Establishment—full-time equivalent staff (paid) (administrative and clerical staff), average NNNN.NN

Exported from METEOR

(AIHW's Metadata Online Registry)

© Australian Institute of Health and Welfare 2024

This product, excluding the AIHW logo, Commonwealth Coat of Arms and any material owned by a third party or protected by a trademark, has been released under a Creative Commons BY 4.0 (CC BY 4.0) licence. Excluded material owned by third parties may include, for example, design and layout, images obtained under licence from third parties and signatures. We have made all reasonable efforts to identify and label material owned by third parties.

You may distribute, remix and build on this website’s material but must attribute the AIHW as the copyright holder, in line with our attribution policy. The full terms and conditions of this licence are available at https://creativecommons.org/licenses/by/4.0/.

Enquiries relating to copyright should be addressed to info@aihw.gov.au.

Enquiries or comments on the METEOR metadata or download should be directed to the METEOR team at meteor@aihw.gov.au.

# Establishment—full-time equivalent staff (paid) (administrative and clerical staff), average NNNN.NN

|  |  |
| --- | --- |
| Identifying and definitional attributes | |
| Metadata item type: | Data Element |
| Short name: | Full-time equivalent staff—administrative and clerical staff |
| METEOR identifier: | 722509 |
| Registration status: | [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Standard 16/01/2020 |
| Definition: | The average number of full-time equivalent staff units paid for all [**administrative and clerical staff**](https://meteor.aihw.gov.au/content/327166) within an establishment. |
| Data Element Concept: | [Establishment—full-time equivalent staff (paid) (administrative and clerical staff)](https://meteor.aihw.gov.au/content/269877) |
| Value Domain: | [Average full-time equivalent staff NNNN.NN](https://meteor.aihw.gov.au/content/426709) |

|  |  |  |
| --- | --- | --- |
| Value domain attributes | | |
| Representational attributes | | |
| Representation class: | Average | |
| Data type: | Number | |
| Format: | NNNN.NN | |
| Maximum character length: | 6 | |
| Unit of measure: | Full-time equivalent (FTE) staff | |



|  |  |
| --- | --- |
| Data element attributes | |
| Collection and usage attributes | |
| Guide for use: | Staff engaged in administrative and clerical duties. Medical staff and nursing staff, diagnostic and health professionals and any domestic staff primarily or partly engaged in administrative and clerical duties are excluded. Civil engineers and computing staff are included in this metadata item.  The average is to be calculated from pay period figures. The length of the pay period is assumed to be a fortnight.  If under the relevant award of agreement a full-time employee is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part-time employee who works 64 hours is 0.8. If a full-time employee under the same award is paid for 100 hours for that fortnight (20 hours overtime), then the full-time equivalent is 100 divided by 80 = 1.25.  Data on full-time equivalent staffing numbers by category should be consistent with data on salaries and wages by staffing category. If the full-time equivalent for contract staff is not collected then salaries for those contract staff should be included in other recurrent expenditure data items.  Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each (salary costs should be apportioned on the same basis). |
| Comments: | This metadata item was amended during 1996-97. Until then, both average and end of year counts of full-time equivalent staff were included, and the end of year counts used as surrogates for the average counts if the latter were unavailable. The average count is more useful for accurate analysis of staffing inputs for establishment outputs and for assessments and comparisons of labour costs. |
| Source and reference attributes | |
| Origin: | National Health Data Committee |
| Relational attributes | |
| Related metadata references: | Supersedes [Establishment—full-time equivalent staff (paid) (administrative and clerical staff), average N[NNN{.N}]](https://meteor.aihw.gov.au/content/270496)  [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Superseded 16/01/2020 |
| Implementation in Data Set Specifications: | [Mental health establishments NMDS 2020–21](https://meteor.aihw.gov.au/content/722168)  [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Superseded 20/01/2021  ***Implementation start date:*** 01/07/2020 ***Implementation end date:*** 30/06/2021  [Mental health establishments NMDS 2021–22](https://meteor.aihw.gov.au/content/727352)  [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Superseded 17/12/2021  ***Implementation start date:*** 01/07/2021 ***Implementation end date:*** 30/06/2022  [Mental health establishments NMDS 2022–23](https://meteor.aihw.gov.au/content/742046)  [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Superseded 09/12/2022  ***Implementation start date:*** 01/07/2022 ***Implementation end date:*** 30/06/2023  [Mental health establishments NMDS 2023–24](https://meteor.aihw.gov.au/content/756103)  [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Superseded 06/12/2023  ***Implementation start date:*** 01/07/2023 ***Implementation end date:*** 30/06/2024  [Mental health establishments NMDS 2024–25](https://meteor.aihw.gov.au/content/775628)  [Health](https://meteor.aihw.gov.au/RegistrationAuthority/12), Standard 06/12/2023  ***Implementation start date:*** 01/07/2024  ***Implementation end date:*** 30/06/2025 |