



Human Resource Minimum Obligatory Information Requirements (HRMOIR)

Data definitions user guide version 1.5
2012/13 Financial Year

VERSION CONTROL

Data Definitions User Guide revisions and HRMOIR History:

DD Version	Date	Action
	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
DDv1.3	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
DDv1.4	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.
DDv1.5	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. Yellow highlights indicate changes from the previous version of the Data Definitions.

TABLE OF CONTENTS

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

<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
Section II– Technical Summary	76
Glossary of Terms	80
References	84
Acronyms	85
Appendix 1: Country of Birth	86
Appendix 2: Language	89
Appendix 3: Highest Qualification Field of Study	94
Appendix 4: Occupation (ANZSCO)	99
Appendix 5: Employee Classification	113
Appendix 6: Awards (to be updated)	116
Appendix 7: Agreements (to be updated)	117
Index	119

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:

<http://www.publicsector.wa.gov.au/Positioning/WorkforcePlanning/Pages/Default.aspx>

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.

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).

Other HRMOIR/WACA and Associated Publications and Links

- [HRMOIR Public Sector Commissioner's Circular 2009/09 \(Workforce Data Reporting\)](#)
- [Workforce Analysis and Collection Application \(WACA\) User Guide](#)
- [Maximising Data Quality](#)
- [Workforce Demographics \(Quarterly Reports and the WAPS Workforce Profile\)](#)

For all HRMOIR related enquiries, please contact the State Administrator (Workforce Data) at 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">• Character• Date• Decimal (to no more than 2 decimal places)• Integer• Numeric
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.

Example	Field 1.2	Field 1.3
Reporting Entity	111	111
Satellite Entity	111	222

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 2011/12	2012
Financial year 2012/13	2013
Financial year 2013/14	2014

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
1	September
2	December
3	March
4	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
M00	Not Separated (i.e. is still employed by the entity)
S01	Promotion: appointment at a higher classification to a different entity within the WA State Government Sector
S02	Transfer: appointment at the same classification to a different entity within the WA State Government Sector
S03	Redeployment: to a different entity within the WA State Government Sector
S04	Secondment: temporary movement to a different entity within the WA State Government Sector
S06	Resigned
S07	Retirement
S08	Deceased
S09	Dismissed
S10	Retirement for health reasons
S11	Voluntary redundancy
S12	Cessation of fixed term contract
S13	Involuntary redundancy
S99	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:

Financial Quarter	Typical Pay Period End Date	Pay Period Number
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 – Sex

Description:

Whether the employee is female or male.

Codes/Calculation:

Please use the following codes:

F Female

M Male

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:

W	Does not have a disability Does not have a disability as classified by the Disability Services Act 1993.
S	Sight 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).
T	Speech Uses aids such as word processors or communication boards in order to be understood or needs extra time to be understood.
H	Hearing 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.
I	Learning 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.
A	Use of arms and hands 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:

- Y** Workplace modification required
- N** Workplace modification not required
- W** Not applicable (answered **W** to Field 3.10)
- Z** Survey returned but employee did not provide the information
- O** Survey was sent but 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.

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:

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

WACA accepts ANZSCO codes at both the 4-digit and 6-digit level. It is recommended that ANZSCOs be reported at the 6-digit level as it provides more detail and allows for better analysis. Many of the ANZSCOs at the 4-digit level have a direct 6-digit ANZSCO code. 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, First Edition, Revision 1](#). 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.

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

Remarks/Validation:

A valid 4-digit ANZSCO code must be used. Data will not be accepted by WACA if:

- The field is left blank.
- Any code is used other than a valid 4-digit or 6-digit ANZSCO code.

Field size:	Must use either 4 or 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 by WACA 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 by WACA 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:

- A** Active (not on extended leave)
- L** Long service leave
- P** Absent on extended paid leave (not long service leave)
- U** Absent on extended unpaid leave
- S** 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 by WACA 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 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 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 by WACA 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.

The AIRC website is located at www.airc.gov.au.

Codes/Calculation:

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

Remarks/Validation:

Data will not be accepted by WACA 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.

The AIRC is located at www.airc.gov.au.

Codes/Calculation:

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

Remarks/Validation:

Data will not be accepted by WACA 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 by WACA 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 by WACA 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 by WACA 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.

WACA will accept data but issue a warning 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.

4. Employment
Data

Remarks/Validation:

Data will not be accepted by WACA 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.

WACA will accept data but issue a warning 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 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.

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 by WACA 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;

WACA will accept data but issue a warning 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 by WACA 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 by WACA 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 by WACA 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA 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 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 7.3 – FYTD Gross Commuted Allowance Payments

Description:

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

‘Committed 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 by WACA 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 by WACA 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 by WACA 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 by WACA 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA 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 by WACA 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 by WACA 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA 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 by WACA if:

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

WACA will accept data but issue a warning 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 <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 9.5 – 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA if:

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

WACA will accept data but issue a warning 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 by WACA 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 by WACA 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:

SS	Snapshot
CQ	Current quarter
FYTD	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:

L	Align to the left
R	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
1 ENTITY INFORMATION												
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						
2 MOVEMENTS												
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.		
3 DEMOGRAPHIC INFORMATION												
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)
2012/13 Financial Year

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.		
4 EMPLOYMENT DATA												
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
5 SALARY DETAILS												
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						
6 FINANCIAL YEAR TO DATE EMPLOYMENT DATA												
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						
7 FINANCIAL YEAR TO DATE SALARY INFORMATION												
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)
2012/13 Financial Year

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						
8 LEAVE DATA												
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						
9 FINANCIAL YEAR TO DATE LEAVE CLEARANCE DATA												
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						
10 FILE MARKER												
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

Agreement	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.
Annual leave taken	Total hours of annual leave taken by an employee in the financial year to date.
Award	A legally binding order made by an industrial tribunal which prescribes the terms and conditions of employment.
Carer's leave	Leave taken by an employee to provide care or support to a member of the employee's family or household.
Casual	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.
Census date	Census dates are: 31 March, 30 June, 30 September and 31 December.
Census quarter	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.
Character	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".
Commuted overtime	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.
Current quarter (CQ)	The three-month interval for which information is being reported upon.

