

Establishment—full-time equivalent staff (paid) (administrative and clerical staff), average N[NNN{.N}]

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 N[NNN{.N}]

Identifying and definitional attributes

Metadata item type:	Data Element
Short name:	Full-time equivalent staff—administrative and clerical staff
METEOR identifier:	270496
Registration status:	Health! , Superseded 16/01/2020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 N[NNN{.N}]

Value domain attributes

Representational attributes

Representation class:	Average
Data type:	Number
Format:	N[NNN{.N}]
Maximum character length:	5
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 a 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>
-----------------------	---

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: Has been superseded by [Establishment—full-time equivalent staff \(paid\) \(administrative and clerical staff\), average NNNN.NN](#)
[Health!](#), Standard 16/01/2020

Is used in the formation of [Establishment \(mental health\)—full-time equivalent staff \(paid\), total N\[NNN{.N}\]](#)
[Health!](#), Retired 11/04/2014

Is re-engineered from  [Full-time equivalent staff, version 2, Derived DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (17.9 KB)
No registration status

Implementation in Data Set Specifications: [Mental health establishments NMDs 2005-06](#)
[Health!](#), Superseded 07/12/2005

Implementation start date: 01/07/2005

[Mental health establishments NMDs 2005-06](#)
[Health!](#), Superseded 21/03/2006

Implementation start date: 01/07/2005

Implementation end date: 30/06/2006

DSS specific information:

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDs 2006-07](#)

[Health!](#), Superseded 23/10/2006

Implementation start date: 01/07/2006

Implementation end date: 30/06/2007

DSS specific information:

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDs 2007-08](#)

[Health!](#), Superseded 05/02/2008

Implementation start date: 01/07/2007

Implementation end date: 30/06/2008

DSS specific information:

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDs 2008-09](#)

[Health!](#), Superseded 03/12/2008

Implementation start date: 01/07/2008

Implementation end date: 30/06/2009

DSS specific information:

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and

specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDS 2009-10](#)

[Health!](#), Superseded 02/12/2009

Implementation start date: 01/07/2009

Implementation end date: 30/06/2010

DSS specific information:

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDS 2010-11](#)

[Health!](#), Superseded 01/12/2010

Implementation start date: 01/07/2010

Implementation end date: 30/06/2011

[Mental health establishments NMDS 2011-12](#)

[Health!](#), Superseded 07/12/2011

Implementation start date: 01/07/2011

Implementation end date: 30/06/2012

[Mental health establishments NMDS 2012-13](#)

[Health!](#), Superseded 07/02/2013

Implementation start date: 01/07/2012

Implementation end date: 30/06/2013

[Mental health establishments NMDS 2013-14](#)

[Health!](#), Superseded 07/03/2014

Implementation start date: 01/07/2013

Implementation end date: 30/06/2014

[Mental health establishments NMDS 2014-15](#)

[Health!](#), Superseded 13/11/2014

Implementation start date: 01/07/2014

Implementation end date: 30/06/2015

[Mental health establishments NMDS 2015-16](#)

[Health!](#), Superseded 04/09/2015

Implementation start date: 01/07/2015

Implementation end date: 30/06/2016

[Mental health establishments NMDS 2016-17](#)

[Health!](#), Superseded 17/08/2017

Implementation start date: 01/07/2016

Implementation end date: 30/06/2017

[Mental health establishments NMDS 2017-18](#)

[Health!](#), Superseded 25/01/2018

Implementation start date: 01/07/2017

Implementation end date: 30/06/2018

[Mental health establishments NMDS 2018-19](#)

[Health!](#), Superseded 12/12/2018

Implementation start date: 01/07/2018

Implementation end date: 30/06/2019

[Mental health establishments NMDS 2019-20](#)

[Health!](#), Superseded 16/01/2020

Implementation start date: 01/07/2019

Implementation end date: 30/06/2020

[Public hospital establishments NMDS](#)

[Health!](#), Superseded 21/03/2006

Implementation start date: 01/07/2005

Implementation end date: 30/06/2006

[Public hospital establishments NMDS](#)

[Health!](#), Superseded 23/10/2006

Implementation start date: 01/07/2006

Implementation end date: 30/06/2007

[Public hospital establishments NMDS 2007-08](#)

[Health!](#), Superseded 05/02/2008

Implementation start date: 01/07/2007

Implementation end date: 30/06/2008

[Public hospital establishments NMDS 2008-09](#)

[Health!](#), Superseded 03/12/2008

Implementation start date: 01/07/2008

Implementation end date: 30/06/2009

[Public hospital establishments NMDS 2009-10](#)

[Health!](#), Superseded 05/01/2010

Implementation start date: 01/07/2009

[Public hospital establishments NMDS 2010-11](#)

[Health!](#), Superseded 18/01/2011

Implementation start date: 01/07/2010

Implementation end date: 30/06/2011

[Public hospital establishments NMDS 2011-12](#)

[Health!](#), Superseded 07/12/2011

Implementation start date: 01/07/2011

Implementation end date: 30/06/2012

[Public hospital establishments NMDS 2012-13](#)

[Health!](#), Superseded 07/02/2013

Implementation start date: 01/07/2012

Implementation end date: 30/06/2013

[Public hospital establishments NMDS 2013-14](#)

[Health!](#), Superseded 11/04/2014

Implementation start date: 01/07/2013

Implementation end date: 30/06/2014