period:	Snapshot of the last fortnight pay period in the census quarter



### Field 4.11 – Ordinary Time Hours Paid (Fortnight Period)

#### Description:

This refers to ordinary time hours paid that were worked in the fortnight snapshot.

#### Include:

- Standard fortnight hours for employees paid.
- Ordinary time leave hours paid relating to the snapshot.

#### Exclude:

- Overtime and flexi-time hours paid.
- Standby and on-call hours paid.
- Hours paid in advance.
- Hours paid not related to the snapshot, i.e. retrospective payments.
- Any unpaid hours.

#### Codes/Calculation:

Number of hours expressed up to two decimal places.

For example: 75 hours = 75 or 75.0 or **75.00**  
42 hrs 30 mins = 42.5 or **42.50**

If an employee has no ordinary time hours paid for during the snapshot, please enter **0** (or **0.00**) in this field.

#### Remarks/Validation:

Data will not be accepted if:

- The field is left blank.
- More than 110 ordinary time hours are paid for in the fortnight snapshot.
- Negative hours are paid for in the fortnight snapshot.
- Data is submitted to more than 2 decimal places.

Data will be accepted but a warning will appear if:

- More than twice the Standard Weekly Award Hours (see Field 4.12) are paid for in the fortnight snapshot.
- More than 90 but less than or equal to 110 ordinary time hours are paid for in the fortnight snapshot.
- Less than 15, but more than 0 ordinary time hours are paid for in the fortnight snapshot.

**Important Note:**

- 1) Data from this field is used to calculate Paid Full-Time Equivalent (FTE) data (see page 7 for the formula). Incorrect information may result in inflated or deflated Paid FTE numbers.
- 2) Employees on leave at half pay may require manual intervention in this field if the entity's HRMIS reports such employee working full time hours and half time rates.

Field size:	Up to 6 numeric characters may be used
Data format:	Decimal (to no more than 2 decimal places)
Period:	Snapshot of the last fortnight pay period in the census quarter

### Field 4.12 –Standard Weekly Award Hours

#### Description:

This refers to the **full-time** standard weekly hours of work as specified in the Award or Agreement regardless of whether the position holder is full-time, part-time or casual.

#### Codes/Calculation:

Number of hours of standard work expressed up to two decimal places.

For example: 37 hours 30 minutes = **37.50**

**If an employee is working full-time, part-time or casual hours under a 37.5 hour award/agreement, 37.50 should be recorded in this field.**

#### Remarks/Validation:

Data will not be accepted if:

- The field is left blank.
- Less than 21 or more than 55 standard weekly award hours are specified.
- Data is submitted to more than 2 decimal places.

Data will be accepted but a warning will appear if:

- More than or equal to 21 but less than 35 standard weekly award hours are specified.
- More than 45 but less than 55 standard weekly award hours are specified.

If you are confident that the warning issued refers to data that is correct, you need not do anything further and can submit the data. The State Administrator will contact you if the data needs further analysis.

#### Important Note:

**Data from this field is used to calculate Paid Full-Time Equivalent (FTE) data (see page 7 for the formula).. Incorrect information may result in inflated or deflated Paid FTE numbers.**

Field size:	Up to 6 numeric characters may be used
Data format:	Decimal (to no more than 2 decimal places)
Period:	Snapshot of the last fortnight pay period in the census quarter

**Field 4.13 – Contracted Hours**

**Description:**

This refers to contracted hours for a typical fortnight as specified in an employee’s employment conditions.

**Codes/Calculation:**

Number of contracted hours expressed to two decimal points.

For example: 75 hours = 75 or 75.0 or **75.00**  
 37 hrs 30 mins = 37.5 or **37.50**

**Full time employees**

If an employee is employed on a full-time basis, this should be double the amount of the Standard Weekly Award Hours (Field 4.12).

**Part time employees**

If an employee is working part-time, this should be the number of hours that an employee has agreed to work in a fortnight.

$$\text{Contracted Proportion of FTE} = \frac{\text{Contracted Hours}}{\text{Standard Weekly Award Hours} \times 2}$$

**Casual employees**

Casual employees (“C” under Appointment Type (Field 4.5)) should be reported as 0.

**Remarks/Validation:**

Data will not be accepted if:

- the field is left blank;
- more than twice the Standard Weekly Award Hours (Field 4.12);
- negative hours; or
- data is submitted to more than 2 decimal places;

Data will be accepted but a warning will appear if:

- less than 7.5 hours but more than 0 hours.

**Important Note:**

- 1) This field is used to calculate the full time equivalent proportion and to identify if an employee is full time or part time.

Field size:	Up to 6 numeric characters may be used
Data format:	Decimal (to no more than 2 decimal places)
Period:	Snapshot of the last fortnight pay period in the census quarter

## 5. Salary Details

### Field 5.1 – Equivalent Annual Award/Agreement Base Wage or Salary

#### Description:

The equivalent annual base wage or salary that the employee receives for the job he or she is currently performing at the collection period.

If an employee is receiving higher duties allowance at the snapshot, please show the equivalent annual base wage or salary for the position the employee is acting in, not their substantive position.

#### Include:

- Equivalent annual rate of pay as specified in the Award or Agreement.
- Salary incremental step.
- Ordinary time earnings.
- Non-cash benefits, which are 'convertible' to cash and recognised as salary for superannuation purposes such as salary packaging.
- Higher duties allowance for ordinary time hours.
- Base wage or salary for employees on unpaid leave.
- For employees not on annual salary, calculate the equivalent annual payment as per conversion factors (see Codes/Calculation).

#### Exclude:

- Penalty payment, shift and other remunerative allowances.
- Overtime pay.
- Loading in lieu of leave entitlements/public holidays for casual employees.

#### Codes/Calculation:

The equivalent annual base wage or salary is calculated as such:

##### For known current annual base salary:

Record the dollar value in accordance with published schedules attached to registered Agreements or Awards.

##### For a weekly base wage:

Weekly base wage x 313/6

For an hourly base rate:

Hourly base rate x number of hours in 12-month period (1950 for 37.5 hour week, 1976 for 38 hour week, 2080 for 40 hour week)

or

hourly base rate x weekly award hrs x 313/6

The value calculated must be rounded to the nearest dollar. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee’s equivalent annual base wage or salary is less than \$10,000 or greater than \$1,000,000.

WACA will accept the data but issue a warning if:

- An employee’s equivalent annual base wage or salary is less than \$12,000 or greater than \$250,000.

**Important Note:**

If an employee is part-time, the equivalent annual base wage or salary recorded is what the employee would receive if they worked on a full-time basis.

If an employee is temporarily assigned to a higher position at the collection date, provide the equivalent annual base wage or salary for the higher duties position.

If Field 4.4 – Employee Status – is S (separated) at the collection date, provide the equivalent annual base wage or salary at the date of separation.

For employees on a deferred leave or purchased leave arrangement, provide the equivalent annual base wage or salary as if the employee was not on deferred or purchased leave.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	Snapshot of the last fortnight pay period in the census quarter

## 6. Financial Year to Date (FYTD) Employment Data

### Field 6.1 – FYTD Ordinary Time Hours (Paid For)

#### Description:

This refers to the employee’s award, standard or agreed hours of work paid at ordinary rate over the current financial year.

#### Include:

- Standby time that is part of standard hours of work.
- ALL paid leave taken since the start of the financial year.

#### Exclude:

- Overtime hours.
- Hours associated with leave payments on termination.

#### Codes/Calculation:

Number of ordinary hours paid for rounded to the nearest hour. **Do not use decimal places.**

Field 6.1 is different from Field 4.11 - Ordinary Time Hours Paid (Fortnight Period) - as it reflects the cumulative hours worked from the start of the current financial year up to the census collection date (the last fortnightly pay period in the census quarter).

#### Remarks/Validation:

Data will not be accepted if:

- The field is left blank.
- An employee’s FYTD ordinary time hours paid for is less than 0.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 6.2 – FYTD Overtime Hours (Paid For)**

**Description:**

The total number of hours of overtime (OT) paid over the financial year to date.

Exclude:

- On-call and standby hours.

**Codes/Calculation:**

Number of overtime hours rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee’s FYTD overtime hours paid for is less than 0.

**Important Note:**

The rate at which the overtime is paid (i.e. single, time and a half, double time) is irrelevant (e.g. if 3 hours were worked at double time, report “3”).

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.



## 7. Financial Year to Date (FYTD) Salary Information

### Field 7.1 – FYTD Gross Wage or Salary

#### Description:

Total gross earnings paid to the employee before any deductions in the current financial year.

#### Include:

- Ordinary time and overtime earnings (including commuted overtime).
- Over award/agreement payments.
- Penalty payments, shift and other remunerative allowances (including HDA/TSA and district allowance).
- Leave loadings, bonuses and similar payments.
- Retainers and commissions paid to persons who received a retainer.
- Payments made under incentive, piecework or profit-sharing schemes.
- All leave payments (except those paid on termination).
- Salary payments made to directors.
- Payments made for time on standby or reporting time.
- Amounts paid from interstate or overseas.
- Amounts paid through the payroll to employees on workers' compensation.
- Advance and retrospective payments.
- Attraction & Retention Benefits payments.

#### Exclude:

- Allowances for travel, entertainment, meals and other expenditure.
- Directors or office-holders' fees.
- Imputed value of fringe benefits.
- Fringe benefits tax.
- Commissions where a retainer/wage/salary is NOT paid.
- Workers' compensation payments NOT paid through the payroll.
- Employer superannuation contributions.
- Termination payments.

Note: Fields 7.2, 7.3, 7.4, 7.5 and 7.6 are sub-sets of this field.

#### Codes/Calculation:

The value calculated must be rounded to the nearest dollar. **Do not use decimal places.**

#### Remarks/Validation:

Data will not be accepted if:

- The field is left blank.
- An employee’s gross earnings paid is less than \$0 or greater than \$1,000,000.

Data will be accepted but a warning will appear if:

- An employee’s gross earnings paid is greater than \$400,000 but less than \$1,000,000.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 7.2 – FYTD Gross Overtime Payments**

**Description:**

Total gross overtime paid to the employee in the current financial year.

Include:

- Overtime paid at HDA/TSA rate.
- Retrospective payments.

Exclude:

- Workers’ compensation payments NOT paid through the payroll.

**Codes/Calculation:**

The value calculated must be rounded to the nearest dollar. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee’s FYTD gross overtime earnings are less than \$0.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 7.3 – FYTD Gross Commuted Allowance Payments**

**Description:**

Total gross commuted allowance paid to the employee in the current financial year.

‘Commuted allowance’ is an agreed allowance negotiated between the employee and the employer, paid in lieu of actual overtime and/or call or shift allowances worked. Other allowances may also be negotiated to be paid as commuted allowances. Commuted allowance is normally paid to a group of employees occupying positions that require work to be performed consistently and regularly outside and in excess of the prescribed hours of duty.

Include:

- Regular overtime payments and other allowance payments negotiated for employees.
- Regular overtime payments and other allowance payments negotiated for employees on workers’ compensation (only if paid through the payroll).
- Retrospective payments.

Exclude:

- Regular overtime payments and other allowance payments negotiated for employees on Workers’ compensation payments NOT paid through the payroll.

**Codes/Calculation:**

The value calculated must be rounded to the nearest dollar. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee’s commuted overtime earnings are less than \$0.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

### Field 7.4 – FYTD Gross Higher Duties Allowance

**Description:**

Total gross higher duties allowance (HDA) paid to the employee in the current financial year.

Include:

- Regular HDA/TSA payments negotiated for employees on workers’ compensation (only if applicable).
- HDA/TSA paid for ordinary time, annual, long service leave and sick leave.
- Advance and retrospective payments.
- Temporary special allowance (TSA) with higher duties allowance.

Exclude:

- Overtime payments at HDA/TSA rate.
- Workers’ compensation payments NOT paid through the payroll.
- Leave loadings at HDA/TSA rate.

**Codes/Calculation:**

The value calculated must be rounded to the nearest dollar. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee’s FYTD HDA/TSA earnings are less than \$0.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 7.5 – FYTD Gross Penalty Payments and Allowances**

**Description:**

Total gross penalty payments and allowances, **other than** overtime, commuted allowance and commuted overtime, and higher duties allowance, that are over and above the employee's base wage or salary paid to the employee in the current financial year.

**Include:**

- Penalty payments shift and other remunerative allowances.
- Payments made under incentive, piecework or profit sharing schemes.
- Payments made for time on standby or reporting time.
- Payments made in lieu of annual or long service leave, including payments due to retirement, resignation, termination of fixed term contract or redundancy.
- Payments made due to severance and additional severance in lieu of notice.
- Allowances prescribed in the award/agreement (e.g. site, height, district, etc.) over award and over agreement pay.
- Regular penalty payments negotiated for employees on workers' compensation (only if applicable).
- Advance and retrospective payments.
- Casual loading.

**Exclude:**

- Higher duties allowance.
- Overtime pay.
- Workers' compensation payments NOT paid through the payroll.

**Codes/Calculation:**

The value calculated must be rounded to the nearest dollar. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee's FYTD penalty payments and allowances are less than \$0.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

### Field 7.6 – FYTD Leave Loading

**Description:**

Total leave loading paid to the employee in the current financial year.

Leave loading is a standard employee benefit that is usually prescribed at the rate of 17.5% of the employee’s annual salary. It is paid when accrued annual leave is taken (may be subject to capping).

Include:

- Leave loading at HDA/TSA rate.

**Codes/Calculation:**

The value calculated must be rounded to the nearest dollar. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee’s FYTD leave loading paid is less than \$0.

**Note:** If leave loading is nil, please insert **0**.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

## 8. Leave Data as at End of Quarter

### Field 8.1 – Amount of Annual Leave Entitlement Balance

**Description:**

The number of hours of annual leave that would be credited (or debited) to the employee if he/she were to resign as at the collection date.

**Codes/Calculation:**

The value calculated must be rounded to the nearest hour. **Do not use decimal places.**

If there is no leave entitlement balance, please enter **0**.

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- An employee’s annual leave entitlement balance is less than -200 hours or more than 2,000 hours .

Data will be accepted but a warning will appear if:

- An employee’s annual leave entitlement balance is more than or equal to -200 hours but less than 0 (zero) hours.
- An employee’s annual leave entitlement balance is more than 1,500 hours but less than or equal to 2,000 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	Current collection quarter



## Field 8.2 – Amount of Long Service Leave Entitlement Balance

### Description:

The number of hours of long service leave that would be credited or debited to the employee if he/she were to resign on the collection date.

### Codes/Calculation:

The value calculated must be rounded to the nearest hour. **Do not use decimal places.**

If there is no long service leave entitlement balance, please enter **0**.

### Remarks/Validation:

Data will not be accepted if:

- The field is left blank.
- An employee's long service leave entitlement balance is less than -488 hours or more than 3,400 hours.

Field size:	Up to 7 numeric characters may be used
Data format:	Integer
Period:	Current collection quarter

**Field 8.3 – Purchased Leave / Self Funded Leave**

**Description:**

Purchased leave refers to employees working on a full-time basis at reduced pay and who take additional self-funded paid leave during the year. The income earned for the actual time worked (including accrued paid annual leave) is averaged and paid over the full year.

**Codes/Calculation:**

WWAA where WW = The number of agreed weeks of work (e.g. **44**)  
 AA = Period of the agreement in weeks (e.g., **52**)

If an employee has not entered into a purchase leave agreement, please enter **5252**.

**Remarks/Validation:**

For example, if an employee takes 4 weeks leave in addition to his normal annual leave entitlement in a year, then the code should be **4852**.

Data will not be accepted if:

- The field is left blank.

Note: This should not affect the data input into “Ordinary Time Hours Paid” and “Equivalent Annual Award/Agreement Base Wage or Salary” fields which should be shown in full.

Field size:	Must use 4 characters
Data format:	Character
Period:	Current collection quarter

### Field 8.4 – Deferred Salary Leave

#### Description:

Employees receive a reduced proportion of their normal income (e.g. 80%) for a nominated number of years (e.g. 4). At the conclusion of this period, the employee is entitled to take deferred leave at the reduced income level for one year.

#### Codes/Calculation:

YA where:

Y = The numbers of agreed years of work (e.g. **4**)

A = Period of the agreement in years (e.g. **5**)

This would be shown as code: **45**.

If an employee has not entered into a deferred salary agreement please enter code: **55**.

#### Remarks/Validation:

Data will not be accepted if:

- The field is left blank.

Note: This should not affect the data input into “Ordinary Time Hours Paid” and “Equivalent Annual Award/Agreement Base Wage or Salary” fields which should be shown in full.

Field size:	Must use 2 characters
Data format:	Character
Period:	Current collection quarter

## 9. Financial Year to Date (FYTD) Leave Clearance

### Field 9.1 – FYTD Annual Leave Taken in Hours

**Description:**

The total number of hours of annual leave taken (paid and/or unpaid) by the employee during the current financial year.

**Codes/Calculation:**

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

Do not include equivalent hours for payments made in lieu of annual leave or hours paid out due to separation from the WA State Government Sector – only annual leave taken by the employee should be included in this section.

Data will not be accepted if:

- The field is left blank.
- Annual leave taken is less than -200 hours or more than 2,000.

Data will be accepted but a warning will appear if:

- Annual leave taken is more than 1,000 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

## Field 9.2 – FYTD Long Service Leave Taken in Hours

### Description:

The total number of hours of long service leave taken paid at any pay rate (e.g. half-pay, double pay etc) cleared by an employee in the current financial year.

### Codes/Calculation:

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

### Remarks/Validation:

Do not include equivalent hours for payments made in lieu of long service leave or hours paid out due to separation from the WA State Government Sector – only long service leave taken by the employee should be included in this section.

Data will not be accepted if:

- The field is left blank.
- Long service leave taken is less than 0 hours or more than 2,080 hours.

Data will be accepted but a warning will appear if:

- Long service leave taken is more than 1,000 but equal to or less than 2,080 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 9.3 – FYTD Sick Leave Taken in Hours**

**Description:**

The total number of hours of sick leave taken (paid and/or unpaid) by the employee in the current financial year.

**Codes/Calculation:**

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

Sick leave is leave granted where the employee is ill or injured.

Data will not be accepted if:

- The field is left blank.
- Sick leave taken is less than 0 hours or more than 2,080 hours.

WACA will accept the data but issue a warning if:

- Sick leave taken is more than 1,000 hours but equal to or less than 2,080 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

**Note:**

Report only if leave is not included in Field 9.6 - FYTD Personal Leave Taken in Hours.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 9.4 – FYTD Parental Leave Taken in Hours**

**Description:**

The total number of hours of parental leave taken (paid and/or unpaid) by the employee in the current financial year.