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"> • Character • Date • Decimal (to no more than 2 decimal places) • Integer • Numeric
Date	The point of time at which a transaction or event has taken place. Dates must be entered in the format: YYYYMMDD where YYYY = year MM = month DD = day e.g.: 19790508
Decimal	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 37.50 and 75.00.
Employee appointment type	The employee's appointment type, usually expressed as permanent or non-permanent (which includes fixed-term contracts, casuals and sessional employees).
Employee status	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.
Equivalent annual base wage or salary	The annual wage or salary an employee would be paid if that employee were full-time. 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.
Field size	The number of spaces the data can fill up in each record or employee's line.
Financial year to date (FYTD)	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. Ends: last pay day in current collection quarter.

Fixed-term contracts	Those employees who are employed for a finite period of time usually under the terms and conditions of a relevant award or agreement.
Full-time equivalent (FTE)	A ratio measuring the amount of time an individual works. See Page 7 for the method of calculation.
Full-time employee	Those employees who normally work the hours defined as full-time in their award or agreement.
Future date	A date after the census date of the current census period.
Headcount	A count of people who were employed during the snapshot. See Page 8 for the method of calculation.
Higher duties allowance (HDA)	Payments made to employees working temporarily at a higher classification.
Human Resource Minimum Obligatory Information Requirements (HRMOIR)	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.
Integer	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.
Leave entitlement	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.
Leave loading	A standard employee benefit that is usually prescribed at the rate of 17.5% of the employee's paid leave.
Long service leave taken	Total hours of long service leave taken by an employee in the financial year to date.
Numeric	A data format where each character is any of the numbers from 0-9.
Other paid leave	Can include paid study leave, jury duty, short leave, bereavement leave and special paid leave.
Overtime	Time worked in excess of award, standard or agreed hours of work for which payment is received.
Part-time employee	Those employees who normally work less than the agreed or award hours for a full-time employee.

Penalty payments and allowances	All payments other than higher duties allowance, temporary special allowance and overtime, that are over and above employees' base wage or salary.
Disability	Any restriction or lack of ability (resulting from an impairment) to perform an activity.
Period	Indicates the period in which the data is captured. SS = Snapshot CQ = Current Quarter FYTD = Financial Year to Date
Permanent employee	A person employed for an indefinite period of time usually under the terms and conditions of a relevant award or agreement.
Personal leave	Leave for a variety of personal purposes, including sick leave, carer's leave and short leave.
Senior Executive Service (SES)	A group of executive officers who are classified Level 9 and above, and appointed under the Public Sector Management Act 1994 as SES officers.
Sessional employee	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.
Sick leave taken	Total hours of paid and unpaid sick leave cleared by all employees were not classified as personal leave (as defined above).
Snapshot (SS)	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.
Temporary special allowance (TSA)	An allowance paid in instances when an employee is undertaking duties over and above their normal duties, and where HDA is not applicable.
WA State Government Sector	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.
Workforce Analysis and Collection Application (WACA)	The system used to collect, analyse and report HRMOIR data.

REFERENCES

1. Australian Bureau of Statistics
www.abs.gov.au
2. Western Australian Industrial Relations Commission
www.wairc.gov.au
3. Australian Industrial Relations Commission
www.airc.gov.au
4. Public Sector Commission – Workforce Planning
<http://www.publicsector.wa.gov.au/Positioning/WorkforcePlanning/Pages/Default.aspx>
5. Office of Equal Employment Opportunity – Western Australia
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
OEEO	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
OOOO	Survey sent but not returned
XXXX	Survey not sent

OCEANIA AND ANTARCTICA

Australia (includes External Territories)

1101	Australia
1102	Norfolk Island
1199	Australian External Territories, not elsewhere covered

New Zealand

1201	New Zealand
------	-------------

Melanesia

1301	New Caledonia
1302	Papua New Guinea
1303	Solomon Islands
1304	Vanuatu

Micronesia

1401	Guam
1402	Kiribati
1403	Marshall Islands
1404	Micronesia, Federated States of
1405	Nauru
1406	Northern Mariana Islands
1407	Palau

Polynesia (excludes Hawaii)

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

Antarctica

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)

NORTH-WEST EUROPE

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

Ireland

2201	Ireland
------	---------

Western Europe

2301	Austria
2302	Belgium
2303	France
2304	Germany
2305	Liechtenstein
2306	Luxembourg
2307	Monaco
2308	Netherlands
2311	Switzerland

Northern Europe

2401	Denmark
2402	Faeroe Islands
2403	Finland
2404	Greenland (Northern America)
2405	Iceland
2406	Norway
2407	Sweden

SOUTHERN AND EASTERN EUROPE

Southern Europe

3101	Andorra
3102	Gibraltar
3103	Holy See
3104	Italy
3105	Malta
3106	Portugal
3107	San Marino
3108	Spain

South Eastern Europe

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

Eastern Europe

3301	Belarus
3302	Czech Republic
3303	Estonia
3304	Hungary
3305	Latvia
3306	Lithuania
3307	Poland
3308	Russian Federation
3311	Slovakia
3312	Ukraine

NORTH AFRICA AND THE MIDDLE EAST

North Africa

4101	Algeria
4102	Egypt
4103	Libya
4104	Morocco
4105	Sudan
4106	Tunisia
4107	Western Sahara
4199	North Africa, not elsewhere covered

