

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

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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 , Standard 16/01/2020
Definition:	The average number of full-time equivalent staff units paid for all administrative and clerical staff within an establishment.
Data Element Concept:	Establishment—full-time equivalent staff (paid) (administrative and clerical staff)
Value Domain:	Average full-time equivalent staff NNNN.NN

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:	<p>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.</p> <p>The average is to be calculated from pay period figures. The length of the pay period is assumed to be a fortnight.</p> <p>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.</p> <p>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.</p> <p>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).</p>
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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\[NNN{,N}\]](#)
[Health](#), Superseded 16/01/2020

Implementation in Data Set Specifications: [Mental health establishments NMDs 2020–21](#)
[Health](#), Superseded 20/01/2021

Implementation start date: 01/07/2020

Implementation end date: 30/06/2021

[Mental health establishments NMDs 2021–22](#)
[Health](#), Superseded 17/12/2021

Implementation start date: 01/07/2021

Implementation end date: 30/06/2022

[Mental health establishments NMDs 2022–23](#)
[Health](#), Superseded 09/12/2022

Implementation start date: 01/07/2022

Implementation end date: 30/06/2023

[Mental health establishments NMDs 2023–24](#)
[Health](#), Superseded 06/12/2023

Implementation start date: 01/07/2023

Implementation end date: 30/06/2024

[Mental health establishments NMDs 2024–25](#)
[Health](#), Standard 06/12/2023

Implementation start date: 01/07/2024

Implementation end date: 30/06/2025