**Codes/Calculation:**

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

Where an employee is entitled to paid parental leave on the birth of a child to the employee or the employee’s partner; or adoption of a child.

Data will not be accepted if:

- The field is left blank.
- Parental leave taken is less than 0 hours or more than 2,080 hours.

Data will be accepted but a warning will appear if:

- Parental leave taken is more than 1,000 hours but equal to or less than 2,080 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 to the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 9.5 – FYTD Carer’s Leave Taken in Hours**

**Description:**

The total number of hours of carer’s leave taken (paid or unpaid) by the employee in the current financial year.

**Codes/Calculation:**

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

Carer’s leave is often granted where the employee is required to be the primary care giver of a member of the employee’s family or household who is ill or injured and in need of immediate care and attention.

Data will not be accepted if:

- The field is left blank.
- Carer’s leave taken is less than 0 hours or more than 2,080 hours.

Data will be accepted but a warning will appear if:

- Carer’s leave taken is more than 1,000 hours but equal to or less than 2,080 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

**Note:**

Report only if leave is not included in Field 9.6 - FYTD Personal Leave Taken in Hours.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.



### Field 9.6 – FYTD Personal Leave Taken in Hours

**Description:**

The total number of hours of personal leave taken (paid or unpaid) by the employee in the current financial year.

**Codes/Calculation:**

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

Under certain circumstances, personal leave may be granted where unanticipated matters of a compassionate or pressing nature arise that can only be dealt with within the required hours of duty.

Data will not be accepted if:

- The field is left blank.
- Personal leave taken is less than 0 hours or more than 2,080 hours.

Data will be accepted but a warning will appear if:

- Personal leave taken is more than 1,000 hours but equal to or less than 2,080 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Note: **Only** include sick leave and carer’s leave if they are **not** reported in Fields 9.3 or 9.5 respectively.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 9.7 – FYTD Defence Force Leave Taken in Hours**

**Description:**

The total number of hours of defence force leave taken (paid or unpaid) by the employee in the current financial year.

**Codes/Calculation:**

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

The employer may grant leave of absence for the purpose of defence service (including training) to an employee who is a volunteer member of the Defence Force Reserves or the Cadet Force.

Data will not be accepted if:

- The field is left blank.
- Defence force leave taken is less than 0 hours or more than 2,080 hours.

Data will be accepted but a warning will appear if:

- Defence force leave taken is more than 1,000 hours but equal to or less than 2,080 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

**Field 9.8 – FYTD Other Leave (Paid or Unpaid) Not Elsewhere Included – Taken in Hours**

**Description:**

The total number of hours of other leave (not included elsewhere) taken (paid or unpaid) by the employee in the current financial year (e.g. jury duty, cultural leave or ceremonial leave).

**Codes/Calculation:**

The calculated figure must be rounded to the nearest hour. **Do not use decimal places.**

**Remarks/Validation:**

Data will not be accepted if:

- The field is left blank.
- Other leave taken is less than 0 hours or more than 2,080 hours.

Data will be accepted but a warning will appear if:

- Other leave taken is more than 1,000 hours but equal to or less than 2,080 hours.

If you are confident that the warning issued by WACA refers to data that is correct, you need not do anything further and can submit the data into WACA. The State Administrator will contact you if the data needs further analysis.

Field size:	Up to 4 numeric characters may be used
Data format:	Integer
Period:	FYTD: <i>from</i> the day after the last pay day prior to June 30 <i>to</i> the last fortnightly pay period in the current census quarter

\* Please note that the HRMOIR financial year commences after the last pay day in June. See definition of Financial Year to Date in glossary.

## 10. File Marker

### Field 10.1 – Flag

#### Description:

The set of fields that are required to be completed for an individual’s record may vary depending on who the record relates to. For example, Trainee (as defined on Page 6) records have a special exemption from FTE.

#### Codes/Calculation:

Please use the following codes:

- E** Employees with special exemptions.
- H** All other employees.

#### Remarks/Validation:

A valid code must be used. Data will not be accepted if:

- Any character is used other than the codes above.
- A field is left blank.

Field size:	Must use 1 character
Data format:	Character
Period:	Snapshot of the last fortnight pay period in the census quarter

## Field 10.2 – File End Marker

### Description:

When a hash “#” is entered in this field it alerts WACA that it has come to the end of the record for an individual.

### Codes/Calculation:

“#” indicates the end of an individual record.  
A hash symbol “#” must always be used in this field.

### Remarks/Validation:

A valid code must be used. Data will not be accepted if:

- Any character is used other than a hash symbol.
- A field is left blank.

Note: A hash symbol “#” must not be used in any other WACA field.

Field size:	Must use 1 character
Data format:	Character
Period:	Not applicable

## SECTION II- TECHNICAL SUMMARY

This table provides technical information to enable entities to produce their HRMOIR report in the required format. The following terms are used:

**Field** – The number of the field.

**Field Size** – The number of spaces the data can fill up in each record or employee's line.

**Column (Start)** – The space reserved for the beginning of the field in a fixed length text file format line.

**Column (End)** – The space reserved for the end of the field in a fixed length text file format line.

**Period** – The period during which the data is captured, where:

<b>SS</b>	Snapshot
<b>CQ</b>	Current quarter
<b>FYTD</b>	Financial year to date

**Align** – Indicates if the data is to be justified to the left or to the right in the space provided, where:

<b>L</b>	Align to the left
<b>R</b>	Align to the right

**Title** – The name of the field.

**Data Format** – Character, Date, Decimal, Integer or Numeric

**Fatal Edits (High)** – Upper boundary before system reports an error.

**Fatal Edits (Low)** – Lower boundary before system reports an error.

**Invalid data** – Status of the field that will cause the system to report an error.

**Warning Edits (High)** – Upper boundary before system reports a warning.

**Warning Edits (Low)** – Lower boundary before system reports a warning.

**Remarks** – Indicates whether or not data is required in this field.

## Technical Summary

\* Conditions listed in the *Invalid* column are the key conditions which will cause data to be invalidated by WACA. For full details of conditions, please see the Remarks/Validation notes for each field in Section 1.

Field	Field Size	Column		Period	Align	Title	Data format	Fatal Edits		Invalid*	Warning Edits	
		Start	End					High	Low		High	Low
<b>1 ENTITY INFORMATION</b>												
1.1	3	1	3	SS	L	Division Identifier	Character (3)					
1.2	3	4	6	SS	L	Department Identifier	Integer (3)			Blank. Non-listed code.		
1.3	3	7	9	SS	L	Entity Unit Identifier	Integer (3)			Blank. Non-listed code.		
	5	10	14			Spare Field for Future Use						
<b>2 MOVEMENTS</b>												
2.1	4	15	18	SS	L	Financial Year	Date (4)	Greater than current year	Less than (current year - 1)	Blank. Invalid date.		Less than current year
2.2	1	19	19	SS	L	Financial Quarter	Character (1)			Blank. Non-listed code.		
2.3	8	20	27	SS	L	Date of Commencement in the State Government Workforce	Date (8)	Greater than commencement in entity	(Date of Birth + 12)	Blank. Future date. Invalid date.		Date of Birth + 16)
2.4	8	28	35	SS	L	Date of Commencement in the Entity	Date (8)	Future date	Before commencement in state government workforce	Blank. Future date. Invalid date.		
2.5	3	36	38	CQ	L	Mode of Commencement	Character (3)			Blank. Non-listed code.		
2.6	3	39	41	CQ	L	Reason for Separation	Character (3)			Blank. Non-listed code.		
2.7	8	42	49	CQ	L	Date of Separation	Date (8)			Blank when 2.6 is not equal to M00. Future date. Invalid date.		Greater than 4 months from date of collection
2.8	2	50	51			Pay period number	Numeric (2)	>27	<1	Blank.		
<b>3 DEMOGRAPHIC INFORMATION</b>												
3.1	8	52	59	SS	L	WA Government Number (WAGN)	Character (8)			Blank.		
3.2	15	60	74	SS	L	Employee Identifier	Character (15)			Blank.		
3.3	1	75	75	SS	L	Job Number	Numeric (1)			Blank. Repeated in entity.		
3.4	8	76	83	SS	L	Date of Birth	Date (8)	≤12 years old	Date greater than 95 years prior to today's date	Future date. Invalid date.	<16 years old	Date greater than 70 years prior to today's date
3.5	1	84	84	SS	L	Sex	Character (1)			Blank. Non-listed code.		

# HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)

Field	Field Size	Column		Period	Align	Title	Data format	Fatal Edits		Invalid*	Warning Edits	
		Start	End					High	Low		High	Low
3.6	6	85	90	SS	L	Geographical Feature	Character (6)			Blank. Non-listed code.		
3.7	4	91	94	SS	L	Country of Birth	Character (4)			Blank. Non-listed code.		
3.8	4	95	98	SS	L	Language	Character (4)			Blank. Non-listed code.		
3.9	1	99	99	SS	L	Indigenous Identifier	Character (1)			Blank. Non-listed code.		
3.10	8	100	107	SS	L	Disability Code	Character (8)			Blank. Non-listed code.		
3.11	1	108	108	SS	L	People with Disabilities Workplace Adjustments	Character (1)			Blank. Non-listed code.		
3.12	2	109	110	SS	L	Highest Qualification Level	Numeric (2)			Blank. Non-listed code.		
3.13	6	111	116	SS	L	Highest Qualification Field of Study	Numeric (6)			Blank. Non-listed code.		
<b>4 EMPLOYMENT DATA</b>												
4.1	6	117	122	SS	L	Occupation (ANZSCO)	Character (6)			Blank. Non-listed code		
4.2	40	123	162	SS	L	Job Title	Character (40)			Blank		
4.3	10	163	172	SS	L	Employee Classification	Character (10)			Blank. Non-listed code.		
4.4	1	173	173	SS	L	Employee Status	Character (1)			Blank. Non-listed code.		
4.5	1	174	174	SS	L	Employee Appointment Type	Character (1)			Blank. Non-listed code.		
4.6	8	175	182	SS	L	Contract End Date	Date (8)		Date before start date	Blank. Non-listed code.		
4.7	10	183	192	SS	L	Awards	Character (10)			Blank if 4.10 is blank. Non-listed code		
4.8	10	193	202	SS	L	Agreements	Character (10)			Blank if 4.9 is blank. Non-listed code		
4.9	1	203	203	SS	L	SES Flag	Character (1)			Blank. Non-listed code		
4.10	1	204	204	SS	L	Management Tier ID	Integer (1)			Blank. Non-listed code		
4.11	6	205	210	SS	R	Ordinary Time Hours Paid (Fortnight Period)	Decimal (6.2)	>110.00	<0.00	Blank	>90.00	<15.00
4.12	6	211	216	SS	R	Standard Weekly Award Hours	Decimal (6.2)	>55.00	<21	Blank	>45.00	<35
4.13	6	217	222	SS	R	Contracted Hours	Decimal (6.2)	>110.00	<0.00	Blank	>90.00	<15.00
<b>5 SALARY DETAILS</b>												
5.1	7	223	229	SS	R	Equivalent Annual Award / Agreement Base Wage or Salary	Integer (7)	>1000000	<10000	Blank	>250000	<12000
	12	230	241			Spare Field for Future Use						
<b>6 FINANCIAL YEAR TO DATE EMPLOYMENT DATA</b>												
6.1	4	242	245	FYTD	R	FYTD Ordinary Time Hours (Paid For)	Integer (4)		<0	Blank		
6.2	4	246	249	FYTD	R	FYTD Overtime Hours (Paid For)	Integer (4)		<0	Blank		
	5	250	254			Spare Field for Future Use						
<b>7 FINANCIAL YEAR TO DATE SALARY INFORMATION</b>												
7.1	7	255	261	FYTD	R	FYTD Gross Wage or Salary	Integer (7)	>1000000	<0	Blank	>400000	



## HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)

Field	Field Size	Column		Period	Align	Title	Data format	Fatal Edits		Invalid*	Warning Edits	
		Start	End					High	Low		High	Low
7.2	7	262	268	FYTD	R	FYTD Gross Overtime Payments	Integer (7)		<0	Blank		
7.3	7	269	275	FYTD	R	FYTD Gross Commuted Overtime Payments	Integer (7)		<0	Blank		
7.4	7	276	282	FYTD	R	FYTD Gross Higher Duties Allowance	Integer (7)		<0	Blank		
7.5	7	283	289	FYTD	R	FYTD Gross Penalty Payments and Allowances	Integer (7)		<0	Blank		
7.6	4	290	293	FYTD	R	FYTD Leave Loading	Integer (4)		<0	Blank		
	5	294	298			Spare Field for Future Use						
<b>8 LEAVE DATA</b>												
8.1	7	299	305	CQ	R	Amount of Annual Leave Entitlement Balance	Integer (7)	>2000	<-200	Blank	>1500	<0
8.2	7	306	312	CQ	R	Amount of Long Service Leave Entitlement Balance	Integer (7)	>3400	<-488	Blank		
8.3	4	313	316	CQ	R	Purchased Leave / Self Funded Leave	Character (4)			Blank		
8.4	2	317	318	CQ	R	Deferred Salary Leave	Character (2)			Blank		
	5	319	323			Spare Field for Future Use						
<b>9 FINANCIAL YEAR TO DATE LEAVE CLEARANCE DATA</b>												
9.1	4	324	327	FYTD	R	FYTD Annual Leave Taken in Hours	Integer (4)	>2000	<-200	Blank	=<2000	>1000
9.2	4	328	331	FYTD	R	FYTD Long Service Leave Taken in Hours	Integer (4)	>2080	<0	Blank	=<2080	>1000
9.3	4	332	335	FYTD	R	FYTD Sick Leave Taken in Hours	Integer (4)	>2080	<0	Blank	=<2080	>1000
9.4	4	336	339	FYTD	R	FYTD Parental Leave Taken in Hours	Integer (4)	>2080	<0	Blank	=<2080	>1000
9.5	4	340	343	FYTD	R	FYTD Carer's Leave Taken in Hours	Integer (4)	>2080	<0	Blank	=<2080	>1000
9.6	4	344	347	FYTD	R	FYTD Personal Leave Taken in Hours	Integer (4)	>2080	<0	Blank	=<2080	>1000
9.7	4	348	351	FYTD	R	FYTD Defence Force Leave Taken in Hours	Integer (4)	>2080	<0	Blank	=<2080	>1000
9.8	4	352	355	FYTD	R	FYTD Other Leave (Paid or Unpaid) Not Elsewhere Included – Taken in Hours	Integer (4)	>2080	<0	Blank	=<2080	>1000
	5	356	360			Spare Field for Future Use						
<b>10 FILE MARKER</b>												
10.1	1	361	361	-	L	Flag	Character (1)			Blank Non-listed		
10.2	1	362	362	-	L	File End Marker	Character (1)			Blank Non-listed		

## GLOSSARY OF TERMS

<b>Agreement</b>	A document that sets out the wages and working conditions agreed between an employee and employer. The agreement may or may not be formally registered with the WAIRC or AIRC.
<b>Annual leave taken</b>	Total hours of annual leave taken by an employee in the financial year to date.
<b>Award</b>	A legally binding order made by an industrial tribunal which prescribes the terms and conditions of employment.
<b>Carer's leave</b>	Leave taken by an employee to provide care or support to a member of the employee's family or household.
<b>Casual</b>	Those employees who are paid at an hourly rate and may receive a special loading, usually in lieu of leave entitlements. Usually covered under the terms and conditions of a relevant award or agreement.
<b>Census date</b>	Census dates are: 31 March, 30 June, 30 September and 31 December.
<b>Census quarter</b>	A three-month interval beginning on the first day after the previous census period and ending on the last pay day in the current quarter.
<b>Character</b>	A single alphabetical letter, a numeric digit, or a space. Some characters cannot be used, including \ - ; : ' " * . An example of an acceptable 10-character data format would be "HR MOIR 11".
<b>Commuted overtime</b>	An agreed allowance negotiated between the employee and the employer, paid in lieu of actual overtime worked. It is normally paid to a group of employees occupying positions that require work to be performed consistently and regularly outside and in excess of the prescribed hours of duty.
<b>Current quarter (CQ)</b>	The three-month interval for which information is being reported upon.

<b>Data format</b>	<p>Individual data fields are defined as having one of the following data formats (see the separate entries in the glossary for definitions of each type):</p> <ul style="list-style-type: none"> <li>• Character</li> <li>• Date</li> <li>• Decimal (to no more than 2 decimal places)</li> <li>• Integer</li> <li>• Numeric</li> </ul>
<b>Date</b>	<p>The point of time at which a transaction or event has taken place. Dates must be entered in the format:</p> <p>YYYYMMDD</p> <p>where YYYY = year MM = month DD = day</p> <p>e.g.: <b>19790508</b></p>
<b>Decimal</b>	<p>A decimal number is a number that contains a fraction (x.s). 'x' is an integer and 's' indicates the number of digits in the fractional part of the number. Acceptable examples of data format Decimal (2.2) would be <i>37.50</i> and <i>75.00</i>.</p>
<b>Employee appointment type</b>	<p>The employee's appointment type, usually expressed as permanent or non-permanent (which includes fixed-term contracts, casuals and sessional employees).</p>
<b>Employee status</b>	<p>The type of work arrangement of an employee, e.g., active (not on extended leave), on long service leave, on extended paid leave, on extended unpaid leave, or separated.</p>
<b>Equivalent annual base wage or salary</b>	<p>The annual wage or salary an employee would be paid if that employee were full-time.</p> <p>e.g.: a part-time employee earning \$15,000 per annum working 15 hours per week would have an equivalent annual base wage or salary of \$37,500.</p>
<b>Field size</b>	<p>The number of spaces the data can fill up in each record or employee's line.</p>
<b>Financial year to date (FYTD)</b>	<p>Commences: day after last pay day prior to June 30. e.g.: if the last pay day in the financial years is June 24, then FYTD commences June 25.</p> <p>Ends: last pay day in current collection quarter.</p>

<b>Fixed-term contracts</b>	Those employees who are employed for a finite period of time usually under the terms and conditions of a relevant award or agreement.
<b>Full-time equivalent (FTE)</b>	A ratio measuring the amount of time an individual works. See Page 7 for the method of calculation.
<b>Full-time employee</b>	Those employees who normally work the hours defined as full-time in their award or agreement.
<b>Future date</b>	A date after the census date of the current census period.
<b>Headcount</b>	A count of people who were employed during the snapshot. See Page 8 for the method of calculation.
<b>Higher duties allowance (HDA)</b>	Payments made to employees working temporarily at a higher classification.
<b>Human Resource Minimum Obligatory Information Requirements (HRMOIR)</b>	A minimum set of human resource data that all employing bodies within the WA State Government Sector are required to submit to the Public Sector Commission on a quarterly basis.
<b>Integer</b>	An integer is a whole number. Where the value is a negative integer, the negative sign should appear immediately before the first digit. Where the value is a positive integer, no sign is required.
<b>Leave entitlement</b>	The amount of long service leave and/or annual leave owing to an employee if that employee were to resign on the date the data was collected.
<b>Leave loading</b>	A standard employee benefit that is usually prescribed at the rate of 17.5% of the employee's paid leave.
<b>Long service leave taken</b>	Total hours of long service leave taken by an employee in the financial year to date.
<b>Numeric</b>	A data format where each character is any of the numbers from 0-9.
<b>Other paid leave</b>	Can include paid study leave, jury duty, short leave, bereavement leave and special paid leave.
<b>Overtime</b>	Time worked in excess of award, standard or agreed hours of work for which payment is received.
<b>Part-time employee</b>	Those employees who normally work less than the agreed or award hours for a full-time employee.