Middle East

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

SOUTH-EAST ASIA

Mainland South-East Asia

5101	Burma (Myanmar)
5102	Cambodia
5103	Laos
5104	Thailand
5105	Viet Nam

Maritime South-East Asia

5201	Brunei Darussalam
5202	Indonesia
5203	Malaysia
5204	Philippines
5205	Singapore
5206	East Timor

NORTH-EAST ASIA

Chinese Asia (includes Mongolia)

6101	China (excludes SARs and Taiwan)
6102	Hong Kong (SAR of China)

6103	Macau (SAR of China)
------	----------------------

6104	Mongolia
------	----------

6105	Taiwan
------	--------

Japan and the Koreas

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

Southern and East Africa

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
OOOO	Survey sent but not returned
XXXX	Survey not sent

NORTHERN EUROPEAN LANGUAGES

Celtic

1101	Gaelic (Scotland)
1102	Irish
1103	Welsh
1199	Celtic, not elsewhere covered

English

1201	English
------	---------

German and Related Languages

1301	German
1302	Letzeburgish
1303	Yiddish

Dutch and Related Languages

1401	Dutch
1402	Frisian
1403	Afrikaans

Scandinavian

1501	Danish
1502	Icelandic
1503	Norwegian
1504	Swedish
1599	Scandinavian, not elsewhere covered

Finnish and Related Languages

1601	Estonian
1602	Finnish
1699	Finnish and Related Languages, not elsewhere covered

SOUTHERN EUROPEAN LANGUAGES

French

2101	French
------	--------

Greek

2201	Greek
------	-------

Iberian Romance

2301	Catalan
2302	Portuguese
2303	Spanish
2399	Iberian Romance, not elsewhere covered

Italian

2401	Italian
------	---------

Maltese

2501	Maltese
------	---------

Other Southern European Languages

2901	Basque
2902	Latin
2999	Other Southern European Languages, not elsewhere covered

EASTERN EUROPEAN LANGUAGES

Baltic

3101	Latvian
3102	Lithuanian

Hungarian

3301	Hungarian
------	-----------

East Slavic

3401	Byelorussian
3402	Russian
3403	Ukrainian

South Slavic

3501	Bosnian
3502	Bulgarian
3503	Croatian
3504	Macedonian
3505	Serbian
3506	Slovene
3507	Serbo-Croatian/Yugoslavian, so described

West Slavic

3601	Czech
3602	Polish
3603	Slovak

Other Eastern European Languages

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 Uygur

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

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

6402 Thai

6499 Tai, not elsewhere covered

Southeast Asian Austronesian Languages

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

Other Southeast Asian Languages

6999 Other Southeast Asian Languages

EASTERN ASIAN LANGUAGES

Chinese

7101 Cantonese

7102 Hakka

7103 Hokkien

7104 Mandarin

7105 Teochew

7106 Wu

7199 Chinese, not elsewhere covered

Japanese

7201 Japanese

Korean

7301 Korean

Other Eastern Asian Languages

7901 Tibetan

7902 Mongolian

7999 Other Eastern Asian Languages, not elsewhere covered

AUSTRALIAN INDIGENOUS LANGUAGES

Arnhem Land and Daly River Region Languages

8101 Anindilyakwa

8102 Burarra

8108 Kunwinjku

8111 Maung

8113 Ngan'gikurungurr

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	Guyamirrili
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
------	--------

Other Yolngu Matha

8299	Other Yolngu Matha
------	--------------------

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	Malgin
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

Western Desert Language

8703	Antikarinya
8704	Kartujarra
8705	Kukatha
8706	Kukatja
8707	Luritja
8708	Manyjilyjarra
8711	Martu Wangka
8712	Ngaanyatjarra
8713	Pintupi
8714	Pitjantjatjara
8715	Wangkajunga
8716	Wangkatha
8717	Warnman
8718	Yankunytjatjara
8721	Yulparija
8799	Western Desert Languages, not elsewhere covered

Kimberley Area Languages

8801	Bardi
8802	Bunuba
8803	Gooniyandi
8804	Miriwoong
8805	Ngarinyin
8806	Nyikina
8807	Worla
8808	Worrorra
8811	Wunambal
8812	Yawuru
8899	Kimberley Area Languages, not elsewhere covered

Other Australian Indigenous Languages

8901	Adnymathanha
8902	Arabana
8903	Bandjalang
8904	Banyjima
8905	Batjala
8906	Bidjara
8907	Dhanggatti
8908	Diyari
8911	Gamilaraay
8912	Garrwa
8913	Garuwali
8914	Githabul
8915	Gumbaynggir
8916	Kanai
8917	Karajarri
8918	Kariyarra
8921	Kaurna
8922	Kayardild
8923	Kija
8924	Kriol

8925	Lardil
8926	Mangala
8927	Muruwari
8928	Narungga
8931	Ngarluma
8932	Ngarrindjeri
8933	Nyamal
8934	Nyangumarta
8935	Nyungar
8936	Paakantyi
8937	Palyku/Nyiyaparli
8938	Wajarri
8941	Wiradjuri
8942	Yanyuwa
8943	Yindjibarndi
8944	Yinhawangka
8945	Yorta Yorta
8998	Aboriginal English, so described
8999	Other Australian Indigenous Languages, not elsewhere covered

OTHER LANGUAGES

American Languages

9101	American Languages
------	--------------------

African Languages

9201	Acholi
9203	Akan
9205	Mauritian Creole
9206	Oromo
9207	Shona
9208	Somali
9211	Swahili
9212	Yoruba
9213	Zulu
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

Pacific Austronesian Languages

9301	Fijian
9302	Gilbertese

9303	Maori (Cook Island)
9304	Maori (New Zealand)
9305	Motu
9306	Nauruan
9307	Niue
9308	Samoaan
9311	Tongan
9312	Rotuman
9313	Tokelauan
9314	Tuvaluan
9315	Yapese
9399	Pacific Austronesian Languages, not elsewhere covered

Oceanian Pidgins and Creoles

9401	Tok Pisin
9402	Bislama
9403	Hawaiian English
9404	Pitcairnese
9405	Solomon Islands Pijin
9499	Oceanian Pidgins and Creoles, not elsewhere covered

Papua New Guinea Papuan Languages

9502	Kiwai
9599	Papua New Guinea Papuan Languages, not elsewhere covered

Invented Languages

9601	Invented Languages
------	--------------------

Sign Languages

9701	Auslan
9702	Makaton
9799	Sign Languages, not elsewhere covered

APPENDIX 3: HIGHEST QUALIFICATION FIELD OF STUDY

Natural and Physical Sciences		020300 Information Systems	
010100 Mathematical Sciences		020301	Conceptual Modelling
010101	Mathematics	020303	Database Management
010103	Statistics	020305	Systems Analysis and Design
010199	Mathematical Sciences, not elsewhere covered	020307	Decision Support Systems
		020399	Information Systems, not elsewhere covered
010300 Physics and Astronomy		029900 Other Information Technology	
010301	Physics	029901	Security Science
010303	Astronomy	029999	Information Technology, not elsewhere covered
010500 Chemical Sciences		Engineering and Related Technologies	
010501	Organic Chemistry	030100 Manufacturing Engineering and Technology	
010503	Inorganic Chemistry	030101	Manufacturing Engineering
010599	Chemical Sciences, not elsewhere covered	030103	Printing
		030105	Textile Making
010700 Earth Sciences		030107	Garment Making
010701	Atmospheric Sciences	030109	Footwear Making
010703	Geology	030111	Wood Machining and Turning
010705	Geophysics	030113	Cabinet Making
010707	Geochemistry	030115	Furniture Upholstery and Renovation
010709	Soil Science	030117	Furniture Polishing
010711	Hydrology	030199	Manufacturing Engineering and Technology, not elsewhere covered
010713	Oceanography		
010799	Earth Sciences, not elsewhere covered	030300 Process and Resources Engineering	
		030301	Chemical Engineering
010900 Biological Sciences		030303	Mining Engineering
010901	Biochemistry and Cell Biology	030305	Materials Engineering
010903	Botany	030307	Food Processing Technology
010905	Ecology and Evolution	030399	Process and Resources Engineering, not elsewhere covered
010907	Marine Science		
010909	Genetics	030500 Automotive Engineering and Technology	
010911	Microbiology	030501	Automotive Engineering
010913	Human Biology	030503	Vehicle Mechanics
010915	Zoology	030505	Automotive Electrics and Electronics
010999	Biological Sciences, not elsewhere covered	030507	Automotive Vehicle Refinishing
		030509	Automotive Body Construction
019900 Other Natural and Physical Sciences		030511	Panel Beating
019901	Medical Science	030513	Upholstery and Vehicle Trimming
019903	Forensic Science	030515	Automotive Vehicle Operations
019905	Food Science and Biotechnology	030599	Automotive Engineering and Technology, not elsewhere covered
019907	Pharmacology		
019909	Laboratory Technology	030700 Mechanical and Industrial Engineering and Technology	
019999	Natural and Physical Sciences, not elsewhere covered	030701	Mechanical Engineering
		030703	Industrial Engineering
		030705	Toolmaking
Information Technology		030707	Metal Fitting, Turning and Machining
020100 Computer Science		030709	Sheetmetal Working
020101	Formal Language Theory	030711	Boilermaking and Welding
020103	Programming	030713	Metal Casting and Patternmaking
020105	Computational Theory	030715	Precision Metalworking
020107	Compiler Construction	030717	Plant and Machine Operations
020109	Algorithms	030799	Mechanical and Industrial Engineering and Technology, not elsewhere covered
020111	Data Structures		
020113	Networks and Communications		
020115	Computer Graphics		
020117	Operating Systems		
020119	Artificial Intelligence		
020199	Computer Science, not elsewhere covered		

030900 Civil Engineering

030901	Construction Engineering
030903	Structural Engineering
030905	Building Services Engineering
030907	Water and Sanitary Engineering
030909	Transport Engineering
030911	Geotechnical Engineering
030913	Ocean Engineering
030999	Civil Engineering, not elsewhere covered

031100 Geomatic Engineering

031101	Surveying
031103	Mapping Science
031199	Geomatic Engineering, not elsewhere covered

031300 Electrical and Electronic Engineering and Technology

031301	Electrical Engineering
031303	Electronic Engineering
031305	Computer Engineering
031307	Communications Technologies
031309	Communications Equipment Installation and Maintenance
031311	Powerline Installation and Maintenance
031313	Electrical Fitting, Electrical Mechanics
031315	Refrigeration and Air Conditioning Mechanics
031317	Electronic Equipment Servicing
031399	Electrical and Electronic Engineering and Technology, not elsewhere covered

031500 Aerospace Engineering and Technology

031501	Aerospace Engineering
031503	Aircraft Maintenance Engineering
031505	Aircraft Operation
031507	Air Traffic Control
031599	Aerospace Engineering and Technology, not elsewhere covered

031700 Maritime Engineering and Technology

031701	Maritime Engineering
031703	Marine Construction
031705	Marine Craft Operation
031799	Maritime Engineering and Technology, not elsewhere covered

039900 Other Engineering and Related Technologies

039901	Environmental Engineering
039903	Biomedical Engineering
039905	Fire Technology
039907	Rail Operations
039909	Cleaning
039999	Engineering and Related Technologies, not elsewhere covered

Architecture and Building

040100 Architecture and Urban Environment

040101	Architecture
040103	Urban Design and Regional Planning
040105	Landscape Architecture
040107	Interior and Environmental Design
040199	Architecture and Urban Environment, not elsewhere covered