<b>Penalty payments and allowances</b>	All payments other than higher duties allowance, temporary special allowance and overtime, that are over and above employees' base wage or salary.
<b>Disability</b>	Any restriction or lack of ability (resulting from an impairment) to perform an activity.
<b>Period</b>	Indicates the period in which the data is captured.  SS = Snapshot CQ = Current Quarter FYTD = Financial Year to Date
<b>Permanent employee</b>	A person employed for an indefinite period of time usually under the terms and conditions of a relevant award or agreement.
<b>Personal leave</b>	Leave for a variety of personal purposes, including sick leave, carer's leave and short leave.
<b>Senior Executive Service (SES)</b>	A group of executive officers who are classified Level 9 and above, and appointed under the Public Sector Management Act 1994 as SES officers.
<b>Sessional employee</b>	An employee, not employed under a contract of employment, who is paid for undertaking work within a specified period or an ad hoc arrangement to meet varying entity needs.
<b>Sick leave taken</b>	Total hours of paid and unpaid sick leave cleared by all employees were not classified as personal leave (as defined above).
<b>Snapshot (SS)</b>	A particular point or period in time. For the purposes of HRMOIR, this refers to the last pay period fortnight of the census period, i.e. the fortnight of the last pay period ending on or before the census dates.
<b>Temporary special allowance (TSA)</b>	An allowance paid in instances when an employee is undertaking duties over and above their normal duties, and where HDA is not applicable.
<b>WA State Government Sector</b>	For the purposes of HRMOIR, this comprises all employing bodies that are required to report workforce information to the WACA in accordance with Premier's Circular 2007/15.
<b>Workforce Analysis and Collection Application (WACA)</b>	The system used to collect, analyse and report HRMOIR data.

## REFERENCES

1. Australian Bureau of Statistics  
[www.abs.gov.au](http://www.abs.gov.au)
2. Western Australian Industrial Relations Commission  
[www.wairc.gov.au](http://www.wairc.gov.au)
3. Australian Industrial Relations Commission  
[www.airc.gov.au](http://www.airc.gov.au)
4. Public Sector Commission – Workforce Planning  
<https://www.wa.gov.au/organisation/public-sector-commission/workforce-planning>
5. Office of Equal Employment Opportunity – Western Australia  
[www.oeeo.wa.gov.au](http://www.oeeo.wa.gov.au)
6. *Public Sector Management Act 1994 (WA)*.
7. [Public Sector Commissioner’s Circular 2009-09](#) (supercedes Premier’s Circular 2007/15), *Human Resource Minimum Obligatory Information Requirement for the Workforce Information System*, issued: 08/10/2007.
8. *Disability Services Act 1993 (WA)*.
9. *Equal Opportunities Act 1984 (WA)*.

## ACRONYMS

ABS	Australian Bureau of Statistics
AIRC	Australian Industrial Relations Commission
ANZSCO	Australia and New Zealand Standard Classification of Occupations
CEO	Chief Executive Officer
DG	Director General
EEO	Equal employment opportunity
FTE	Full-time equivalent
FYTD	Financial year to date
HDA	Higher duties allowance
HRMOIR	Human Resource Minimum Obligatory Information Requirements
OEE0	Office of Equal Employment Opportunity
PSC	Public Sector Commission
PSMA	Public Sector Management Act 1994
SES	Senior Executive Service
TSA	Temporary special allowance
WACA	Workforce Analysis and Collection Application
WAIRC	Western Australian Industrial Relations Commission

## APPENDIX 1: COUNTRY OF BIRTH

SSSS	Survey returned but status not stated
OOO	Survey sent but not returned
O	
XXX	Survey not sent
X	
<b>OCEANIA AND ANTARCTICA</b>	
<b>Australia (includes External Territories)</b>	
1101	Australia
1102	Norfolk Island
1199	Australian External Territories, not elsewhere covered
<b>New Zealand</b>	
1201	New Zealand
<b>Melanesia</b>	
1301	New Caledonia
1302	Papua New Guinea
1303	Solomon Islands
1304	Vanuatu
<b>Micronesia</b>	
1401	Guam
1402	Kiribati
1403	Marshall Islands
1404	Micronesia, Federated States of
1405	Nauru
1406	Northern Mariana Islands
1407	Palau
<b>Polynesia (excludes Hawaii)</b>	
1501	Cook Islands
1502	Fiji
1503	French Polynesia
1504	Niue
1505	Samoa
1506	Samoa American
1507	Tokelau
1508	Tonga
1511	Tuvalu
1512	Wallis and Futuna
1599	Polynesia (excludes Hawaii), not elsewhere covered

<b>Antarctica</b>	
1601	Adelie Land (France)
1602	Argentinian Antarctic Territory
1603	Australian Antarctic Territory
1604	British Antarctic Territory
1605	Chilean Antarctic Territory
1606	Queen Maud Land (Norway)
1607	Ross Dependency (New Zealand)
<b>NORTH-WEST EUROPE</b>	
2100	United Kingdom
2101	Channel Islands
2102	England
2103	Isle of Man
2104	Northern Ireland
2105	Scotland
2106	Wales
2107	Guernsey Islands
2108	Jersey Island
<b>Ireland</b>	
2201	Ireland
<b>Western Europe</b>	
2301	Austria
2302	Belgium
2303	France
2304	Germany
2305	Liechtenstein
2306	Luxembourg
2307	Monaco
2308	Netherlands
2311	Switzerland
<b>Northern Europe</b>	
2401	Denmark
2402	Faeroe Islands
2403	Finland
2404	Greenland (Northern America)
2405	Iceland
2406	Norway
2407	Sweden
<b>SOUTHERN AND EASTERN EUROPE</b>	
<b>Southern Europe</b>	
3101	Andorra



3102	Gibraltar
3103	Holy See
3104	Italy
3105	Malta
3106	Portugal
3107	San Marino
3108	Spain
<b>South Eastern Europe</b>	
3200	Former Yugoslavia
3201	Albania
3202	Bosnia and Herzegovina
3203	Bulgaria
3204	Croatia
3205	Cyprus
3206	Former Yugoslav Republic of Macedonia (FYROM)
3207	Greece
3208	Moldova
3211	Romania
3212	Slovenia
3214	Montenegro
3215	Serbia
3216	Kosovo
<b>Eastern Europe</b>	
3301	Belarus
3302	Czech Republic
3303	Estonia
3304	Hungary
3305	Latvia
3306	Lithuania
3307	Poland
3308	Russian Federation
3311	Slovakia
3312	Ukraine
<b>NORTH AFRICA AND THE MIDDLE EAST</b>	
<b>North Africa</b>	
4101	Algeria
4102	Egypt
4103	Libya
4104	Morocco
4105	Sudan
4106	Tunisia
4107	Western Sahara
4199	North Africa, not elsewhere covered
<b>Middle East</b>	
4201	Bahrain
4202	Gaza Strip and West Bank
4203	Iran
4204	Iraq
4205	Israel
4206	Jordan
4207	Kuwait
4208	Lebanon
4211	Oman
4212	Qatar
4213	Saudi Arabia
4214	Syria
4215	Turkey
4216	United Arab Emirates
4217	Yemen
<b>SOUTH-EAST ASIA</b>	
<b>Mainland South-East Asia</b>	
5101	Burma (Myanmar)
5102	Cambodia
5103	Laos
5104	Thailand
5105	Viet Nam
<b>Maritime South-East Asia</b>	
5201	Brunei Darussalam
5202	Indonesia
5203	Malaysia
5204	Philippines
5205	Singapore
5206	East Timor
<b>NORTH-EAST ASIA</b>	
<b>Chinese Asia (includes Mongolia)</b>	
6101	China (excludes SARs and Taiwan)
6102	Hong Kong (SAR of China)
6103	Macau (SAR of China)
6104	Mongolia
6105	Taiwan
<b>Japan and the Koreas</b>	
6201	Japan
6202	Korea, Democratic People's Republic of (North)

6203 Korea, Republic of (South)

**SOUTHERN AND CENTRAL ASIA**

**Southern Asia**

7101 Bangladesh

7102 Bhutan

7103 India

7104 Maldives

7105 Nepal

7106 Pakistan

7107 Sri Lanka

**Central Asia**

7201 Afghanistan

7202 Armenia

7203 Azerbaijan

7204 Georgia

7205 Kazakhstan

7206 Kyrgyz Republic

7207 Tajikistan

7208 Turkmenistan

7211 Uzbekistan

**AMERICAS**

**Northern America**

8101 Bermuda

8102 Canada

8103 St Pierre and Miquelon

8104 United States of America

**South America**

8201 Argentina

8202 Bolivia

8203 Brazil

8204 Chile

8205 Colombia

8206 Ecuador

8207 Falkland Islands

8208 French Guiana

8211 Guyana

8212 Paraguay

8213 Peru

8214 Suriname

8215 Uruguay

8216 Venezuela

8299 South America, not elsewhere covered

**Central America**

8301 Belize

8302 Costa Rica

8303 El Salvador

8304 Guatemala

8305 Honduras

8306 Mexico

8307 Nicaragua

8308 Panama

**Caribbean**

8401 Anguilla

8402 Antigua and Barbuda

8403 Aruba

8404 Bahamas

8405 Barbados

8406 Cayman Islands

8407 Cuba

8408 Dominica

8411 Dominican Republic

8412 Grenada

8413 Guadeloupe

8414 Haiti

8415 Jamaica

8416 Martinique

8417 Montserrat

8418 Netherlands Antilles

8421 Puerto Rico

8422 St Kitts and Nevis

8423 St Lucia

8424 St Vincent and the Grenadines

8425 Trinidad and Tobago

8426 Turks and Caicos Islands

8427 Virgin Islands, British

8428 Virgin Islands, United States

**SUB-SAHARAN AFRICA**

**Central and West Africa**

9101 Benin

9102 Burkina Faso

9103 Cameroon

9104 Cape Verde

9105 Central African Republic

9106 Chad

9107 Congo

9108 Congo, Democratic Republic of

9111 Côte d'Ivoire

9112	Equatorial Guinea
9113	Gabon
9114	Gambia
9115	Ghana
9116	Guinea
9117	Guinea-Bissau
9118	Liberia
9121	Mali
9122	Mauritania
9123	Niger
9124	Nigeria
9125	Sao Tomé and Príncipe
9126	Senegal
9127	Sierra Leone
9128	Togo
<b>Southern and East Africa</b>	
9201	Angola
9202	Botswana
9203	Burundi
9204	Comoros
9205	Djibouti
9206	Eritrea
9207	Ethiopia
9208	Kenya
9211	Lesotho
9212	Madagascar
9213	Malawi
9214	Mauritius
9215	Mayotte
9216	Mozambique
9217	Namibia
9218	Réunion
9221	Rwanda
9222	St Helena
9223	Seychelles
9224	Somalia
9225	South Africa
9226	Swaziland
9227	Tanzania
9228	Uganda
9231	Zambia
9232	Zimbabwe
9299	Southern and East Africa, not elsewhere covered

## APPENDIX 2: LANGUAGE

SSSS	Survey returned but status not stated	2302	Portuguese
O000	Survey sent but not returned	2303	Spanish
XXXX	Survey not sent	2399	Iberian Romance, not elsewhere covered
<b>NORTHERN EUROPEAN LANGUAGES</b>			
<b>Celtic</b>			
1101	Gaelic (Scotland)	<b>Italian</b>	
1102	Irish	2401	Italian
1103	Welsh	<b>Maltese</b>	
1199	Celtic, not elsewhere covered	2501	Maltese
<b>English</b>			
1201	English	<b>Other Southern European Languages</b>	
<b>German and Related Languages</b>			
1301	German	2901	Basque
1302	Letzeburgish	2902	Latin
1303	Yiddish	2999	Other Southern European Languages, not elsewhere covered
<b>Dutch and Related Languages</b>			
1401	Dutch	<b>EASTERN EUROPEAN LANGUAGES</b>	
1402	Frisian	<b>Baltic</b>	
1403	Afrikaans	3101	Latvian
<b>Scandinavian</b>			
1501	Danish	3102	Lithuanian
1502	Icelandic	<b>Hungarian</b>	
1503	Norwegian	3301	Hungarian
1504	Swedish	<b>East Slavic</b>	
1599	Scandinavian, not elsewhere covered	3401	Byelorussian
<b>Finnish and Related Languages</b>			
1601	Estonian	3402	Russian
1602	Finnish	3403	Ukrainian
1699	Finnish and Related Languages, not elsewhere covered	<b>South Slavic</b>	
<b>SOUTHERN EUROPEAN LANGUAGES</b>			
<b>French</b>			
2101	French	3501	Bosnian
<b>Greek</b>			
2201	Greek	3502	Bulgarian
<b>Iberian Romance</b>			
2301	Catalan	3503	Croatian
		3504	Macedonian
		3505	Serbian
		3506	Slovene
		3507	Serbo-Croatian/Yugoslavian, so described
		<b>West Slavic</b>	
		3601	Czech
		3602	Polish
		3603	Slovak
		<b>Other Eastern European Languages</b>	
		3901	Albanian

3903	Aromanian (Macedo-Romanian)
3904	Romanian
3905	Romany
3999	Other Eastern European Languages, not elsewhere covered

#### **SOUTHWEST AND CENTRAL ASIAN LANGUAGES**

##### **Iranic**

4101	Kurdish
4102	Pashto
4104	Balochi
4105	Dari
4106	Persian (including Farsi; excluding Dari)
4199	Iranic, not elsewhere covered

##### **Middle Eastern Semitic Languages**

4202	Arabic
4203	Assyrian
4204	Hebrew
4299	Middle Eastern Semitic Languages, not elsewhere covered

##### **Turkic**

4301	Turkish
4302	Azeri
4303	Tatar
4304	Turkmen
4305	Uyгур
4306	Uzbek
4399	Turkic, not elsewhere covered

##### **Other Southwest and Central Asian Languages**

4901	Armenian
4902	Georgian
4999	Other Southwest and Central Asian Languages, not elsewhere covered

#### **SOUTHERN ASIAN LANGUAGES**

##### **Dravidian**

5101	Kannada
5102	Malayalam
5103	Tamil
5104	Telugu

5105	Tulu
5199	Dravidian, not elsewhere covered

##### **Indo-Aryan**

5201	Bengali
5202	Gujarati
5203	Hindi
5204	Konkani
5205	Marathi
5206	Nepali
5207	Punjabi
5208	Sindhi
5211	Sinhalese
5212	Urdu
5213	Assamese
5214	Dhivehi
5215	Kashmiri
5216	Oriya
5299	Indo-Aryan, not elsewhere covered

##### **Other Southern Asian Languages**

5999	Other Southern Asian Languages
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#### **SOUTHEAST ASIAN LANGUAGES**

##### **Burmese and Related Languages**

6101	Burmese
6102	Haka
6103	Karen
6199	Burmese and Related Languages, not elsewhere covered

##### **Hmong-Mien**

6201	Hmong
6299	Hmong-Mien, not elsewhere covered

##### **Mon-Khmer**

6301	Khmer
6302	Vietnamese
6303	Mon
6399	Mon-Khmer, not elsewhere covered

##### **Tai**

6401	Lao
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6402	Thai
6499	Tai, not elsewhere covered
<b>Southeast Asian Austronesian Languages</b>	
6501	Bisaya
6502	Cebuano
6503	Ilokano
6504	Indonesian
6505	Malay
6507	Tetum
6508	Timorese
6511	Tagalog
6512	Filipino
6513	Acehnese
6514	Balinese
6515	Bikol
6516	Iban
6517	Ilonggo (Hiligaynon)
6518	Javanese
6521	Pampangan
6599	Southeast Asian Austronesian Languages, not elsewhere covered
<b>Other Southeast Asian Languages</b>	
6999	Other Southeast Asian Languages
<b>EASTERN ASIAN LANGUAGES</b>	
<b>Chinese</b>	
7101	Cantonese
7102	Hakka
7103	Hokkien
7104	Mandarin
7105	Teochew
7106	Wu
7199	Chinese, not elsewhere covered
<b>Japanese</b>	
7201	Japanese
<b>Korean</b>	
7301	Korean
<b>Other Eastern Asian Languages</b>	
7901	Tibetan
7902	Mongolian

7999	Other Eastern Asian Languages, not elsewhere covered
<b>AUSTRALIAN INDIGENOUS LANGUAGES</b>	
<b>Arnhem Land and Daly River Region Languages</b>	
8101	Anindilyakwa
8102	Burarra
8108	Kunwinjku
8111	Maung
8113	Ngan'gikurunggurr
8114	Nunggubuyu
8115	Rembarrnga
8117	Tiwi
8121	Alawa
8122	Dalabon
8123	Gudanji
8124	Gundjeihmi
8125	Gun-nartpa
8126	Gurr-goni
8127	Iwaidja
8128	Jaminjung
8131	Jawoyn
8132	Jingulu
8133	Kunbarlang
8134	Kune
8135	Kuninjku
8136	Larrakiya
8137	Malak Malak
8138	Mangarrayi
8141	Maringarr
8142	Marra
8143	Marrithiyel
8144	Matngala
8145	Mayali
8146	Murrinh Patha
8147	Na-kara
8148	Ndjébbana (Gunavidji)
8151	Ngalakgan
8152	Ngaliwurru
8153	Nungali
8154	Wambaya
8155	Wardaman
8199	Arnhem Land and Daly River Region Languages, not elsewhere covered

**Yolngu Matha**
**Dhangu**

8211	Galpu
8212	Golumala
8213	Wangurri
8219	Dhangu, not elsewhere covered

**Dhay'yi**

8221	Dhalwangu
8222	Djarrwark
8229	Dhay'yi, not elsewhere covered

**Dhuwal**

8231	Djambarrpuyngu
8232	Djapu
8233	Daatiwuy
8234	Marrangu
8235	Liyagalawumirr
8239	Dhuwal, not elsewhere covered

**Dhuwala**

8241	Dhuwaya
8242	Gumatj
8243	Gupapuyngu
8244	Guyamirrilili
8245	Madarrpa
8246	Manggalili
8247	Wubulkarra
8249	Dhuwala, not elsewhere covered