040300 Building

040301	Building Science and Technology
040303	Building Construction Management
040305	Building Surveying
040307	Building Construction Economics
040309	Bricklaying and Stonemasonry
040311	Carpentry and Joinery
040313	Ceiling, Wall and Floor Fixing
040315	Roof Fixing
040317	Plastering
040319	Furnishing Installation
040321	Floor Coverings
040323	Glazing
040325	Painting, Decorating and Sign Writing
040327	Plumbing
040329	Scaffolding and Rigging
040399	Building, not elsewhere covered

Agriculture, Environmental and Related Studies

050100 Agriculture

050101	Agricultural Science
050103	Wool Science
050105	Animal Husbandry
050199	Agriculture, not elsewhere covered

050300 Horticulture and Viticulture

050301	Horticulture
050303	Viticulture

050500 Forestry Studies

050501	Forestry Studies
--------	------------------

050700 Fisheries Studies

050701	Aquaculture
050799	Fisheries Studies, not elsewhere covered

050900 Environmental Studies

050901	Land, Parks and Wildlife Management
050999	Environmental Studies, not elsewhere covered

059900 Other Agriculture, Environmental and Related Studies

059901	Pest and Weed Control
059999	Agriculture, Environmental and Related Studies, not elsewhere covered

Health

060100 Medical Studies

060101	General Medicine
060103	Surgery
060105	Psychiatry
060107	Obstetrics and Gynaecology
060109	Paediatrics
060111	Anaesthesiology
060113	Pathology
060115	Radiology
060117	Internal Medicine
060119	General Practice
060199	Medical Studies, not elsewhere covered

060300 Nursing

060301	General Nursing
060303	Midwifery

060305	Mental Health Nursing
060307	Community Nursing
060309	Critical Care Nursing
060311	Aged Care Nursing
060313	Palliative Care Nursing
060315	Mothercraft Nursing and Family and Child Health Nursing
060399	Nursing, not elsewhere covered
060500	Pharmacy
060501	Pharmacy
060700	Dental Studies
060701	Dentistry
060703	Dental Assisting
060705	Dental Technology
060799	Dental Studies, not elsewhere covered
060900	Optical Science
060901	Optometry
060903	Optical Technology
060999	Optical Science, not elsewhere covered
061100	Veterinary Studies
061101	Veterinary Science
061103	Veterinary Assisting
061199	Veterinary Studies, not elsewhere covered
061300	Public Health
061301	Occupational Health and Safety
061303	Environmental Health
061305	Indigenous Health
061307	Health Promotion
061309	Community Health
061311	Epidemiology
061399	Public Health, not elsewhere covered
061500	Radiography
061501	Radiography
061700	Rehabilitation Therapies
061701	Physiotherapy
061703	Occupational Therapy
061705	Chiropractic and Osteopathy
061707	Speech Pathology
061709	Audiology
061711	Massage Therapy
061713	Podiatry
061799	Rehabilitation Therapies, not elsewhere covered
061900	Complementary Therapies
061901	Naturopathy
061903	Acupuncture
061905	Traditional Chinese Medicine
061999	Complementary Therapies, not elsewhere covered
069900	Other Health
069901	Nutrition and Dietetics
069903	Human Movement
069905	Paramedical Studies
069907	First Aid
069999	Health, not elsewhere covered

Education

070100	Teacher Education
070101	Teacher Education: Early Childhood
070103	Teacher Education: Primary
070105	Teacher Education: Secondary
070107	Teacher-Librarianship
070109	Teacher Education: Vocational Education and Training
070111	Teacher Education: Higher Education
070113	Teacher Education: Special Education
070115	English as a Second Language Teaching
070117	Nursing Education Teacher Training
070199	Teacher Education, not elsewhere covered
070300	Curriculum and Education Studies
070301	Curriculum Studies
070303	Education Studies
079900	Other Education
079999	Education, not elsewhere covered
080000	Management and Commerce
080100	Accounting
080101	Accounting
080300	Business and Management
080301	Business Management
080303	Human Resource Management
080305	Personal Management Training
080307	Organisation Management
080309	Industrial Relations
080311	International Business
080313	Public and Health Care Administration
080315	Project Management
080317	Quality Management
080319	Hospitality Management
080321	Farm Management and Agribusiness
080323	Tourism Management
080399	Business and Management, not elsewhere covered
080500	Sales and Marketing
080501	Sales
080503	Real Estate
080505	Marketing
080507	Advertising
080509	Public Relations
080599	Sales and Marketing, not elsewhere covered
080500	Tourism
080701	Tourism
080900	Office Studies
080901	Secretarial and Clerical Studies
080903	Keyboard Skills
080905	Practical Computing Skills
080999	Office Studies, not elsewhere covered
081100	Banking, Finance and Related Fields
081101	Banking and Finance
081103	Insurance and Actuarial Studies
081105	Investment and Securities
081199	Banking, Finance and Related Fields, not elsewhere covered

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)
2012/13 Financial Year

Food, Hospitality and Personal Services

110100 Food and Hospitality

110101	Hospitality
110103	Food and Beverage Service
110105	Butchery
110107	Baking and Pastry-making
110109	Cookery
110111	Food Hygiene
110199	Food and Hospitality, not elsewhere covered

110300 Personal Services

110301	Beauty Therapy
110303	Hairdressing
110399	Personal Services, not elsewhere covered

Mixed Field Programmes

120100 General Education Programmes

120101	General Primary and Secondary Education Programmes
120103	Literacy and Numeracy Programmes
120105	Learning Skills Programmes

120199	General Education Programmes, not elsewhere covered
--------	---

120300 Social Skills Programmes

120301	Social and Interpersonal Skills Programmes
120303	Survival Skills Programmes
120305	Parental Education Programmes
120399	Social Skills Programmes, not elsewhere covered

120500 Employment Skills Programmes

120501	Career Development Programmes
120503	Job Search Skills Programmes
120505	Work Practices Programmes
120599	Employment Skills Programmes, not elsewhere covered

129900 Other Mixed Field Programmes

129999	Mixed Field Programmes, not elsewhere covered
999999	Unknown

APPENDIX 4: OCCUPATION (ANZSCO)

Australia and New Zealand Standard Classification of Occupations

MANAGERS			
Chief Executives, General Managers and Legislators		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	Construction, Distribution and Production Managers	
	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
Farmers and Farm Managers		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	Education, Health and Welfare Services Managers	
	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	ICT Managers	
	121411 Mixed Crop and Livestock Farmer	1351	ICT Managers
Advertising, Public Relations and Sales Managers		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	Miscellaneous Specialist Managers	
	131113 Advertising Manager	1391	Commissioned Officers (Management)
	131114 Public Relations Manager	139111	Commissioned Defence Force Officer
Business Administration Managers		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

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR) 2012/13 Financial Year

139913	Laboratory Manager	211213	Musician (Instrumental)
139914	Quality Assurance Manager	211214	Singer
139915	Sports Administrator	211299	Music Professionals nec
139999	Specialist Managers nec	2113	Photographers
Accommodation and Hospitality Managers		211311	Photographer
1411	Cafe and Restaurant Managers	2114	Visual Arts and Crafts Professionals
141111	Cafe or Restaurant Manager	211411	Painter (Visual Arts)
1412	Caravan Park and Camping Ground Managers	211412	Potter or Ceramic Artist
141211	Caravan Park and Camping Ground Manager	211413	Sculptor
1413	Hotel and Motel Managers	211499	Visual Arts and Crafts Professionals nec
141311	Hotel or Motel Manager	Media Professionals	
1414	Licensed Club Managers	2121	Artistic Directors, and Media Producers and Presenters
141411	Licensed Club Manager	212111	Artistic Director
1419	Other Accommodation and Hospitality Managers	212112	Media Producer (excluding Video)
141911	Bed and Breakfast Operator	212113	Radio Presenter
141912	Retirement Village Manager	212114	Television Presenter
141999	Accommodation and Hospitality Managers nec	2122	Authors, and Book and Script Editors
Retail Managers		212211	Author
1421	Retail Managers	212212	Book or Script Editor
142111	Retail Manager (General)	2123	Film, Television, Radio and Stage Directors
142112	Antique Dealer	212311	Art Director (Film, Television or Stage)
142113	Betting Agency Manager	212312	Director (Film, Television, Radio or Stage)
142114	Hair or Beauty Salon Manager	212313	Director of Photography
142115	Post Office Manager	212314	Film and Video Editor
142116	Travel Agency Manager	212315	Program Director (Television or Radio)
Miscellaneous Hospitality, Retail and Service Managers		212316	Stage Manager
1491	Amusement, Fitness and Sports Centre Managers	212317	Technical Director
149111	Amusement Centre Manager	212318	Video Producer
149112	Fitness Centre Manager	212399	Film, Television, Radio and Stage Directors nec
149113	Sports Centre Manager	2124	Journalists and Other Writers
1492	Call or Contact Centre and Customer Service Managers	212411	Copywriter
149211	Call or Contact Centre Manager	212412	Newspaper or Periodical Editor
149212	Customer Service Manager	212413	Print Journalist
1493	Conference and Event Organisers	212414	Radio Journalist
149311	Conference and Event Organiser	212415	Technical Writer
1494	Transport Services Managers	212416	Television Journalist
149411	Fleet Manager	212499	Journalists and Other Writers nec
149412	Railway Station Manager	Accountants, Auditors and Company Secretaries	
149413	Transport Company Manager	2211	Accountants
1499	Other Hospitality, Retail and Service Managers	221111	Accountant (General)
149911	Boarding Kennel or Cattery Operator	221112	Management Accountant
149912	Cinema or Theatre Manager	221113	Taxation Accountant
149913	Facilities Manager	2212	Auditors, Company Secretaries and Corporate Treasurers
149914	Financial Institution Branch Manager	221211	Company Secretary
149915	Equipment Hire Manager	221212	Corporate Treasurer
149999	Hospitality, Retail and Service Managers nec	221213	External Auditor
PROFESSIONALS		221214	Internal Auditor
Arts Professionals		Financial Brokers and Dealers, and Investment Advisers	
2111	Actors, Dancers and Other Entertainers	2221	Financial Brokers
211111	Actor	222111	Commodities Trader
211112	Dancer or Choreographer	222112	Finance Broker
211113	Entertainer or Variety Artist	222113	Insurance Broker
211199	Actors, Dancers and Other Entertainers nec	222199	Financial Brokers nec
2112	Music Professionals	2222	Financial Dealers
211211	Composer	222211	Financial Market Dealer
211212	Music Director	222212	Futures Trader