**Djinang**

8251	Wurlaki
8259	Djinang, not elsewhere covered

**Djinba**

8261	Ganalbingu
8269	Djinba, not elsewhere covered

**Yakuy**

8271	Ritharrngu
8279	Yakuy, not elsewhere covered

**Nhangu**

8281	Nhangu
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**Other Yolngu Matha**

8299	Other Yolngu Matha
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**Cape York Peninsula Languages**

8301	Kuku Yalanji
8302	Guugu Yimidhirr
8303	Kuuku-Ya'u
8304	Wik Mungkan
8305	Djabugay
8306	Dyirbal
8307	Girramay
8308	Koko-Bera
8311	Kuuk Thayorre
8312	Lamalama
8313	Yidiny
8314	Wik Ngathan
8399	Cape York Peninsula Languages, not elsewhere covered

**Torres Strait Island Languages**

8401	Kalaw Kawaw Ya/Kalaw Lagaw Ya
8402	Meriam Mir
8403	Torres Strait Creole

**Northern Desert Fringe Area Languages**

8504	Bilinarra
8505	Gurindji
8506	Gurindji Kriol
8507	Jaru
8508	Light Warlpiri
8511	Malngin
8512	Mudburra
8513	Ngandi
8514	Ngardi
8515	Ngarinyman
8516	Walmajarri
8517	Wanyjirra
8518	Warlmanpa
8521	Warlpiri
8522	Warumungu
8599	Northern Desert Fringe Area Languages, not elsewhere covered

**Arandic**

8603	Alyawarr
8604	Anmatyerr
8605	Arrernte
8606	Kaytetye

8699	Arandic, not elsewhere covered	8914	Githabul
<b>Western Desert Language</b>		8915	Gumbaynggir
8703	Antikarinya	8916	Kanai
8704	Kartujarra	8917	Karajarri
8705	Kukatha	8918	Kariyarra
8706	Kukatja	8921	Kurna
8707	Luritja	8922	Kayardild
8708	Manyjilyjarra	8923	Kija
8711	Martu Wangka	8924	Kriol
8712	Ngaanyatjarra	8925	Lardil
8713	Pintupi	8926	Mangala
8714	Pitjantjatjara	8927	Muruwari
8715	Wangkajunga	8928	Narungga
8716	Wangkatha	8931	Ngarluma
8717	Warnman	8932	Ngarrindjeri
8718	Yankunytjatjara	8933	Nyamal
8721	Yulparija	8934	Nyangumarta
8799	Western Desert Languages, not elsewhere covered	8935	Nyungar
<b>Kimberley Area Languages</b>		8936	Paakantyi
8801	Bardi	8937	Palyku/Nyiyaparli
8802	Bunuba	8938	Wajarri
8803	Gooniyandi	8941	Wiradjuri
8804	Miriwoong	8942	Yanyuwa
8805	Ngarinyin	8943	Yindjibarndi
8806	Nyikina	8944	Yinhawangka
8807	Worla	8945	Yorta Yorta
8808	Worrorra	8998	Aboriginal English, so described
8811	Wunambal	8999	Other Australian Indigenous Languages, not elsewhere covered
8812	Yawuru	<b>OTHER LANGUAGES</b>	
8899	Kimberley Area Languages, not elsewhere covered	<b>American Languages</b>	
<b>Other Australian Indigenous Languages</b>		9101	American Languages
8901	Adnymathanha	<b>African Languages</b>	
8902	Arabana	9201	Acholi
8903	Bandjalang	9203	Akan
8904	Banyjima	9205	Mauritian Creole
8905	Batjala	9206	Oromo
8906	Bidjara	9207	Shona
8907	Dhanggatti	9208	Somali
8908	Diyari	9211	Swahili
8911	Gamilaraay	9212	Yoruba
8912	Garrwa	9213	Zulu
8913	Garuwali	9214	Amharic
		9215	Bemba



9216	Dinka
9217	Ewe
9218	Ga
9221	Harari
9222	Hausa
9223	Igbo
9224	Kikuyu
9225	Krio
9226	Luganda
9227	Luo
9228	Ndebele
9231	Nuer
9232	Nyanja (Chichewa)
9233	Shilluk
9234	Tigré
9235	Tigrinya
9236	Tswana
9237	Xhosa
9238	Seychelles Creole
9299	African Languages, not elsewhere covered
<b>Pacific Austronesian Languages</b>	
9301	Fijian
9302	Gilbertese
9303	Maori (Cook Island)
9304	Maori (New Zealand)
9305	Motu
9306	Nauruan
9307	Niue
9308	Samoan
9311	Tongan
9312	Rotuman
9313	Tokelauan
9314	Tuvaluan
9315	Yapese
9399	Pacific Austronesian Languages, not elsewhere covered
<b>Oceanian Pidgins and Creoles</b>	
9401	Tok Pisin
9402	Bislama
9403	Hawaiian English
9404	Pitcairnese
9405	Solomon Islands Pijin

9499	Oceanian Pidgins and Creoles, not elsewhere covered
<b>Papua New Guinea Papuan Languages</b>	
9502	Kiwai
9599	Papua New Guinea Papuan Languages, not elsewhere covered
<b>Invented Languages</b>	
9601	Invented Languages
<b>Sign Languages</b>	
9701	Auslan
9702	Makaton
9799	Sign Languages, not elsewhere covered

## APPENDIX 3: HIGHEST QUALIFICATION FIELD OF STUDY

<b>Natural and Physical Sciences</b>		<b>0109 Biological Sciences</b>
<b>0101 Mathematical Sciences</b>		<b>00</b>
<b>00</b>		0109 Biochemistry and Cell Biology
0101 Mathematics		01
01		0109 Botany
0101 Statistics		03
03		0109 Ecology and Evolution
0101 Mathematical Sciences, not elsewhere covered		05
99		0109 Marine Science
		07
<b>0103 Physics and Astronomy</b>		0109 Genetics
<b>00</b>		09
0103 Physics		0109 Microbiology
01		11
0103 Astronomy		0109 Human Biology
03		13
<b>0105 Chemical Sciences</b>		0109 Zoology
<b>00</b>		15
0105 Organic Chemistry		0109 Biological Sciences, not elsewhere covered
01		99
0105 Inorganic Chemistry		
03		<b>0199 Other Natural and Physical Sciences</b>
0105 Chemical Sciences, not elsewhere covered		<b>00</b>
99		0199 Medical Science
		01
<b>0107 Earth Sciences</b>		0199 Forensic Science
<b>00</b>		03
0107 Atmospheric Sciences		0199 Food Science and Biotechnology
01		05
0107 Geology		0199 Pharmacology
03		07
0107 Geophysics		0199 Laboratory Technology
05		09
0107 Geochemistry		0199 Natural and Physical Sciences, not elsewhere covered
07		99
0107 Soil Science		
09		<b>Information Technology</b>
0107 Hydrology		<b>0201 Computer Science</b>
11		<b>00</b>
0107 Oceanography		0201 Formal Language Theory
13		01
0107 Earth Sciences, not elsewhere covered		0201 Programming
99		03
		0201 Computational Theory
		05

0201 Compiler Construction  
07

0201 Algorithms  
09

0201 Data Structures  
11

0201 Networks and Communications  
13

0201 Computer Graphics  
15

0201 Operating Systems  
17

0201 Artificial Intelligence  
19

0201 Computer Science, not elsewhere  
99 covered

**0203 Information Systems  
00**

0203 Conceptual Modelling  
01

0203 Database Management  
03

0203 Systems Analysis and Design  
05

0203 Decision Support Systems  
07

0203 Information Systems, not  
99 elsewhere covered

**0299 Other Information Technology  
00**

0299 Security Science  
01

0299 Information Technology, not  
99 elsewhere covered

**Engineering and Related Technologies**

**0301 Manufacturing Engineering and  
00 Technology**

0301 Manufacturing Engineering  
01

0301 Printing  
03

0301 Textile Making  
05

0301 Garment Making  
07

0301 Footwear Making  
09

0301 Wood Machining and Turning  
11

0301 Cabinet Making  
13

0301 Furniture Upholstery and  
15 Renovation

0301 Furniture Polishing  
17

0301 Manufacturing Engineering and  
99 Technology, not elsewhere  
covered

**0303 Process and Resources  
00 Engineering**

0303 Chemical Engineering  
01

0303 Mining Engineering  
03

0303 Materials Engineering  
05

0303 Food Processing Technology  
07

0303 Process and Resources  
99 Engineering, not elsewhere  
covered

**0305 Automotive Engineering and  
00 Technology**

0305 Automotive Engineering  
01

0305 Vehicle Mechanics  
03

0305 Automotive Electrics and  
05 Electronics

0305 Automotive Vehicle Refinishing  
07

0305 Automotive Body Construction  
09

0305 Panel Beating  
11

0305 Upholstery and Vehicle Trimming  
13

0305 Automotive Vehicle Operations  
15

0305	Automotive Engineering and Technology, not elsewhere covered
<b>0307</b>	<b>Mechanical and Industrial Engineering and Technology</b>
0307	Mechanical Engineering
01	
0307	Industrial Engineering
03	
0307	Toolmaking
05	
0307	Metal Fitting, Turning and Machining
07	
0307	Sheetmetal Working
09	
0307	Boilermaking and Welding
11	
0307	Metal Casting and Patternmaking
13	
0307	Precision Metalworking
15	
0307	Plant and Machine Operations
17	
0307	Mechanical and Industrial Engineering and Technology, not elsewhere covered
99	
<b>0309</b>	<b>Civil Engineering</b>
<b>00</b>	
0309	Construction Engineering
01	
0309	Structural Engineering
03	
0309	Building Services Engineering
05	
0309	Water and Sanitary Engineering
07	
0309	Transport Engineering
09	
0309	Geotechnical Engineering
11	
0309	Ocean Engineering
13	
0309	Civil Engineering, not elsewhere covered
99	

<b>0311</b>	<b>Geomatic Engineering</b>
<b>00</b>	
0311	Surveying
01	
0311	Mapping Science
03	
0311	Geomatic Engineering, not elsewhere covered
99	
<b>0313</b>	<b>Electrical and Electronic Engineering and Technology</b>
<b>00</b>	
0313	Electrical Engineering
01	
0313	Electronic Engineering
03	
0313	Computer Engineering
05	
0313	Communications Technologies
07	
0313	Communications Equipment Installation and Maintenance
09	
0313	Powerline Installation and Maintenance
11	
0313	Electrical Fitting, Electrical Mechanics
13	
0313	Refrigeration and Air Conditioning Mechanics
15	
0313	Electronic Equipment Servicing
17	
0313	Electrical and Electronic Engineering and Technology, not elsewhere covered
99	
<b>0315</b>	<b>Aerospace Engineering and Technology</b>
<b>00</b>	
0315	Aerospace Engineering
01	
0315	Aircraft Maintenance Engineering
03	
0315	Aircraft Operation
05	
0315	Air Traffic Control
07	
0315	Aerospace Engineering and Technology, not elsewhere covered
99	

**0317 Maritime Engineering and  
00 Technology**

 0317 Maritime Engineering  
01

 0317 Marine Construction  
03

 0317 Marine Craft Operation  
05

 0317 Maritime Engineering and  
99 Technology, not elsewhere  
covered

**0399 Other Engineering and Related  
00 Technologies**

 0399 Environmental Engineering  
01

 0399 Biomedical Engineering  
03

 0399 Fire Technology  
05

 0399 Rail Operations  
07

 0399 Cleaning  
09

 0399 Engineering and Related  
99 Technologies, not elsewhere  
covered

**Architecture and Building**
**0401 Architecture and Urban  
00 Environment**

 0401 Architecture  
01

 0401 Urban Design and Regional  
03 Planning

 0401 Landscape Architecture  
05

 0401 Interior and Environmental Design  
07

 0401 Architecture and Urban  
99 Environment, not elsewhere  
covered

**0403 Building  
00**

 0403 Building Science and Technology  
01

 0403 Building Construction  
03 Management

 0403 Building Surveying  
05

 0403 Building Construction Economics  
07

 0403 Bricklaying and Stonemasonry  
09

 0403 Carpentry and Joinery  
11

 0403 Ceiling, Wall and Floor Fixing  
13

 0403 Roof Fixing  
15

 0403 Plastering  
17

 0403 Furnishing Installation  
19

 0403 Floor Coverings  
21

 0403 Glazing  
23

 0403 Painting, Decorating and Sign  
25 Writing

 0403 Plumbing  
27

 0403 Scaffolding and Rigging  
29

 0403 Building, not elsewhere covered  
99

**Agriculture, Environmental and Related  
Studies**
**0501 Agriculture  
00**

 0501 Agricultural Science  
01

 0501 Wool Science  
03

 0501 Animal Husbandry  
05

 0501 Agriculture, not elsewhere  
99 covered

<b>0503 Horticulture and Viticulture 00</b>		0601 Pathology 13	
0503 Horticulture 01		0601 Radiology 15	
0503 Viticulture 03		0601 Internal Medicine 17	
<b>0505 Forestry Studies 00</b>		0601 General Practice 19	
0505 Forestry Studies 01		0601 Medical Studies, not elsewhere covered 99	
<b>0507 Fisheries Studies 00</b>		<b>0603 Nursing 00</b>	
0507 Aquaculture 01		0603 General Nursing 01	
0507 Fisheries Studies, not elsewhere covered 99		0603 Midwifery 03	
<b>0509 Environmental Studies 00</b>		0603 Mental Health Nursing 05	
0509 Land, Parks and Wildlife Management 01		0603 Community Nursing 07	
0509 Environmental Studies, not elsewhere covered 99		0603 Critical Care Nursing 09	
<b>0599 Other Agriculture, Environmental and Related Studies 00</b>		0603 Aged Care Nursing 11	
0599 Pest and Weed Control 01		0603 Palliative Care Nursing 13	
0599 Agriculture, Environmental and Related Studies, not elsewhere covered 99		0603 Mothercraft Nursing and Family and Child Health Nursing 15	
<b>Health</b>		0603 Nursing, not elsewhere covered 99	
<b>0601 Medical Studies 00</b>		<b>0605 Pharmacy 00</b>	
0601 General Medicine 01		0605 Pharmacy 01	
0601 Surgery 03		<b>0607 Dental Studies 00</b>	
0601 Psychiatry 05		0607 Dentistry 01	
0601 Obstetrics and Gynaecology 07		0607 Dental Assisting 03	
0601 Paediatrics 09		0607 Dental Technology 05	
0601 Anaesthesiology 11		0607 Dental Studies, not elsewhere covered 99	

**0609 Optical Science**
**00**

0609 Optometry

01

0609 Optical Technology

03

0609 Optical Science, not elsewhere covered

99

**0611 Veterinary Studies**
**00**

0611 Veterinary Science

01

0611 Veterinary Assisting

03

0611 Veterinary Studies, not elsewhere covered

99

**0613 Public Health**
**00**

0613 Occupational Health and Safety

01

0613 Environmental Health

03

0613 Indigenous Health

05

0613 Health Promotion

07

0613 Community Health

09

0613 Epidemiology

11

0613 Public Health, not elsewhere covered

99

**0615 Radiography**
**00**

0615 Radiography

01

**0617 Rehabilitation Therapies**
**00**

0617 Physiotherapy

01

0617 Occupational Therapy

03

0617 Chiropractic and Osteopathy

05

0617 Speech Pathology

07

0617 Audiology

09

0617 Massage Therapy

11

0617 Podiatry

13

0617 Rehabilitation Therapies, not elsewhere covered

99

**0619 Complementary Therapies**
**00**

0619 Naturopathy

01

0619 Acupuncture

03

0619 Traditional Chinese Medicine

05

0619 Complementary Therapies, not elsewhere covered

99

**0699 Other Health**
**00**

0699 Nutrition and Dietetics

01

0699 Human Movement

03

0699 Paramedical Studies

05

0699 First Aid

07

0699 Health, not elsewhere covered

99

**Education**
**0701 Teacher Education**
**00**

0701 Teacher Education: Early Childhood

01

0701 Teacher Education: Primary

03

0701 Teacher Education: Secondary

05

0701 Teacher-Librarianship

07

0701 Teacher Education: Vocational Education and Training

09

0701 11	Teacher Education: Higher Education
0701 13	Teacher Education: Special Education
0701 15	English as a Second Language Teaching
0701 17	Nursing Education Teacher Training
0701 99	Teacher Education, not elsewhere covered
<b>0703</b> <b>00</b>	<b>Curriculum and Education Studies</b>
0703 01	Curriculum Studies
0703 03	Education Studies
<b>0799</b> <b>00</b>	<b>Other Education</b>
0799 99	Education, not elsewhere covered
<b>Management and Commerce</b>	
<b>0801</b> <b>00</b>	<b>Accounting</b>
0801 01	Accounting
<b>0803</b> <b>00</b>	<b>Business and Management</b>
0803 01	Business Management
0803 03	Human Resource Management
0803 05	Personal Management Training
0803 07	Organisation Management
0803 09	Industrial Relations
0803 11	International Business
0803 13	Public and Health Care Administration
0803 15	Project Management
0803 17	Quality Management

0803 19	Hospitality Management
0803 21	Farm Management and Agribusiness
0803 23	Tourism Management
0803 99	Business and Management, not elsewhere covered
<b>0805</b> <b>00</b>	<b>Sales and Marketing</b>
0805 01	Sales
0805 03	Real Estate
0805 05	Marketing
0805 07	Advertising
0805 09	Public Relations
0805 99	Sales and Marketing, not elsewhere covered
<b>0805</b> <b>00</b>	<b>Tourism</b>
0807 01	Tourism
<b>0809</b> <b>00</b>	<b>Office Studies</b>
0809 01	Secretarial and Clerical Studies
0809 03	Keyboard Skills
0809 05	Practical Computing Skills
0809 99	Office Studies, not elsewhere covered
<b>0811</b> <b>00</b>	<b>Banking, Finance and Related Fields</b>
0811 01	Banking and Finance
0811 03	Insurance and Actuarial Studies
0811 05	Investment and Securities