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR) 2012/13 Financial Year

2336	Mining Engineers	241212	Pouako Kura Kaupapa Maori (Maori-medium Primary School Senior Teacher)
233611	Mining Engineer (excluding Petroleum)	241213	Primary School Teacher
233612	Petroleum Engineer	2413	Middle School Teachers (Aus) / Intermediate School Teachers (NZ)
2339	Other Engineering Professionals	241311	Middle School Teacher (Aus) / Intermediate School Teacher (NZ)
233911	Aeronautical Engineer	2414	Secondary School Teachers
233912	Agricultural Engineer	241411	Secondary School Teacher
233913	Biomedical Engineer	2415	Special Education Teachers
233914	Engineering Technologist	241511	Special Needs Teacher
233915	Environmental Engineer	241512	Teacher of the Hearing Impaired
233916	Naval Architect (Aus) / Marine Designer (NZ)	241513	Teacher of the Sight Impaired
233999	Engineering Professionals nec	241599	Special Education Teachers nec
Natural and Physical Science Professionals		Tertiary Education Teachers	
2341	Agricultural and Forestry Scientists	2421	University Lecturers and Tutors
234111	Agricultural Consultant	242111	University Lecturer
234112	Agricultural Scientist	242112	University Tutor
234113	Forester (Aus) / Forest Scientist (NZ)	2422	Vocational Education Teachers (Aus) / Polytechnic Teachers (NZ)
2342	Chemists, and Food and Wine Scientists	242211	Vocational Education Teacher (Aus) / Polytechnic Teacher (NZ)
234211	Chemist	Miscellaneous Education Professionals	
234212	Food Technologist	2491	Education Advisers and Reviewers
234213	Wine Maker	249111	Education Adviser
2343	Environmental Scientists	249112	Education Reviewer
234311	Conservation Officer	2492	Private Tutors and Teachers
234312	Environmental Consultant	249211	Art Teacher (Private Tuition)
234313	Environmental Research Scientist	249212	Dance Teacher (Private Tuition)
234314	Park Ranger	249213	Drama Teacher (Private Tuition)
234399	Environmental Scientists nec	249214	Music Teacher (Private Tuition)
2344	Geologists and Geophysicists	249299	Private Tutors and Teachers nec
234411	Geologist	2493	Teachers of English to Speakers of Other Languages
234412	Geophysicist	249311	Teacher of English to Speakers of Other Languages
2345	Life Scientists	Health Diagnostic and Promotion Professionals	
234511	Life Scientist (General)	2511	Dietitians
234512	Anatomist or Physiologist	251111	Dietitian
234513	Biochemist	2512	Medical Imaging Professionals
234514	Biotechnologist	251211	Medical Diagnostic Radiographer
234515	Botanist	251212	Medical Radiation Therapist
234516	Marine Biologist	251213	Nuclear Medicine Technologist
234517	Microbiologist	251214	Sonographer
234518	Zoologist	2513	Occupational and Environmental Health Professionals
234599	Life Scientists nec	251311	Environmental Health Officer
2346	Medical Laboratory Scientists	251312	Occupational Health and Safety Adviser
234611	Medical Laboratory Scientist	2514	Optometrists and Orthoptists
2347	Veterinarians	251411	Optometrist
234711	Veterinarian	251412	Orthoptist
2349	Other Natural and Physical Science Professionals	2515	Pharmacists
234911	Conservator	251511	Hospital Pharmacist
234912	Metallurgist	251512	Industrial Pharmacist
234913	Meteorologist	251513	Retail Pharmacist
234914	Physicist	2519	Other Health Diagnostic and Promotion Professionals
234999	Natural and Physical Science Professionals nec	251911	Health Promotion Officer
School Teachers		251912	Orthotist or Prosthetist
2411	Early Childhood (Pre-primary School) Teachers	251999	Health Diagnostic and Promotion Professionals nec
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)		

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

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR) 2012/13 Financial Year

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
Fabrication Engineering Trades Workers		Glaziers, Plasterers and Tilers	
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	Plumbers	
322312	Pressure Welder	3341	Plumbers
322313	Welder (First Class) (Aus) / Welder (NZ)	334111	Plumber (General)
Mechanical Engineering Trades Workers		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)	Electricians	
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)	Electronics and Telecommunications Trades Workers	
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
Panelbeaters, and Vehicle Body Builders, Trimmers and Painters		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	Food Trades Workers	
324212	Vehicle Trimmer	3511	Bakers and Pastrycooks
3243	Vehicle Painters	351111	Baker
324311	Vehicle Painter	351112	Pastrycook
Bricklayers, and Carpenters and Joiners		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	Animal Attendants and Trainers, and Shearers	
331213	Joiner	3611	Animal Attendants and Trainers
Floor Finishers and Painting Trades Workers			
3321	Floor Finishers		

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR) 2012/13 Financial Year

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
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

Child Carers

4211	Child Carers
421111	Child Care Worker
421112	Family Day Care Worker
421113	Nanny
421114	Out of School Hours Care Worker

Education Aides

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

Personal Carers and Assistants

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

Hospitality Workers

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

Defence Force Members, Fire Fighters and Police

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

Prison and Security Officers

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

Personal Service and Travel Workers

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

Sports and Fitness Workers

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)

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR) 2012/13 Financial Year

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
SALES WORKERS	
Insurance Agents and Sales Representatives	
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
Real Estate Sales Agents	
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
Sales Assistants and Salespersons	
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
Checkout Operators and Office Cashiers	
6311	Checkout Operators and Office Cashiers
631111	Checkout Operator
631112	Office Cashier
Miscellaneous Sales Support Workers	
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
MACHINERY OPERATORS AND DRIVERS	
Machine Operators	
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

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)
2012/13 Financial Year

	711314	Other Wood Processing Machine Operator		721211	Earthmoving Plant Operator (General)
7114		Photographic Developers and Printers		721212	Backhoe Operator
	711411	Photographic Developer and Printer		721213	Bulldozer Operator
7115		Plastics and Rubber Production Machine Operators		721214	Excavator Operator
	711511	Plastic Cablemaking Machine Operator		721215	Grader Operator
	711512	Plastic Compounding and Reclamation Machine Operator		721216	Loader Operator
	711513	Plastics Fabricator or Welder	7213		Forklift Drivers
	711514	Plastics Production Machine Operator (General)		721311	Forklift Driver
	711515	Reinforced Plastic and Composite Production Worker	7219		Other Mobile Plant Operators
	711516	Rubber Production Machine Operator		721911	Aircraft Baggage Handler and Airline Ground Crew
	711599	Plastics and Rubber Production Machine Operators nec		721912	Linemarker
7116		Sewing Machinists		721913	Paving Plant Operator
	711611	Sewing Machinist		721914	Railway Track Plant Operator
7117		Textile and Footwear Production Machine Operators		721915	Road Roller Operator
	711711	Footwear Production Machine Operator		721916	Streetsweeper Operator
	711712	Hide and Skin Processing Machine Operator		721999	Mobile Plant Operators nec
	711713	Knitting Machine Operator			Automobile, Bus and Rail Drivers
	711714	Textile Dyeing and Finishing Machine Operator	7311		Automobile Drivers
	711715	Weaving Machine Operator		731111	Chauffeur
	711716	Yarn Carding and Spinning Machine Operator		731112	Taxi Driver
	711799	Textile and Footwear Production Machine Operators nec		731199	Automobile Drivers nec
7119		Other Machine Operators	7312		Bus and Coach Drivers
	711911	Chemical Production Machine Operator		731211	Bus Driver
	711912	Motion Picture Projectionist		731212	Charter and Tour Bus Driver
	711913	Sand Blaster		731213	Passenger Coach Driver
	711914	Sterilisation Technician	7313		Train and Tram Drivers
	711999	Machine Operators nec		731311	Train Driver
				731312	Tram Driver
					Delivery Drivers
			7321		Delivery Drivers
				732111	Delivery Driver
					Truck Drivers
			7331		Truck Drivers
				733111	Truck Driver (General)
				733112	Aircraft Refueller
				733113	Furniture Removalist
				733114	Tanker Driver
				733115	Tow Truck Driver
					Storepersons
			7411		Storepersons
				741111	Storeperson
					LABOURERS
					Cleaners and Laundry Workers
			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
811611	Carpet Cleaner
811612	Window Cleaner
811699	Cleaners nec

Construction and Mining Labourers

8211	Building and Plumbing Labourers
821111	Builder's Labourer
821112	Drainage, Sewerage and Stormwater Labourer
821113	Earthmoving Labourer
821114	Plumber's Assistant
8212	Concreters
821211	Concretor
8213	Fencers
821311	Fencer
8214	Insulation and Home Improvement Installers
821411	Building Insulation Installer
821412	Home Improvement Installer
8215	Paving and Surfacing Labourers
821511	Paving and Surfacing Labourer
8216	Railway Track Workers
821611	Railway Track Worker
8217	Structural Steel Construction Workers
821711	Construction Rigger
821712	Scaffolder
821713	Steel Fixer
821714	Structural Steel Erector
8219	Other Construction and Mining Labourers
821911	Crane Chaser
821912	Driller's Assistant
821913	Lagger
821914	Mining Support Worker
821915	Surveyor's Assistant

Food Process Workers

8311	Food and Drink Factory Workers
831111	Baking Factory Worker
831112	Brewery Worker
831113	Confectionery Maker
831114	Dairy Products Maker
831115	Fruit and Vegetable Factory Worker
831116	Grain Mill Worker
831117	Sugar Mill Worker
831118	Winery Cellar Hand
831199	Food and Drink Factory Workers nec
8312	Meat Boners and Slicers, and Slaughterers
831211	Meat Boner and Slicer
831212	Slaughterer
8313	Meat, Poultry and Seafood Process Workers
831311	Meat Process Worker
831312	Poultry Process Worker
831313	Seafood Process Worker

Packers and Product Assemblers

8321	Packers
832111	Chocolate Packer
832112	Container Filler
832113	Fruit and Vegetable Packer
832114	Meat Packer
832115	Seafood Packer

832199	Packers nec
8322	Product Assemblers
832211	Product Assembler

Miscellaneous Factory Process Workers

8391	Metal Engineering Process Workers
839111	Metal Engineering Process Worker
8392	Plastics and Rubber Factory Workers
839211	Plastics Factory Worker
839212	Rubber Factory Worker
8393	Product Quality Controllers
839311	Product Examiner
839312	Product Grader
839313	Product Tester
8394	Timber and Wood Process Workers
839411	Paper and Pulp Mill Worker
839412	Sawmill or Timber Yard Worker
839413	Wood and Wood Products Factory Worker
8399	Other Factory Process Workers
839911	Cement and Concrete Plant Worker
839912	Chemical Plant Worker
839913	Clay Processing Factory Worker
839914	Fabric and Textile Factory Worker
839915	Footwear Factory Worker
839916	Glass Processing Worker
839917	Hide and Skin Processing Worker
839918	Recycling Worker
839999	Factory Process Workers nec

Farm, Forestry and Garden Workers

8411	Aquaculture Workers
841111	Aquaculture Worker
8412	Crop Farm Workers
841211	Fruit or Nut Farm Worker
841212	Fruit or Nut Picker
841213	Grain, Oilseed or Pasture Farm Worker (Aus) / Field Crop Farm Worker (NZ)
841214	Vegetable Farm Worker (Aus) / Market Garden Worker (NZ)
841215	Vegetable Picker
841216	Vineyard Worker
841217	Mushroom Picker
841299	Crop Farm Workers nec
8413	Forestry and Logging Workers
841311	Forestry Worker
841312	Logging Assistant
841313	Tree Faller
8414	Garden and Nursery Labourers
841411	Garden Labourer
841412	Horticultural Nursery Assistant
8415	Livestock Farm Workers
841511	Beef Cattle Farm Worker
841512	Dairy Cattle Farm Worker
841513	Mixed Livestock Farm Worker
841514	Poultry Farm Worker
841515	Sheep Farm Worker
841516	Stablehand
841517	Wool Handler
841599	Livestock Farm Workers nec

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)
2012/13 Financial Year

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
Food Preparation Assistants		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
Freight Handlers and Shelf Fillers		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
Miscellaneous Labourers		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 (Rottneest 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
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

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)
2012/13 Financial Year

Agreement ID	Agreement Name
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
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
X085038631	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
Commuted 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
----------------------------	----

HUMAN RESOURCE MINIMUM OBLIGATORY INFORMATION REQUIREMENTS (HRMOIR)
2012/13 Financial Year

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