0811 Banking, Finance and Related  
99 Fields, not elsewhere covered

**0899 Other Management and  
00 Commerce**

0899 Purchasing, Warehousing and  
01 Distribution

0899 Valuation  
03

0899 Management and Commerce, not  
99 elsewhere covered

**Society and Culture**

**0901 Political Science and Policy  
00 Studies**

0901 Political Science  
01

0901 Policy Studies  
03

**0903 Studies in Human Society  
00**

0903 Sociology  
01

0903 Anthropology  
03

0903 History  
05

0903 Archaeology  
07

0903 Human Geography  
09

0903 Indigenous Studies  
11

0903 Gender Specific Studies  
13

0903 Studies in Human Society, not  
99 elsewhere covered

**0905 Human Welfare Studies and  
00 Services**

0905 Social Work  
01

0905 Children's Services  
03

0905 Youth Work  
05

0905 Care for the Aged  
07

0905 Care for the Disabled  
09

0905 Residential Client Care  
11

0905 Counselling  
13

0905 Welfare Studies  
15

0905 Human Welfare Studies and  
99 Services, not elsewhere covered

**0907 Behavioural Science  
00**

0907 Psychology  
01

0907 Behavioural Science, not  
99 elsewhere covered

**0909 Law  
00**

0909 Business and Commercial Law  
01

0909 Constitutional Law  
03

0909 Criminal Law  
05

0909 Family Law  
07

0909 International Law  
09

0909 Taxation Law  
11

0909 Legal Practice  
13

0909 Law, not elsewhere covered  
99

**0911 Justice and Law Enforcement  
00**

0911 Justice Administration  
01

0911 Legal Studies  
03

0911 Police Studies  
05

0911 Justice and Law Enforcement, not  
99 elsewhere covered

<b>0913 00</b>	<b>Librarianship, Information Management and Curatorial Studies</b>	0919 03	Econometrics
0913 01	Librarianship and Information Management	<b>0921 00</b>	<b>Sport and Recreation</b>
0913 03	Curatorial Studies	0921 01	Sport and Recreation Activities
<b>0915 00</b>	<b>Language and Literature</b>	0921 03	Sports Coaching, Officiating and Instruction
0915 01	English Language	0921 99	Sport and Recreation, not elsewhere covered
0915 03	Northern European Languages	<b>0999 00</b>	<b>Other Society and Culture</b>
0915 05	Southern European Languages	0999 01	Family and Consumer Studies
0915 07	Eastern European Languages	0999 03	Criminology
0915 09	Southwest Asian and North African Languages	0999 05	Security Services
0915 11	Southern Asian Languages	0999 99	Society and Culture, not elsewhere covered
0915 13	Southeast Asian Languages	<b>Creative Arts</b>	
0915 15	Eastern Asian Languages	<b>1001 00</b>	<b>Performing Arts</b>
0915 17	Australian Indigenous Languages	1001 01	Music
0915 19	Translating and Interpreting	1001 03	Drama and Theatre Studies
0915 21	Linguistics	1001 05	Dance
0915 23	Literature	1001 99	Performing Arts, not elsewhere covered
0915 99	Language and Literature, not elsewhere covered	<b>1003 00</b>	<b>Visual Arts and Crafts</b>
<b>0917 00</b>	<b>Philosophy and Religious Studies</b>	1003 01	Fine Arts
0917 01	Philosophy	1003 03	Photography
0917 03	Religious Studies	1003 05	Crafts
<b>0919 00</b>	<b>Economics and Econometrics</b>	1003 07	Jewellery Making
0919 01	Economics	1003 09	Floristry

1003 99	Visual Arts and Crafts, not elsewhere covered	1101 99	Food and Hospitality, not elsewhere covered
<b>1005 00</b>	<b>Graphic and Design Studies</b>	<b>1103 00</b>	<b>Personal Services</b>
1005 01	Graphic Arts and Design Studies	1103 01	Beauty Therapy
1005 03	Textile Design	1103 03	Hairdressing
1005 05	Fashion Design	1103 99	Personal Services, not elsewhere covered
1005 99	Graphic and Design Studies, not elsewhere covered	<b>Mixed Field Programmes</b>	
<b>1007 00</b>	<b>Communication and Media Studies</b>	<b>1201 00</b>	<b>General Education Programmes</b>
1007 01	Audio Visual Studies	1201 01	General Primary and Secondary Education Programmes
1007 03	Journalism	1201 03	Literacy and Numeracy Programmes
1007 05	Written Communication	1201 05	Learning Skills Programmes
1007 07	Verbal Communication	1201 99	General Education Programmes, not elsewhere covered
1007 99	Communication and Media Studies, not elsewhere covered	<b>1203 00</b>	<b>Social Skills Programmes</b>
<b>1099 00</b>	<b>Other Creative Arts</b>	1203 01	Social and Interpersonal Skills Programmes
1099 99	Creative Arts, not elsewhere covered	1203 03	Survival Skills Programmes
<b>Food, Hospitality and Personal Services</b>		1203 05	Parental Education Programmes
<b>1101 00</b>	<b>Food and Hospitality</b>	1203 99	Social Skills Programmes, not elsewhere covered
1101 01	Hospitality	<b>1205 00</b>	<b>Employment Skills Programmes</b>
1101 03	Food and Beverage Service	1205 01	Career Development Programmes
1101 05	Butchery	1205 03	Job Search Skills Programmes
1101 07	Baking and Pastry-making	1205 05	Work Practices Programmes
1101 09	Cookery	1205 99	Employment Skills Programmes, not elsewhere covered
1101 11	Food Hygiene		

**1299 Other Mixed Field Programmes**  
**00**

1299 Mixed Field Programmes, not  
99 elsewhere covered

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9999 Unknown  
99

## APPENDIX 4: OCCUPATION (ANZSCO)

### Australia and New Zealand Standard Classification of Occupations

<b>MANAGERS</b>			
<b>Chief Executives, General Managers and Legislators</b>		1324	Policy and Planning Managers
1111	Chief Executives and Managing Directors	132411	Policy and Planning Manager
111111	Chief Executive or Managing Director	1325	Research and Development Managers
1112	General Managers	132511	Research and Development Manager
111211	Corporate General Manager	<b>Construction, Distribution and Production Managers</b>	
111212	Defence Force Senior Officer	1331	Construction Managers
1113	Legislators	133111	Construction Project Manager
111311	Local Government Legislator	133112	Project Builder
111312	Member of Parliament	1332	Engineering Managers
111399	Legislators nec	133211	Engineering Manager
<b>Farmers and Farm Managers</b>		1333	Importers, Exporters and Wholesalers
1211	Aquaculture Farmers	133311	Importer or Exporter
121111	Aquaculture Farmer	133312	Wholesaler
1212	Crop Farmers	1334	Manufacturers
121211	Cotton Grower	133411	Manufacturer
121212	Flower Grower	1335	Production Managers
121213	Fruit or Nut Grower	133511	Production Manager (Forestry)
121214	Grain, Oilseed or Pasture Grower (Aus) / Field Crop Grower (NZ)	133512	Production Manager (Manufacturing)
121215	Grape Grower	133513	Production Manager (Mining)
121216	Mixed Crop Farmer	1336	Supply and Distribution Managers
121217	Sugar Cane Grower	133611	Supply and Distribution Manager
121218	Turf Grower	<b>Education, Health and Welfare Services Managers</b>	
121221	Vegetable Grower (Aus) / Market Gardener (NZ)	1341	Child Care Centre Managers
121299	Crop Farmers nec	134111	Child Care Centre Manager
1213	Livestock Farmers	1342	Health and Welfare Services Managers
121311	Apiarist	134211	Medical Administrator (Aus) / Medical Superintendent (NZ)
121312	Beef Cattle Farmer	134212	Nursing Clinical Director
121313	Dairy Cattle Farmer	134213	Primary Health Organisation Manager
121314	Deer Farmer	134214	Welfare Centre Manager
121315	Goat Farmer	134299	Health and Welfare Services Managers nec
121316	Horse Breeder	1343	School Principals
121317	Mixed Livestock Farmer	134311	School Principal
121318	Pig Farmer	1344	Other Education Managers
121321	Poultry Farmer	134411	Faculty Head
121322	Sheep Farmer	134412	Regional Education Manager
121399	Livestock Farmers nec	134499	Education Managers nec
1214	Mixed Crop and Livestock Farmers	<b>ICT Managers</b>	
121411	Mixed Crop and Livestock Farmer	1351	ICT Managers
<b>Advertising, Public Relations and Sales Managers</b>		135111	Chief Information Officer
1311	Advertising, Public Relations and Sales Managers	135112	ICT Project Manager
131111	code retired	135199	ICT Managers nec
131112	Sales and Marketing Manager	<b>Miscellaneous Specialist Managers</b>	
131113	Advertising Manager	1391	Commissioned Officers (Management)
131114	Public Relations Manager	139111	Commissioned Defence Force Officer
<b>Business Administration Managers</b>		139112	Commissioned Fire Officer
1321	Corporate Services Managers	139113	Commissioned Police Officer
132111	Corporate Services Manager	1392	Senior Non-commissioned Defence Force Members
1322	Finance Managers	139211	Senior Non-commissioned Defence Force Member
132211	Finance Manager	1399	Other Specialist Managers
1323	Human Resource Managers	139911	Arts Administrator or Manager
132311	Human Resource Manager	139912	Environmental Manager

139913	Laboratory Manager
139914	Quality Assurance Manager
139915	Sports Administrator
139999	Specialist Managers nec

**Accommodation and Hospitality Managers**

1411	Cafe and Restaurant Managers
141111	Cafe or Restaurant Manager
1412	Caravan Park and Camping Ground Managers
141211	Caravan Park and Camping Ground Manager
1413	Hotel and Motel Managers
141311	Hotel or Motel Manager
1414	Licensed Club Managers
141411	Licensed Club Manager
1419	Other Accommodation and Hospitality Managers
141911	Bed and Breakfast Operator
141912	Retirement Village Manager
141999	Accommodation and Hospitality Managers nec

**Retail Managers**

1421	Retail Managers
142111	Retail Manager (General)
142112	Antique Dealer
142113	Betting Agency Manager
142114	Hair or Beauty Salon Manager
142115	Post Office Manager
142116	Travel Agency Manager

**Miscellaneous Hospitality, Retail and Service Managers**

1491	Amusement, Fitness and Sports Centre Managers
149111	Amusement Centre Manager
149112	Fitness Centre Manager
149113	Sports Centre Manager
1492	Call or Contact Centre and Customer Service Managers
149211	Call or Contact Centre Manager
149212	Customer Service Manager
1493	Conference and Event Organisers
149311	Conference and Event Organiser
1494	Transport Services Managers
149411	Fleet Manager
149412	Railway Station Manager
149413	Transport Company Manager
1499	Other Hospitality, Retail and Service Managers
149911	Boarding Kennel or Cattery Operator
149912	Cinema or Theatre Manager
149913	Facilities Manager
149914	Financial Institution Branch Manager
149915	Equipment Hire Manager
149999	Hospitality, Retail and Service Managers nec

**PROFESSIONALS**

**Arts Professionals**

2111	Actors, Dancers and Other Entertainers
211111	Actor
211112	Dancer or Choreographer
211113	Entertainer or Variety Artist
211199	Actors, Dancers and Other Entertainers nec
2112	Music Professionals
211211	Composer
211212	Music Director

211213	Musician (Instrumental)
211214	Singer
211299	Music Professionals nec
2113	Photographers
211311	Photographer
2114	Visual Arts and Crafts Professionals
211411	Painter (Visual Arts)
211412	Potter or Ceramic Artist
211413	Sculptor
211499	Visual Arts and Crafts Professionals nec

**Media Professionals**

2121	Artistic Directors, and Media Producers and Presenters
212111	Artistic Director
212112	Media Producer (excluding Video)
212113	Radio Presenter
212114	Television Presenter
2122	Authors, and Book and Script Editors
212211	Author
212212	Book or Script Editor
2123	Film, Television, Radio and Stage Directors
212311	Art Director (Film, Television or Stage)
212312	Director (Film, Television, Radio or Stage)
212313	Director of Photography
212314	Film and Video Editor
212315	Program Director (Television or Radio)
212316	Stage Manager
212317	Technical Director
212318	Video Producer
212399	Film, Television, Radio and Stage Directors nec
2124	Journalists and Other Writers
212411	Copywriter
212412	Newspaper or Periodical Editor
212413	Print Journalist
212414	Radio Journalist
212415	Technical Writer
212416	Television Journalist
212499	Journalists and Other Writers nec

**Accountants, Auditors and Company Secretaries**

2211	Accountants
221111	Accountant (General)
221112	Management Accountant
221113	Taxation Accountant
2212	Auditors, Company Secretaries and Corporate Treasurers
221211	Company Secretary
221212	Corporate Treasurer
221213	External Auditor
221214	Internal Auditor

**Financial Brokers and Dealers, and Investment Advisers**

2221	Financial Brokers
222111	Commodities Trader
222112	Finance Broker
222113	Insurance Broker
222199	Financial Brokers nec
2222	Financial Dealers
222211	Financial Market Dealer
222212	Futures Trader

222213	Stockbroking Dealer
222299	Financial Dealers nec
2223	Financial Investment Advisers and Managers
222311	Financial Investment Adviser
222312	Financial Investment Manager
<b>Human Resource and Training Professionals</b>	
2231	Human Resource Professionals
223111	Human Resource Adviser
223112	Recruitment Consultant
223113	Workplace Relations Adviser
2232	ICT Trainers
223211	ICT Trainer
2233	Training and Development Professionals
223311	Training and Development Professional
<b>Information and Organisation Professionals</b>	
2241	Actuaries, Mathematicians and Statisticians
224111	Actuary
224112	Mathematician
224113	Statistician
2242	Archivists, Curators and Records Managers
224211	Archivist
224212	Gallery or Museum Curator
224213	Health Information Manager
224214	Records Manager
2243	Economists
224311	Economist
2244	Intelligence and Policy Analysts
224411	Intelligence Officer
224412	Policy Analyst
2245	Land Economists and Valuers
224511	Land Economist
224512	Valuer
2246	Librarians
224611	Librarian
2247	Management and Organisation Analysts
224711	Management Consultant
224712	Organisation and Methods Analyst
2249	Other Information and Organisation Professionals
224911	Electorate Officer
224912	Liaison Officer
224913	Migration Agent (Aus) / Immigration Consultant (NZ)
224914	Patents Examiner
224999	Information and Organisation Professionals nec
<b>Sales, Marketing and Public Relations Professionals</b>	
2251	Advertising and Marketing Professionals
225111	Advertising Specialist
225112	Market Research Analyst
225113	Marketing Specialist
2252	ICT Sales Professionals
225211	ICT Account Manager
225212	ICT Business Development Manager
225213	ICT Sales Representative
2253	Public Relations Professionals
225311	Public Relations Professional
2254	Technical Sales Representatives
225411	Sales Representative (Industrial Products)

225412	Sales Representative (Medical and Pharmaceutical Products)
225499	Technical Sales Representatives nec
<b>Air and Marine Transport Professionals</b>	
2311	Air Transport Professionals
231111	Aeroplane Pilot
231112	Air Traffic Controller
231113	Flying Instructor
231114	Helicopter Pilot
231199	Air Transport Professionals nec
2312	Marine Transport Professionals
231211	Master Fisher
231212	Ship's Engineer
231213	Ship's Master
231214	Ship's Officer
231215	Ship's Surveyor
231299	Marine Transport Professionals nec
<b>Architects, Designers, Planners and Surveyors</b>	
2321	Architects and Landscape Architects
232111	Architect
232112	Landscape Architect
2322	Surveyors and Spatial Scientists
232211	code retired
232212	Surveyor
232213	Cartographer
232214	Other Spatial Scientist
2323	Fashion, Industrial and Jewellery Designers
232311	Fashion Designer
232312	Industrial Designer
232313	Jewellery Designer
2324	Graphic and Web Designers, and Illustrators
232411	Graphic Designer
232412	Illustrator
232413	Multimedia Designer
232414	Web Designer
2325	Interior Designers
232511	Interior Designer
2326	Urban and Regional Planners
232611	Urban and Regional Planner
<b>Engineering Professionals</b>	
2331	Chemical and Materials Engineers
233111	Chemical Engineer
233112	Materials Engineer
2332	Civil Engineering Professionals
233211	Civil Engineer
233212	Geotechnical Engineer
233213	Quantity Surveyor
233214	Structural Engineer
233215	Transport Engineer
2333	Electrical Engineers
233311	Electrical Engineer
2334	Electronics Engineers
233411	Electronics Engineer
2335	Industrial, Mechanical and Production Engineers
233511	Industrial Engineer
233512	Mechanical Engineer
233513	Production or Plant Engineer

2336	Mining Engineers
233611	Mining Engineer (excluding Petroleum)
233612	Petroleum Engineer
2339	Other Engineering Professionals
233911	Aeronautical Engineer
233912	Agricultural Engineer
233913	Biomedical Engineer
233914	Engineering Technologist
233915	Environmental Engineer
233916	Naval Architect (Aus) / Marine Designer (NZ)
233999	Engineering Professionals nec
<b>Natural and Physical Science Professionals</b>	
2341	Agricultural and Forestry Scientists
234111	Agricultural Consultant
234112	Agricultural Scientist
234113	Forester (Aus) / Forest Scientist (NZ)
2342	Chemists, and Food and Wine Scientists
234211	Chemist
234212	Food Technologist
234213	Wine Maker
2343	Environmental Scientists
234311	Conservation Officer
234312	Environmental Consultant
234313	Environmental Research Scientist
234314	Park Ranger
234399	Environmental Scientists nec
2344	Geologists and Geophysicists
234411	Geologist
234412	Geophysicist
2345	Life Scientists
234511	Life Scientist (General)
234512	Anatomist or Physiologist
234513	Biochemist
234514	Biotechnologist
234515	Botanist
234516	Marine Biologist
234517	Microbiologist
234518	Zoologist
234599	Life Scientists nec
2346	Medical Laboratory Scientists
234611	Medical Laboratory Scientist
2347	Veterinarians
234711	Veterinarian
2349	Other Natural and Physical Science Professionals
234911	Conservator
234912	Metallurgist
234913	Meteorologist
234914	Physicist
234999	Natural and Physical Science Professionals nec
<b>School Teachers</b>	
2411	Early Childhood (Pre-primary School) Teachers
241111	Early Childhood (Pre-primary School) Teacher
241112	Kaiako Kohanga Reo (Maori Language Nest Teacher)
2412	Primary School Teachers
241211	Kaiako Kura Kaupapa Maori (Maori-medium Primary School Teacher)

241212	Pouako Kura Kaupapa Maori (Maori-medium Primary School Senior Teacher)
241213	Primary School Teacher
2413	Middle School Teachers (Aus) / Intermediate School Teachers (NZ)
241311	Middle School Teacher (Aus) / Intermediate School Teacher (NZ)
2414	Secondary School Teachers
241411	Secondary School Teacher
2415	Special Education Teachers
241511	Special Needs Teacher
241512	Teacher of the Hearing Impaired
241513	Teacher of the Sight Impaired
241599	Special Education Teachers nec
<b>Tertiary Education Teachers</b>	
2421	University Lecturers and Tutors
242111	University Lecturer
242112	University Tutor
2422	Vocational Education Teachers (Aus) / Polytechnic Teachers (NZ)
242211	Vocational Education Teacher (Aus) / Polytechnic Teacher (NZ)
<b>Miscellaneous Education Professionals</b>	
2491	Education Advisers and Reviewers
249111	Education Adviser
249112	Education Reviewer
2492	Private Tutors and Teachers
249211	Art Teacher (Private Tuition)
249212	Dance Teacher (Private Tuition)
249213	Drama Teacher (Private Tuition)
249214	Music Teacher (Private Tuition)
249299	Private Tutors and Teachers nec
2493	Teachers of English to Speakers of Other Languages
249311	Teacher of English to Speakers of Other Languages
<b>Health Diagnostic and Promotion Professionals</b>	
2511	Dietitians
251111	Dietitian
2512	Medical Imaging Professionals
251211	Medical Diagnostic Radiographer
251212	Medical Radiation Therapist
251213	Nuclear Medicine Technologist
251214	Sonographer
2513	Occupational and Environmental Health Professionals
251311	Environmental Health Officer
251312	Occupational Health and Safety Adviser
2514	Optometrists and Orthoptists
251411	Optometrist
251412	Orthoptist
2515	Pharmacists
251511	Hospital Pharmacist
251512	Industrial Pharmacist
251513	Retail Pharmacist
2519	Other Health Diagnostic and Promotion Professionals
251911	Health Promotion Officer
251912	Orthotist or Prosthetist
251999	Health Diagnostic and Promotion Professionals nec



**Health Therapy Professionals**

2521 Chiropractors and Osteopaths

252111 Chiropractor

252112 Osteopath

2522 Complementary Health Therapists

252211 Acupuncturist

252212 Homoeopath

252213 Naturopath

252214 Traditional Chinese Medicine Practitioner

252215 Traditional Maori Health Practitioner

252299 Complementary Health Therapists nec

2523 Dental Practitioners

252311 Dental Specialist

252312 Dentist

2524 Occupational Therapists

252411 Occupational Therapist

2525 Physiotherapists

252511 Physiotherapist

2526 Podiatrists

252611 Podiatrist

2527 Speech Professionals and Audiologists

252711 Audiologist

252712 Speech Pathologist (Aus) / Speech Language Therapist (NZ)

**Medical Practitioners**

2531 Generalist Medical Practitioners

253111 General Medical Practitioner

253112 Resident Medical Officer

2532 Anaesthetists

253211 Anaesthetist

2533 Specialist Physicians

253311 Specialist Physician (General Medicine)

253312 Cardiologist

253313 Clinical Haematologist

253314 Medical Oncologist

253315 Endocrinologist

253316 Gastroenterologist

253317 Intensive Care Specialist

253318 Neurologist

253321 Paediatrician

253322 Renal Medicine Specialist

253323 Rheumatologist

253324 Thoracic Medicine Specialist

253399 Specialist Physicians nec

2534 Psychiatrists

253411 Psychiatrist

2535 Surgeons

253511 Surgeon (General)

253512 Cardiothoracic Surgeon

253513 Neurosurgeon

253514 Orthopaedic Surgeon

253515 Otorhinolaryngologist

253516 Paediatric Surgeon

253517 Plastic and Reconstructive Surgeon

253518 Urologist

253521 Vascular Surgeon

2539 Other Medical Practitioners

253911 Dermatologist

253912 Emergency Medicine Specialist

253913 Obstetrician and Gynaecologist

253914 Ophthalmologist

253915 Pathologist

253916 code retired

253917 Diagnostic and Interventional Radiologist

253918 Radiation Oncologist

253999 Medical Practitioners nec

**Midwifery and Nursing Professionals**

2541 Midwives

254111 Midwife

2542 Nurse Educators and Researchers

254211 Nurse Educator

254212 Nurse Researcher

2543 Nurse Managers

254311 Nurse Manager

2544 Registered Nurses

254411 Nurse Practitioner

254412 Registered Nurse (Aged Care)

254413 Registered Nurse (Child and Family Health)

254414 Registered Nurse (Community Health)

254415 Registered Nurse (Critical Care and Emergency)

254416 Registered Nurse (Developmental Disability)

254417 Registered Nurse (Disability and Rehabilitation)

254418 Registered Nurse (Medical)

254421 Registered Nurse (Medical Practice)

254422 Registered Nurse (Mental Health)

254423 Registered Nurse (Perioperative)

254424 Registered Nurse (Surgical)

254499 Registered Nurses nec

**Business and Systems Analysts, and Programmers**

2611 ICT Business and Systems Analysts

261111 ICT Business Analyst

261112 Systems Analyst

2612 Multimedia Specialists and Web Developers

261211 Multimedia Specialist

261212 Web Developer

2613 Software and Applications Programmers

261311 Analyst Programmer

261312 Developer Programmer

261313 Software Engineer

261314 Software Tester

261399 Software and Applications Programmers nec

**Database and Systems Administrators, and ICT**
**Security Specialists**

2621 Database and Systems Administrators, and ICT Security Specialists

262111 Database Administrator

262112 ICT Security Specialist

262113 Systems Administrator

**ICT Network and Support Professionals**

2631 Computer Network Professionals

263111 Computer Network and Systems Engineer

263112 Network Administrator

263113 Network Analyst

2632 ICT Support and Test Engineers

263211	ICT Quality Assurance Engineer
263212	ICT Support Engineer
263213	ICT Systems Test Engineer
263299	ICT Support and Test Engineers nec
2633	Telecommunications Engineering Professionals
263311	Telecommunications Engineer
263312	Telecommunications Network Engineer

**Legal Professionals**

2711	Barristers
271111	Barrister
2712	Judicial and Other Legal Professionals
271211	Judge
271212	Magistrate
271213	Tribunal Member
271299	Judicial and Other Legal Professionals nec
2713	Solicitors
271311	Solicitor

**Social and Welfare Professionals**

2721	Counsellors
272111	Careers Counsellor
272112	Drug and Alcohol Counsellor
272113	Family and Marriage Counsellor
272114	Rehabilitation Counsellor
272115	Student Counsellor
272199	Counsellors nec
2722	Ministers of Religion
272211	Minister of Religion
2723	Psychologists
272311	Clinical Psychologist
272312	Educational Psychologist
272313	Organisational Psychologist
272314	Psychotherapist
272399	Psychologists nec
2724	Social Professionals
272411	Historian
272412	Interpreter
272413	Translator
272499	Social Professionals nec
2725	Social Workers
272511	Social Worker
2726	Welfare, Recreation and Community Arts Workers
272611	Community Arts Worker
272612	Recreation Officer (Aus) / Recreation Coordinator (NZ)
272613	Welfare Worker

**TECHNICIANS AND TRADES WORKERS**

**Agricultural, Medical and Science Technicians**

3111	Agricultural Technicians
311111	Agricultural Technician
3112	Medical Technicians
311211	Anaesthetic Technician
311212	Cardiac Technician
311213	Medical Laboratory Technician
311214	Operating Theatre Technician
311215	Pharmacy Technician
311216	Pathology Collector (Aus) / Phlebotomist (NZ)
311299	Medical Technicians nec

3113	Primary Products Inspectors
311311	Fisheries Officer
311312	Meat Inspector
311313	Quarantine Officer
311399	Primary Products Inspectors nec
3114	Science Technicians
311411	Chemistry Technician
311412	Earth Science Technician
311413	Life Science Technician
311414	School Laboratory Technician
311499	Science Technicians nec

**Building and Engineering Technicians**

3121	Architectural, Building and Surveying Technicians
312111	Architectural Draftsperson
312112	Building Associate
312113	Building Inspector
312114	Construction Estimator
312115	Plumbing Inspector
312116	Surveying or Spatial Science Technician
312199	Architectural, Building and Surveying Technicians nec
3122	Civil Engineering Draftspersons and Technicians
312211	Civil Engineering Draftsperson
312212	Civil Engineering Technician
3123	Electrical Engineering Draftspersons and Technicians
312311	Electrical Engineering Draftsperson
312312	Electrical Engineering Technician
3124	Electronic Engineering Draftspersons and Technicians
312411	Electronic Engineering Draftsperson
312412	Electronic Engineering Technician
3125	Mechanical Engineering Draftspersons and Technicians
312511	Mechanical Engineering Draftsperson
312512	Mechanical Engineering Technician
3126	Safety Inspectors
312611	Safety Inspector
3129	Other Building and Engineering Technicians
312911	Maintenance Planner
312912	Metallurgical or Materials Technician
312913	Mine Deputy
312999	Building and Engineering Technicians nec

**ICT and Telecommunications Technicians**

3131	ICT Support Technicians
313111	Hardware Technician
313112	ICT Customer Support Officer
313113	Web Administrator
313199	ICT Support Technicians nec
3132	Telecommunications Technical Specialists
313211	Radiocommunications Technician
313212	Telecommunications Field Engineer
313213	Telecommunications Network Planner
313214	Telecommunications Technical Officer or Technologist

**Automotive Electricians and Mechanics**

3211	Automotive Electricians
321111	Automotive Electrician
3212	Motor Mechanics
321211	Motor Mechanic (General)

321212	Diesel Motor Mechanic	332111	Floor Finisher
321213	Motorcycle Mechanic	3322	Painting Trades Workers
321214	Small Engine Mechanic	332211	Painting Trades Worker
<b>Fabrication Engineering Trades Workers</b>		<b>Glaziers, Plasterers and Tilers</b>	
3221	Metal Casting, Forging and Finishing Trades Workers	3331	Glaziers
322111	Blacksmith	333111	Glazier
322112	Electroplater	3332	Plasterers
322113	Farrier	333211	Fibrous Plasterer
322114	Metal Casting Trades Worker	333212	Solid Plasterer
322115	Metal Polisher	3333	Roof Tilers
3222	Sheetmetal Trades Workers	333311	Roof Tiler
322211	Sheetmetal Trades Worker	3334	Wall and Floor Tilers
3223	Structural Steel and Welding Trades Workers	333411	Wall and Floor Tiler
322311	Metal Fabricator	<b>Plumbers</b>	
322312	Pressure Welder	3341	Plumbers
322313	Welder (First Class) (Aus) / Welder (NZ)	334111	Plumber (General)
<b>Mechanical Engineering Trades Workers</b>		334112	Airconditioning and Mechanical Services Plumber
3231	Aircraft Maintenance Engineers	334113	Drainer (Aus) / Drainlayer (NZ)
323111	Aircraft Maintenance Engineer (Avionics)	334114	Gasfitter
323112	Aircraft Maintenance Engineer (Mechanical)	334115	Roof Plumber
323113	Aircraft Maintenance Engineer (Structures)	<b>Electricians</b>	
3232	Metal Fitters and Machinists	3411	Electricians
323211	Fitter (General)	341111	Electrician (General)
323212	Fitter and Turner	341112	Electrician (Special Class)
323213	Fitter-Welder	341113	Lift Mechanic
323214	Metal Machinist (First Class)	<b>Electronics and Telecommunications Trades Workers</b>	
323215	Textile, Clothing and Footwear Mechanic	3421	Airconditioning and Refrigeration Mechanics
323299	Metal Fitters and Machinists nec	342111	Airconditioning and Refrigeration Mechanic
3233	Precision Metal Trades Workers	3422	Electrical Distribution Trades Workers
323311	Engraver	342211	Electrical Linesworker (Aus) / Electrical Line Mechanic (NZ)
323312	Gunsmith	342212	Technical Cable Joiner
323313	Locksmith	3423	Electronics Trades Workers
323314	Precision Instrument Maker and Repairer	342311	Business Machine Mechanic
323315	Saw Maker and Repairer	342312	Communications Operator
323316	Watch and Clock Maker and Repairer	342313	Electronic Equipment Trades Worker
3234	Toolmakers and Engineering Patternmakers	342314	Electronic Instrument Trades Worker (General)
323411	Engineering Patternmaker	342315	Electronic Instrument Trades Worker (Special Class)
323412	Toolmaker	3424	Telecommunications Trades Workers
<b>Panelbeaters, and Vehicle Body Builders, Trimmers and Painters</b>		342411	Cabler (Data and Telecommunications)
3241	Panelbeaters	342412	Telecommunications Cable Joiner
324111	Panelbeater	342413	Telecommunications Linesworker (Aus) / Telecommunications Line Mechanic (NZ)
3242	Vehicle Body Builders and Trimmers	342414	Telecommunications Technician
324211	Vehicle Body Builder	<b>Food Trades Workers</b>	
324212	Vehicle Trimmer	3511	Bakers and Pastrycooks
3243	Vehicle Painters	351111	Baker
324311	Vehicle Painter	351112	Pastrycook
<b>Bricklayers, and Carpenters and Joiners</b>		3512	Butchers and Smallgoods Makers
3311	Bricklayers and Stonemasons	351211	Butcher or Smallgoods Maker
331111	Bricklayer	3513	Chefs
331112	Stonemason	351311	Chef
3312	Carpenters and Joiners	3514	Cooks
331211	Carpenter and Joiner	351411	Cook
331212	Carpenter	<b>Animal Attendants and Trainers, and Shearers</b>	
331213	Joiner	3611	Animal Attendants and Trainers
<b>Floor Finishers and Painting Trades Workers</b>			
3321	Floor Finishers		

361111	Dog Handler or Trainer
361112	Horse Trainer
361113	Pet Groomer
361114	Zookeeper
361199	Animal Attendants and Trainers nec
3612	Shearers
361211	Shearer
3613	Veterinary Nurses
361311	Veterinary Nurse

**Horticultural Trades Workers**

3621	Florists
362111	Florist
3622	Gardeners
362211	Gardener (General)
362212	Arborist
362213	Landscape Gardener
3623	Greenkeepers
362311	Greenkeeper
3624	Nurserypersons
362411	Nurseryperson

**Hairdressers**

3911	Hairdressers
391111	Hairdresser

**Printing Trades Workers**

3921	Print Finishers and Screen Printers
392111	Print Finisher
392112	Screen Printer
3922	Graphic Pre-press Trades Workers
392211	Graphic Pre-press Trades Worker
3923	Printers
392311	Printing Machinist
392312	Small Offset Printer

**Textile, Clothing and Footwear Trades Workers**

3931	Canvas and Leather Goods Makers
393111	Canvas Goods Fabricator
393112	Leather Goods Maker
393113	Sail Maker
393114	Shoemaker
3932	Clothing Trades Workers
393211	Apparel Cutter
393212	Clothing Patternmaker
393213	Dressmaker or Tailor
393299	Clothing Trades Workers nec
3933	Upholsterers
393311	Upholsterer

**Wood Trades Workers**

3941	Cabinetmakers
394111	Cabinetmaker
3942	Wood Machinists and Other Wood Trades Workers
394211	Furniture Finisher
394212	Picture Framer
394213	Wood Machinist
394214	Wood Turner
394299	Wood Machinists and Other Wood Trades Workers nec

**Miscellaneous Technicians and Trades Workers**

3991	Boat Builders and Shipwrights
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399111	Boat Builder and Repairer
399112	Shipwright
3992	Chemical, Gas, Petroleum and Power Generation Plant Operators
399211	Chemical Plant Operator
399212	Gas or Petroleum Operator
399213	Power Generation Plant Operator
3993	Gallery, Library and Museum Technicians
399311	Gallery or Museum Technician
399312	Library Technician
3994	Jewellers
399411	Jeweller
3995	Performing Arts Technicians
399511	Broadcast Transmitter Operator
399512	Camera Operator (Film, Television or Video)
399513	Light Technician
399514	Make Up Artist
399515	Musical Instrument Maker or Repairer
399516	Sound Technician
399517	Television Equipment Operator
399599	Performing Arts Technicians nec
3996	Signwriters
399611	Signwriter
3999	Other Miscellaneous Technicians and Trades Workers
399911	Diver
399912	Interior Decorator
399913	Optical Dispenser (Aus) / Dispensing Optician (NZ)
399914	Optical Mechanic
399915	Photographer's Assistant
399916	Plastics Technician
399917	Wool Classer
399918	Fire Protection Equipment Technician
399999	Technicians and Trades Workers nec

**COMMUNITY AND PERSONAL SERVICE WORKERS**

**Health and Welfare Support Workers**

4111	Ambulance Officers and Paramedics
411111	Ambulance Officer
411112	Intensive Care Ambulance Paramedic (Aus) / Ambulance Paramedic (NZ)
4112	Dental Hygienists, Technicians and Therapists
411211	Dental Hygienist
411212	Dental Prosthetist
411213	Dental Technician
411214	Dental Therapist
4113	Diversional Therapists
411311	Diversional Therapist
4114	Enrolled and Mothercraft Nurses
411411	Enrolled Nurse
411412	Mothercraft Nurse
4115	Indigenous Health Workers
411511	Aboriginal and Torres Strait Islander Health Worker
411512	Kaiawhina (Hauora) (Maori Health Assistant)
4116	Massage Therapists
411611	Massage Therapist
4117	Welfare Support Workers
411711	Community Worker

411712	Disabilities Services Officer
411713	Family Support Worker
411714	Parole or Probation Officer
411715	Residential Care Officer
411716	Youth Worker
<b>Child Carers</b>	
4211	Child Carers
421111	Child Care Worker
421112	Family Day Care Worker
421113	Nanny
421114	Out of School Hours Care Worker
<b>Education Aides</b>	
4221	Education Aides
422111	Aboriginal and Torres Strait Islander Education Worker
422112	Integration Aide
422113	Kaiawhina Kohanga Reo (Maori Language Nest Assistant)
422114	Kaiawhina Kura Kaupapa Maori (Maori-medium School Assistant)
422115	Preschool Aide
422116	Teachers' Aide
<b>Personal Carers and Assistants</b>	
4231	Aged and Disabled Carers
423111	Aged or Disabled Carer
4232	Dental Assistants
423211	Dental Assistant
4233	Nursing Support and Personal Care Workers
423311	Hospital Orderly
423312	Nursing Support Worker
423313	Personal Care Assistant
423314	Therapy Aide
4234	Special Care Workers
423411	Child or Youth Residential Care Assistant
423412	Hostel Parent
423413	Refuge Worker
<b>Hospitality Workers</b>	
4311	Bar Attendants and Baristas
431111	Bar Attendant
431112	Barista
4312	Cafe Workers
431211	Cafe Worker
4313	Gaming Workers
431311	Gaming Worker
4314	Hotel Service Managers
431411	Hotel Service Manager
4315	Waiters
431511	Waiter
4319	Other Hospitality Workers
431911	Bar Useful or Busser
431912	Doorman or Luggage Porter
431999	Hospitality Workers nec
<b>Defence Force Members, Fire Fighters and Police</b>	
4411	Defence Force Members - Other Ranks
441111	Defence Force Member - Other Ranks
4412	Fire and Emergency Workers
441211	Emergency Service Worker
441212	Fire Fighter
4413	Police
441311	Detective
441312	Police Officer
<b>Prison and Security Officers</b>	
4421	Prison Officers
442111	Prison Officer
4422	Security Officers and Guards
442211	Alarm, Security or Surveillance Monitor
442212	Armoured Car Escort
442213	Crowd Controller
442214	Private Investigator
442215	Retail Loss Prevention Officer
442216	Security Consultant
442217	Security Officer
442299	Security Officers and Guards nec
<b>Personal Service and Travel Workers</b>	
4511	Beauty Therapists
451111	Beauty Therapist
4512	Driving Instructors
451211	Driving Instructor
4513	Funeral Workers
451311	Funeral Director
451399	Funeral Workers nec
4514	Gallery, Museum and Tour Guides
451411	Gallery or Museum Guide
451412	Tour Guide
4515	Personal Care Consultants
451511	Natural Remedy Consultant
451512	Weight Loss Consultant
4516	Tourism and Travel Advisers
451611	Tourist Information Officer
451612	Travel Consultant
4517	Travel Attendants
451711	Flight Attendant
451799	Travel Attendants nec
4518	Other Personal Service Workers
451811	Civil Celebrant
451812	Hair or Beauty Salon Assistant
451813	Sex Worker or Escort
451814	Body Artist
451815	First Aid Trainer
451816	Religious Assistant
451899	Personal Service Workers nec
<b>Sports and Fitness Workers</b>	
4521	Fitness Instructors
452111	Fitness Instructor
4522	Outdoor Adventure Guides
452211	Bungy Jump Master
452212	Fishing Guide
452213	Hunting Guide
452214	Mountain or Glacier Guide
452215	Outdoor Adventure Instructor
452216	Trekking Guide
452217	Whitewater Rafting Guide
452299	Outdoor Adventure Guides nec
4523	Sports Coaches, Instructors and Officials
452311	Diving Instructor (Open Water)

452312	Gymnastics Coach or Instructor
452313	Horse Riding Coach or Instructor
452314	Snowsport Instructor
452315	Swimming Coach or Instructor
452316	Tennis Coach
452317	Other Sports Coach or Instructor
452318	Dog or Horse Racing Official
452321	Sports Development Officer
452322	Sports Umpire
452323	Other Sports Official
4524	Sportspersons
452411	Footballer
452412	Golfer
452413	Jockey
452414	Lifeguard
452499	Sportspersons nec

**CLERICAL AND ADMINISTRATIVE WORKERS**

**Contract, Program and Project Administrators**

5111	Contract, Program and Project Administrators
511111	Contract Administrator
511112	Program or Project Administrator

**Office and Practice Managers**

5121	Office Managers
512111	Office Manager
5122	Practice Managers
512211	Health Practice Manager
512299	Practice Managers nec

**Personal Assistants and Secretaries**

5211	Personal Assistants
521111	Personal Assistant
5212	Secretaries
521211	Secretary (General)
521212	Legal Secretary

**General Clerks**

5311	General Clerks
531111	General Clerk

**Keyboard Operators**

5321	Keyboard Operators
532111	Data Entry Operator
532112	Machine Shorthand Reporter
532113	Word Processing Operator

**Call or Contact Centre Information Clerks**

5411	Call or Contact Centre Workers
541111	Call or Contact Centre Team Leader
541112	Call or Contact Centre Operator
5412	Inquiry Clerks
541211	Inquiry Clerk

**Receptionists**

5421	Receptionists
542111	Receptionist (General)
542112	Admissions Clerk
542113	Hotel or Motel Receptionist
542114	Medical Receptionist

**Accounting Clerks and Bookkeepers**

5511	Accounting Clerks
551111	Accounts Clerk
551112	Cost Clerk

5512	Bookkeepers
551211	Bookkeeper
5513	Payroll Clerks
551311	Payroll Clerk

**Financial and Insurance Clerks**

5521	Bank Workers
552111	Bank Worker
5522	Credit and Loans Officers (Aus) / Finance Clerks (NZ)
552211	Credit or Loans Officer (Aus) / Finance Clerk (NZ)
5523	Insurance, Money Market and Statistical Clerks
552311	Bookmaker
552312	Insurance Consultant
552313	Money Market Clerk
552314	Statistical Clerk

**Clerical and Office Support Workers**

5611	Betting Clerks
561111	Betting Agency Counter Clerk
561112	Bookmaker's Clerk
561113	Telephone Betting Clerk
561199	Betting Clerks nec
5612	Couriers and Postal Deliverers
561211	Courier
561212	Postal Delivery Officer
5613	Filing and Registry Clerks
561311	Filing or Registry Clerk
5614	Mail Sorters
561411	Mail Clerk
561412	Postal Sorting Officer
5615	Survey Interviewers
561511	Survey Interviewer
5616	Switchboard Operators
561611	Switchboard Operator
5619	Other Clerical and Office Support Workers
561911	Classified Advertising Clerk
561912	Meter Reader
561913	Parking Inspector
561999	Clerical and Office Support Workers nec

**Logistics Clerks**

5911	Purchasing and Supply Logistics Clerks
591111	code retired
591112	Production Clerk
591113	Purchasing Officer
591114	code retired
591115	Stock Clerk
591116	Warehouse Administrator
591117	Order Clerk
5912	Transport and Despatch Clerks
591211	Despatching and Receiving Clerk
591212	Import-Export Clerk

**Miscellaneous Clerical and Administrative Workers**

5991	Conveyancers and Legal Executives
599111	Conveyancer
599112	Legal Executive
5992	Court and Legal Clerks
599211	Clerk of Court
599212	Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)

599213	Court Orderly (Aus) / Court Registry Officer (NZ)
599214	Law Clerk
599215	Trust Officer
5993	Debt Collectors
599311	Debt Collector
5994	Human Resource Clerks
599411	Human Resource Clerk
5995	Inspectors and Regulatory Officers
599511	Customs Officer
599512	Immigration Officer
599513	Motor Vehicle Licence Examiner
599514	Noxious Weeds and Pest Inspector
599515	Social Security Assessor
599516	Taxation Inspector
599517	Train Examiner
599518	Transport Operations Inspector
599521	Water Inspector
599599	Inspectors and Regulatory Officers nec
5996	Insurance Investigators, Loss Adjusters and Risk Surveyors
599611	Insurance Investigator
599612	Insurance Loss Adjuster
599613	Insurance Risk Surveyor
5997	Library Assistants
599711	Library Assistant
5999	Other Miscellaneous Clerical and Administrative Workers
599911	code retired
599912	Production Assistant (Film, Television, Radio or Stage)
599913	Proof Reader
599914	Radio Despatcher
599915	Clinical Coder
599916	Facilities Administrator
599999	Clerical and Administrative Workers nec
<b>SALES WORKERS</b>	
<b>Insurance Agents and Sales Representatives</b>	
6111	Auctioneers, and Stock and Station Agents
611111	Auctioneer
611112	Stock and Station Agent
6112	Insurance Agents
611211	Insurance Agent
6113	Sales Representatives
611311	Sales Representative (Building and Plumbing Supplies)
611312	Sales Representative (Business Services)
611313	Sales Representative (Motor Vehicle Parts and Accessories)
611314	Sales Representative (Personal and Household Goods)
611399	Sales Representatives nec
<b>Real Estate Sales Agents</b>	
6121	Real Estate Sales Agents
612111	Business Broker
612112	Property Manager
612113	Real Estate Agency Principal (Aus) / Real Estate Agency Licensee (NZ)
612114	Real Estate Agent
612115	Real Estate Representative
<b>Sales Assistants and Salespersons</b>	
6211	Sales Assistants (General)
621111	Sales Assistant (General)
6212	ICT Sales Assistants
621211	ICT Sales Assistant
6213	Motor Vehicle and Vehicle Parts Salespersons
621311	Motor Vehicle or Caravan Salesperson
621312	Motor Vehicle Parts Interpreter (Aus) / Automotive Parts Salesperson (NZ)
6214	Pharmacy Sales Assistants
621411	Pharmacy Sales Assistant
6215	Retail Supervisors
621511	Retail Supervisor
6216	Service Station Attendants
621611	Service Station Attendant
6217	Street Vendors and Related Salespersons
621711	Cash Van Salesperson
621712	Door-to-door Salesperson
621713	Street Vendor
6219	Other Sales Assistants and Salespersons
621911	Materials Recycler
621912	Rental Salesperson
621999	Sales Assistants and Salespersons nec
<b>Checkout Operators and Office Cashiers</b>	
6311	Checkout Operators and Office Cashiers
631111	Checkout Operator
631112	Office Cashier
<b>Miscellaneous Sales Support Workers</b>	
6391	Models and Sales Demonstrators
639111	Model
639112	Sales Demonstrator
6392	Retail and Wool Buyers
639211	Retail Buyer
639212	Wool Buyer
6393	Telemarketers
639311	Telemarketer
6394	Ticket Salespersons
639411	Ticket Seller
639412	Transport Conductor
6395	Visual Merchandisers
639511	Visual Merchandiser
6399	Other Sales Support Workers
639911	Other Sales Support Worker
<b>MACHINERY OPERATORS AND DRIVERS</b>	
<b>Machine Operators</b>	
7111	Clay, Concrete, Glass and Stone Processing Machine Operators
711111	Clay Products Machine Operator
711112	Concrete Products Machine Operator
711113	Glass Production Machine Operator
711114	Stone Processing Machine Operator
711199	Clay, Concrete, Glass and Stone Processing Machine Operators nec
7112	Industrial Spraypainters
711211	Industrial Spraypainter
7113	Paper and Wood Processing Machine Operators
711311	Paper Products Machine Operator
711312	code retired
711313	Sawmilling Operator

711314	Other Wood Processing Machine Operator
7114	Photographic Developers and Printers
711411	Photographic Developer and Printer
7115	Plastics and Rubber Production Machine Operators
711511	Plastic Cablemaking Machine Operator
711512	Plastic Compounding and Reclamation Machine Operator
711513	Plastics Fabricator or Welder
711514	Plastics Production Machine Operator (General)
711515	Reinforced Plastic and Composite Production Worker
711516	Rubber Production Machine Operator
711599	Plastics and Rubber Production Machine Operators nec
7116	Sewing Machinists
711611	Sewing Machinist
7117	Textile and Footwear Production Machine Operators
711711	Footwear Production Machine Operator
711712	Hide and Skin Processing Machine Operator
711713	Knitting Machine Operator
711714	Textile Dyeing and Finishing Machine Operator
711715	Weaving Machine Operator
711716	Yarn Carding and Spinning Machine Operator
711799	Textile and Footwear Production Machine Operators nec
7119	Other Machine Operators
711911	Chemical Production Machine Operator
711912	Motion Picture Projectionist
711913	Sand Blaster
711914	Sterilisation Technician
711999	Machine Operators nec
<b>Stationary Plant Operators</b>	
7121	Crane, Hoist and Lift Operators
712111	Crane, Hoist or Lift Operator
7122	Drillers, Miners and Shot Firers
712211	Driller
712212	Miner
712213	Shot Firer
7123	Engineering Production Workers
712311	Engineering Production Worker
7129	Other Stationary Plant Operators
712911	Boiler or Engine Operator
712912	Bulk Materials Handling Plant Operator
712913	Cement Production Plant Operator
712914	Concrete Batching Plant Operator
712915	Concrete Pump Operator
712916	Paper and Pulp Mill Operator
712917	Railway Signal Operator
712918	Train Controller
712921	Waste Water or Water Plant Operator
712922	Weighbridge Operator
712999	Stationary Plant Operators nec
<b>Mobile Plant Operators</b>	
7211	Agricultural, Forestry and Horticultural Plant Operators
721111	Agricultural and Horticultural Mobile Plant Operator
721112	Logging Plant Operator
7212	Earthmoving Plant Operators

721211	Earthmoving Plant Operator (General)
721212	Backhoe Operator
721213	Bulldozer Operator
721214	Excavator Operator
721215	Grader Operator
721216	Loader Operator
7213	Forklift Drivers
721311	Forklift Driver
7219	Other Mobile Plant Operators
721911	Aircraft Baggage Handler and Airline Ground Crew
721912	Linemarker
721913	Paving Plant Operator
721914	Railway Track Plant Operator
721915	Road Roller Operator
721916	Streetsweeper Operator
721999	Mobile Plant Operators nec
<b>Automobile, Bus and Rail Drivers</b>	
7311	Automobile Drivers
731111	Chauffeur
731112	Taxi Driver
731199	Automobile Drivers nec
7312	Bus and Coach Drivers
731211	Bus Driver
731212	Charter and Tour Bus Driver
731213	Passenger Coach Driver
7313	Train and Tram Drivers
731311	Train Driver
731312	Tram Driver
<b>Delivery Drivers</b>	
7321	Delivery Drivers
732111	Delivery Driver
<b>Truck Drivers</b>	
7331	Truck Drivers
733111	Truck Driver (General)
733112	Aircraft Refueller
733113	Furniture Removalist
733114	Tanker Driver
733115	Tow Truck Driver
<b>Storepersons</b>	
7411	Storepersons
741111	Storeperson
<b>LABOURERS</b>	
<b>Cleaners and Laundry Workers</b>	
8111	Car Detailers
811111	Car Detailer
8112	Commercial Cleaners
811211	Commercial Cleaner
8113	Domestic Cleaners
811311	Domestic Cleaner
8114	Housekeepers
811411	Commercial Housekeeper
811412	Domestic Housekeeper
8115	Laundry Workers
811511	Laundry Worker (General)
811512	Drycleaner
811513	Ironer or Presser



8116	Other Cleaners	832199	Packers nec
811611	Carpet Cleaner	8322	Product Assemblers
811612	Window Cleaner	832211	Product Assembler
811699	Cleaners nec	<b>Miscellaneous Factory Process Workers</b>	
<b>Construction and Mining Labourers</b>		8391	Metal Engineering Process Workers
8211	Building and Plumbing Labourers	839111	Metal Engineering Process Worker
821111	Builder's Labourer	8392	Plastics and Rubber Factory Workers
821112	Drainage, Sewerage and Stormwater Labourer	839211	Plastics Factory Worker
821113	Earthmoving Labourer	839212	Rubber Factory Worker
821114	Plumber's Assistant	8393	Product Quality Controllers
8212	Concreters	839311	Product Examiner
821211	Concrete	839312	Product Grader
8213	Fencers	839313	Product Tester
821311	Fencer	8394	Timber and Wood Process Workers
8214	Insulation and Home Improvement Installers	839411	Paper and Pulp Mill Worker
821411	Building Insulation Installer	839412	Sawmill or Timber Yard Worker
821412	Home Improvement Installer	839413	Wood and Wood Products Factory Worker
8215	Paving and Surfacing Labourers	8399	Other Factory Process Workers
821511	Paving and Surfacing Labourer	839911	Cement and Concrete Plant Worker
8216	Railway Track Workers	839912	Chemical Plant Worker
821611	Railway Track Worker	839913	Clay Processing Factory Worker
8217	Structural Steel Construction Workers	839914	Fabric and Textile Factory Worker
821711	Construction Rigger	839915	Footwear Factory Worker
821712	Scaffolder	839916	Glass Processing Worker
821713	Steel Fixer	839917	Hide and Skin Processing Worker
821714	Structural Steel Erector	839918	Recycling Worker
8219	Other Construction and Mining Labourers	839999	Factory Process Workers nec
821911	Crane Chaser	<b>Farm, Forestry and Garden Workers</b>	
821912	Driller's Assistant	8411	Aquaculture Workers
821913	Lagger	841111	Aquaculture Worker
821914	Mining Support Worker	8412	Crop Farm Workers
821915	Surveyor's Assistant	841211	Fruit or Nut Farm Worker
<b>Food Process Workers</b>		841212	Fruit or Nut Picker
8311	Food and Drink Factory Workers	841213	Grain, Oilseed or Pasture Farm Worker (Aus) / Field Crop Farm Worker (NZ)
831111	Baking Factory Worker	841214	Vegetable Farm Worker (Aus) / Market Garden Worker (NZ)
831112	Brewery Worker	841215	Vegetable Picker
831113	Confectionery Maker	841216	Vineyard Worker
831114	Dairy Products Maker	841217	Mushroom Picker
831115	Fruit and Vegetable Factory Worker	841299	Crop Farm Workers nec
831116	Grain Mill Worker	8413	Forestry and Logging Workers
831117	Sugar Mill Worker	841311	Forestry Worker
831118	Winery Cellar Hand	841312	Logging Assistant
831199	Food and Drink Factory Workers nec	841313	Tree Faller
8312	Meat Boners and Slicers, and Slaughterers	8414	Garden and Nursery Labourers
831211	Meat Boner and Slicer	841411	Garden Labourer
831212	Slaughterer	841412	Horticultural Nursery Assistant
8313	Meat, Poultry and Seafood Process Workers	8415	Livestock Farm Workers
831311	Meat Process Worker	841511	Beef Cattle Farm Worker
831312	Poultry Process Worker	841512	Dairy Cattle Farm Worker
831313	Seafood Process Worker	841513	Mixed Livestock Farm Worker
<b>Packers and Product Assemblers</b>		841514	Poultry Farm Worker
8321	Packers	841515	Sheep Farm Worker
832111	Chocolate Packer	841516	Stablehand
832112	Container Filler	841517	Wool Handler
832113	Fruit and Vegetable Packer	841599	Livestock Farm Workers nec
832114	Meat Packer		
832115	Seafood Packer		

8416	Mixed Crop and Livestock Farm Workers	8994	Motor Vehicle Parts and Accessories Fitters
841611	Mixed Crop and Livestock Farm Worker	899411	Motor Vehicle Parts and Accessories Fitter (General)
8419	Other Farm, Forestry and Garden Workers	899412	Autoglazier
841911	Hunter-Trapper	899413	Exhaust and Muffler Repairer
841912	code retired	899414	Radiator Repairer
841913	Pest Controller	899415	Tyre Fitter
841999	Farm, Forestry and Garden Workers nec	8995	Printing Assistants and Table Workers
<b>Food Preparation Assistants</b>		899511	Printer's Assistant
8511	Fast Food Cooks	899512	Printing Table Worker
851111	Fast Food Cook	8996	Recycling and Rubbish Collectors
8512	Food Trades Assistants	899611	Recycling or Rubbish Collector
851211	Pastrycook's Assistant	8997	Vending Machine Attendants
851299	Food Trades Assistants nec	899711	Vending Machine Attendant
8513	Kitchenhands	8999	Other Miscellaneous Labourers
851311	Kitchenhand	899911	Bicycle Mechanic
<b>Freight Handlers and Shelf Fillers</b>		899912	Car Park Attendant
8911	Freight and Furniture Handlers	899913	Crossing Supervisor
891111	Freight Handler (Rail or Road)	899914	Electrical or Telecommunications Trades Assistant
891112	Truck Driver's Offsider	899915	Leaflet or Newspaper Deliverer
891113	Waterside Worker	899916	Mechanic's Assistant
8912	Shelf Fillers	899917	Railways Assistant
891211	Shelf Filler	899918	Sign Erector
<b>Miscellaneous Labourers</b>		899921	Ticket Collector or Usher
8991	Caretakers	899922	Trolley Collector
899111	Caretaker	899923	Road Traffic Controller
8992	Deck and Fishing Hands	899999	Labourers nec
899211	Deck Hand		
899212	Fishing Hand		
8993	Handypersons		
899311	Handyperson		

## APPENDIX 5: EMPLOYEE CLASSIFICATION

Listed classifications are not exhaustive. Please contact the State Administrator for classification codes not listed below.

### Public Service General Public Service and Government Officers General Agreement 2011 (formerly Public Service General Agreement 2008 and Government Officers Salaries, Allowances and Conditions General Agreement 2008)

Classification	Code
Level 1	L1
Level 2	L2
Level 2/4	L2/4
Level 3	L3
Level 3/4	L3/4
Level 4	L4
Level 4/5	L4/5
Level 5	L5
Level 6	L6
Level 7	L7
Level 7/8	L7/8
Level 8	L8
Level 9	L9
Class 1	C1
Class 2	C2
Class 3	C3
Class 4	C4
Specified Calling Level 1	SCL1
Specified Calling Level 2	SCL2
Specified Calling Level 3	SCL3
Specified Calling Level 4	SCL4
Specified Calling Level 5	SCL5
Specified Calling Level 6	SCL6
Grade 1	GRADE1
Grade 2	GRADE2
Grade 3	GRADE3
Grade 4	GRADE4
Grade 5	GRADE5
Group 1	G1
Group 2	G2
Group 3	G3
Group 4	G4

### School Education Act Employees' (Teachers and Administrators) General Agreement 2006

Classification	Code
Level 1	L1
Level 2	L2
Level 3	L3
Level 4	L4
Level 5	L5
Level 6	L6

### Health Services Union - WA Health State Industrial Agreement 2006 [Registered 14/12/06]

Classification	Code
Class 1	C1
Class 2	C2
Class 3	C3
Grade 1	GRADE1
Grade 2	GRADE2
Grade 3	GRADE3
Grade 4	GRADE4
Level 1	L1
Level 1/2	L1/2
Level 10	L10
Level 11	L11
Level 12	L12
Level 15	L15
Level 2	L2
Level 2/3	L2/3
Level 2/4	L2/4
Level 23	L23
Level 3	L3
Level 3/4	L3/4
Level 3/5	L3/5
Level 4	L4
Level 4/5	L4/5
Level 4/6	L4/6
Level 5	L5
Level 6	L6
Level 6/7	L6/7
Level 6/9	L6/9
Level 7	L7
Level 7/8	L7/8
Level 7/9	L7/9
Level 8	L8
Level 9	L9

**Registered Nurses, Midwives and Enrolled Mental Health Nurses - Australian Nursing Federation - WA Health Industrial Agreement 2007**

Classification	Code
Level 1	L1
Level 2	L2
Level 1 Senior Registered Nurse	L1 SRN
Level 2 Senior Registered Nurse	L2 SRN
Level 3 Senior Registered Nurse	L3 SRN
Level 4 Senior Registered Nurse	L4 SRN
Level 5 Senior Registered Nurse	L5 SRN
Level 6 Senior Registered Nurse	L6 SRN
Level 7 Senior Registered Nurse	L7 SRN
Level 8 Senior Registered Nurse	L8 SRN
Level 9 Senior Registered Nurse	L9 SRN

**Western Australia Police Industrial Agreement 2006 [Registered 18/12/06]**

Classification	Code
1/C Aboriginal Police Liaison Officer	1C APLO
1/C Constable	1C CONST
1/C Sergeant	1C SGT
Aboriginal Police Liaison Officer	APLO
Brevet Sergeant	BREVET SGT
Constable	CONST
Inspector	INSP
Recruit	RECRUIT
Sergeant	SGT
Sergeant 1/C (Brevet)	SGT 1CBREV
Senior Aboriginal Police Liaison Officer	SNR APLO
Senior Constable	SNR CONST
Senior Sergeant	SNR SGT
Superintendent Grade I	SUPT G1
Superintendent Grade II	SUPT G2

**Western Australian Fire Service Enterprise Bargaining Agreement 2006**

Classification	Code
Area Officer	AREA O
District Officer	DISTRICT O
Firefighter (Leading)	FF LEAD
Firefighter (Senior)	FF SENIOR
Firefighter (Trainee)	FF TRAINEE
Firefighter (1st Class) - Level 1	FF1C L1
Firefighter (1st Class) - Level 2	FF1C L2
Firefighter (1st Class) - Level 3	FF1C L3
Firefighter (2nd Class)	FF2C
Firefighter (3rd Class)	FF3C
Fire Safety Advisors - Grade 2	G2 FSAD
Fire Safety Assistants - Grade 3	G3 FSAS
Fire Safety Advisors - Grade 4	G4 FSAD
Fire Safety Assistants - Grade 4	G4 FSAS
Fire Safety Advisors - Grade 5	G5 FSAD
Fire Safety Assistants - Grade 5	G5 FSAS
Communications Systems Officers - Level 1	L1 CSO
Communications Systems Officers - Level 2	L2 CSO
Communications Systems Officers - Level 3	L3 CSO
Communications Systems Officers - Level 4	L4 CSO
Station Officer (Level 1)	STATION L1
Station Officer (Level 2)	STATION L2
Superintendent	SUPER

## APPENDIX 6: AWARDS (TO BE UPDATED)

List of Awards that are used by a significant number of employees within an entity. Please contact the State Administrator if the Award you are looking for is not included in this list.

Award ID	Award Name
AP804691	Geraldton Port Authority Award 2001
AP816664	Broome Port Authority Award 2002
AP819913	AWU (Western Australian Public Sector) Award 2002
CAT002	Catering Employees and Tea Attendants (Government) Award 1982
CHI003	Child Care (Subsidised Centres) Award
CHI006	Children's Services (Government) Award 1989
CLE002	Cleaners and Caretakers (Government) Award 1975
COU008	Country High School Hostels Authority Residential College Supervisory Staff Award 2005
DEP001	Department for Community Development (Family Resource Workers, Welfare Assistants and Parent Helpers) Award 1990
EDU001	Education Department Ministerial Officers Salaries Allowances and Conditions Award 1983 No 5 of 1983
ENG013	Engineering Trades (Government) Award 1967 Award Nos. 29, 30 and 31 of 1961 and 3 of 1962
ENR001	Enrolled Nurses and Nursing Assistants (Government) Award
GAR001	Gardeners (Government) 1986 Award No. 16 of 1983
GOV006	Government Officers Salaries, Allowances and Conditions Award 1989
HEA004	Health Workers - Community and Child Health Services Award 1980
HOS019	Hospital Workers (Government) Award No. 21 of 1966
MIS004	Miscellaneous Government Conditions and Allowances Award No A 4 of 1992
PUB007	Public Service Award 1992
PUB042	Public Transport Authority Rail Car Drivers (Transperth Train Operations) Award 2006
RAN001	Rangers (National Parks) Consolidated Award 2000
RES002	Restaurant, Tearoom and Catering Workers' Award 1979
SHO001	Shop and Warehouse (Wholesale and Retail Establishments) State Award 1977 - The
STA002	State Research Stations, Agricultural Schools and College Workers Award 1971
TEA006	Teachers' Aides' Award 1979
TEA007	Teachers (Public Sector Primary and Secondary Education) Award 1993
TEA008	Teachers (Public Sector Technical and Further Education) Award 1993

## APPENDIX 7: AGREEMENTS (TO BE UPDATED)

List of Agreements that are used by a significant number of employees within an entity. Please contact the State Administrator if the Agreement you are looking for is not included in this list.

Agreement ID	Agreement Name
AG838408	Fremantle Ports Conditions of Employment 2005
AG834409	Government School Teachers' and School Administrators' Certified Agreement 2004
AG839443	Western Australian TAFE Lecturers' Certified Agreement 2005
AG840760	Broome Port Authority Agreement 2005
AG843573	Geraldton Port Authority (Moorings & Maintenance Staff) Certified Agreement 2005
AG843670	Fremantle Ports Bulk & General Stevedoring Enterprise Agreement 2005
AG845695	Bunbury Port Authority Harbour Master/Deputy Harbour Master Agreement 2005-2008
AG846888	Registered Nurses - Australian Nursing Federation - Disability Services Commission Certified Agreement 2006
AG847184	Salaried Officers Certified Agreement (Public Transport Authority) 2006
AG847360	Geraldton Port Authority Administration Staff Certified Agreement 2005
AG848127	Municipal Employees (Rottnest Island) Enterprise Agreement 2006
AG848612	Fremantle Ports Operations & Services Agreement 2006
BOT004	Botanic Gardens and Parks Authority (Operations) General Agreement 2007
CA06895310	Western Australian Institute of Sport Certified Agreement 2006-2008
CLI001	Clinical Academics AMA Industrial Agreement 2003
COR004	Corruption and Crime Commission Agreement 2005
COU009	Country High School Hostels Authority Residential College Supervisory Staff General Agreement 2006
COU010	Country High School Hostels Authority Administration Officers Entity Specific Agreement 2007
DEP079	Department of Justice Jury Officers Agreement 2005
DEP087	Department of Education and Training Ministerial Officers General Agreement 2006

## HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)

Agreement ID	Agreement Name
DEP088	Department of Corrective Services Juvenile Custodial Officers' General Agreement 2006
DEP091	Department of Culture and the Arts Retail Staff Agreement 2007
DEP092	Department of Corrective Services Prison Officers' Enterprise Agreement 2007
DEP095	Department of Health Medical Practitioners (Metropolitan Health Services) AMA Industrial Agreement 2007
EDU010	Education Assistants General Agreement 2004
ELE003	Electorate and Research Employees General Agreement 2006
ENG021	Engineering Trades (Government) General Agreement 2004
FLE002	Fleet and Equipment Services Enterprise Bargaining Agreement 2007
GOV033	Government Schools (Agricultural Colleges and Schools) Residential Supervisors' Agreement 2005
GOV034	Government Officers (Insurance Commission of Western Australia) General Agreement 2006
GOV036	Government Services (Miscellaneous) General Agreement 2007
HEA003	Health Services Union - WA Health State Industrial Agreement 2006 [Reg'd 14/12/06]
LAW001	Law Reform Commission of Western Australia (Enterprising Bargaining) Agreement 1996
LHM005	LHMU - Union Recognition and Job Security Agreement - Disability Services Commission Support Workers 2004
MAI014	Main Roads CSA Enterprise Bargaining Agreement 2007
MET002	Metropolitan Cemeteries Board (Western Australia) Cemetery Employees Enterprise Agreement 2007
MID009	Midland Sale Yards Agreement 2007
MIN042	Ministerial Chauffeurs Agreement 2005
PUB011	Public Transport Authority (TransWA) Enterprise Agreement 2006
PUB020	Public Service General Public Service and Government Officers General Agreement 2011
PUB044	Public Transport Authority Railway Employees Enterprise Agreement 2006
PUB045	Public Transport Authority Railways (Trades) Enterprise Agreement 2006
REG008	Registered Nurses- Midwives and Enrolled Mental Health Nurses - Australian Nursing Federation - WA Health Industrial Agreement 2007



Agreement ID	Agreement Name
SALA	Salaries and Allowances Tribunal Agreement
SCH005	School Education Act Employees' (Teachers and Administrators) General Agreement 2008
SCH006	School Support Officers (Government) General Agreement 2011
STA030	State Research Stations- Agricultural Schools and College Workers General Agreement 2004
THE012	Theatrical Employees (BOCS Ticketing and Marketing Services) General Agreement 2003
WAH002	WA Health Engineering and Building Services Industrial Agreement 2007
WAH003	WA Health - LHMU - Support Workers Industrial Agreement 2007
WAS006	WA Sports Centre Trust General Agreement 2007
WES313	Western Australian Fire Service Enterprise Bargaining Agreement 2011
WES311	Western Australia Police Agency Specific Agreement 2009
WES310	Western Australia Police Industrial Agreement 2009
WES312	Western Australia Police School Traffic Wardens' Agreement 2011
WES079	Western Australia Police Service Industrial Agreement for Police Act Employees No. AG 131 of 1995
WES306	Western Australia Police Traffic Escort Wardens Industrial Agreement 2007
X08503863 1	Fremantle Ports Marine Services Workplace Agreement 2008
ZOO009	Zoological Parks Authority (Operations) General Agreement 2010

# INDEX

## A

Agency unit identifier (now Entity Unit identifier) .....	6, 11, 85
Agreements .....	40, 44, 45, 51, 54, 60, 65, 87, 90, 93, 121
Annual leave .....	90
Amount of ~ entitlement balance .....	68, 88
Taken in hours (FYTD).....	73, 89
Awards.....	40, 44, 45, 51, 54, 60, 65, 87, 90, 93, 120

## B

Base wage or salary .....	54
Birth	
Country of.....	26, 86
Date of.....	22, 86

## C

Carer's leave .....	90
Taken in hours (FYTD).....	77, 89
Casual.....	90
Census date .....	6, 90
Census period .....	90
Character (data format).....	90
Commencement	
Mode of .....	7
Commencement in the entity, date of.....	16, 85
Commencement in the State Government workforce,	
date of .....	15, 85
Commencement, mode of .....	17, 85
Commutated overtime.....	90
Country of birth .....	26, 86
Current quarter.....	90

## D

Data format .....	91
Character .....	90
Date .....	91
Decimal.....	91
Integer .....	92
Numeric .....	92
Date (data format).....	91
Date of birth.....	22, 86
Date of commencement in the entity.....	16, 19, 85
Date of commencement in the State Government	
workforce .....	15, 16, 85
Date of separation .....	18, 19, 86
Decimal (data format).....	91
Defence force leave taken in hours (FYTD) .....	79, 89
Deferred salary leave .....	71, 88
Department identifier .....	10, 85
Disability .....	93
Disability code.....	29, 30, 86, 105
Disability Code .....	30

## E

Employee appointment type .....	42, 43, 87, 91
Employee classification.....	40, 87
Employee identifier .....	21, 86
Employee status .....	41, 87, 91

Employee Status .....	55
Employee work location.....	24, 86
Entity unit identifier (formerly Agency Unit identifier) .....	6, 11, 85
Equivalent annual award / agreement base wage or	
salary.....	54, 87
Equivalent annual base wage or salary .....	54, 87, 91

## F

Field size.....	91
File end marker .....	83, 89
Financial year .....	13, 85
Quarter of .....	14, 85
Financial year to date (FYTD) .....	91
Fixed-term contracts.....	92
Flag (file marker) .....	82, 89
Flag, SES .....	46, 87
Full-time .....	92
Full-time equivalent (FTE) .....	6, 49, 51, 92
Future date .....	92

## G

Geographical feature .....	24, 25, 86
Gross commuted overtime payments (FYTD) .....	63, 88
Gross higher duties allowance (FYTD).....	64, 88
Gross overtime payments (FYTD).....	62, 88
Gross penalty payments and allowances (FYTD).....	65, 88
Gross wage or salary (FYTD).....	60, 88

## H

Headcount.....	92
Higher duties allowance (HDA) ..	60, 62, 64, 65, 66, 92, 93
Highest qualification field of study.....	32, 86, 106
Highest qualification level.....	31, 32, 86
Human Resource Minimum Obligatory Information	
Requirements (HRMOIR) .....	92

## I

Indigenous identifier .....	28, 86
Integer (data format) .....	92

## J

Job title.....	38, 87
----------------	--------

## L

Language .....	27, 86, 100
Leave entitlement .....	92
Leave loading (FYTD) .....	66, 88, 92
Long service leave	
Amount of ~ entitlement balance.....	69, 88
Taken in hours (FYTD) .....	74, 89, 92

## M

Management tier ID.....	47, 87
Mode of commencement .....	7, 17, 85

## N

Numeric (data format) .....	92
-----------------------------	----

**O**

Occupation (ANZSCO).....34, 36, 87, 111  
 Occupation (ASCO2) ..... 34, 36, 86  
 Old entity identifier ..... 9, 85  
 Ordinary time hours (paid for, FYTD) ..... 57, 88  
 Ordinary Time Hours Paid (Snapshot Period) ..7, 49, 57, 87  
 Other leave (paid or unpaid) not elsewhere included –  
     taken in hours (FYTD) ..... 80, 89  
 Other paid leave ..... 92  
 Overtime ..... 92  
 Overtime hours (paid for, FYTD)..... 58, 88  
 Overtime in hours paid (fortnight period)..... 52, 87

**P**

Paid FTE ..... 6  
 Paid headcount ..... 7  
 Parental leave taken in hours (FYTD) ..... 76, 89  
 Part-time ..... 92  
 Penalty payments and allowances ..... 93  
 People with disabilities workplace adjustments ..... 30, 86  
 Period ..... 93  
 Period of contract..... 43, 87  
 Permanent employee ..... 93  
 Personal leave ..... 93  
     Taken in hours (FYTD) ..... 75, 78, 89  
 Purchased leave ..... 70, 88

**Q**

Quarter of financial year ..... 14, 85

**R**

Reason for separation..... 7, 18, 19, 41, 85

**S**

Seconded employees ..... 7  
 Self-funded leave ..... 70, 88  
 Senior Executive Service (SES) ..... 46, 93  
 Separation  
     Date of ..... 18, 19, 86  
     Reason for ..... 7, 18, 19, 41, 85  
 Service delivery ..... 39, 87  
 SES flag ..... 46, 87  
 Sessional employee ..... 93  
 Sex ..... 23, 86  
 Sick leave ..... 75, 93  
     Taken in hours (FYTD)..... 75, 89  
 Snapshot ..... 93  
 Spare field for future use 12, 20, 33, 35, 37, 53, 56, 59, 67,  
     72, 81, 85, 86, 87, 88, 89  
 Standard weekly award hours ..... 51, 87

**T**

Temporary special allowance (TSA) ..... 60, 62, 64, 66, 93

**W**

WA State Government Sector ..... 5, 6, 73, 74, 93  
 Workforce Analysis and Collection Application (WACA).94