Data specification – Small Public Entities

2021

This resource describes the data required by the VPSC in the annual Workforce Data Collection.

Contact us at workforce.data@vpsc.vic.gov.au if you need further assistance.

1. Your data file

The data described in this document needs to be placed into a .csv (comma separated variable) file.

An Excel template file and other guidance materials can be found at:

<https://vpsc.vic.gov.au/resources/data-collection-victorian-small-public-entity/>

In your data file, please ensure that:

* the column headers are kept in your file for upload
* the column headers exactly match the header in the Excel template file provided. For example, there should be no additional spaces, characters etc. The headers are case sensitive.
1. Data requirements

Which employees to include in your data file

Please provide data for:

1. All Active Employees of your organisation who were employed and paid for the final full pay period in June 2021
2. All Separated Employees that ceased employment with your organisation during the 12 months from the first pay period of July 2020 until the end of the last full pay period in June 2021.

Active Employees has the same meaning as in [Financial Reporting Direction](https://www.dtf.vic.gov.au/Publications/Government-Financial-Management-publications/Financial-Reporting-Policy/Financial-reporting-directions-and-guidance) 29C and includes employees on WorkCover leave receiving make up pay.

Which employees not to include in your data file

Please do not provide data for:

* casual employees who were not employed and paid for work during the final full pay period in June 2021
* people added to the payroll in the last full pay period in June 2021 solely for the purpose of paying outstanding entitlements
* employees on leave without pay for the whole of the final full pay period in June 2021
* employees absent on WorkCover and not receiving make up pay in the final pay period in June 2021
* volunteers, employment agency staff, contractors, consultants, or board members.
1. Data description

Each row in your data file should contain the following information for each employee.

Separation dates and reasons should be included for staff who left during the year.

All information to be correct as at:

* the last full pay period of June
* or at the time of separation for separated staff (where possible)
* or when last employed for casuals (those employed and paid for the last full pay period in June).

The following section provides the specific requirements for each data point.

All fields with an asterisk (\*) are mandatory. However, please provide data for the other fields if available.

| **Column Header** | **Definition** | **Format** |
| --- | --- | --- |
| \*Date of birth | Employee’s date of birth. E.g. 09 February 1975 = 09/02/1975 | DD/MM/YYYY formatUse forward slash / as separator |
| \*Gender | The nominated gender of the employee. Man(M) or Woman (W) or Self-described(S). | Either:MWS |
| \*Employment types | Nature of employee’s employment contract:* Ongoing (O)
* Fixed term (T)
* Casual (C)

If an employee separates during the year, report the employment type used immediately before separation.This field does not record full or part time status.Ongoing employees are entitled to either paid sick leave, or paid holiday leave, or both and are not employed on a fixed term contract or casual basis.Fixed term employees are contracted to work for a specific period.Casual employees are not ‘ongoing’ or ‘fixed term’ employees. They do not have a written agreement on the minimum number of days that they will work. They are usually paid a higher rate of pay to compensate for lack of permanency and leave entitlements. Casuals may be fulltime or part-time, according to the hours they have agreed to work. DO NOT INCLUDE VOLUNTEERS, EMPLOYMENT AGENCY STAFF, CONTRACTORS, CONSULTANTS OR BOARD MEMBERS IN YOUR FILE. | Either:OTC |
| \*Full Time Equivalent (FTE) | The proportion of a full-time week normally contracted to work, excluding overtime.A full working week equals 1 FTE. (E.g. 38 hours in a 38-hour week or 40 hours in a 40-hour week). A part time working week is less than 1 FTE. E.g. 4 days in working week (30.2 hours in a 38-hour week) is an FTE of 0.8.The FTE for casuals should be based on the number of hours worked in the last pay cycle of the reporting period.A full-time staff member with a purchased leave arrangement is 1 FTE.Do not include those with 0 FTE | A number with two decimal places Must be greater than 0 and less than or equal to 1E.g. If a casual worked 7.6 hours in a 76-hour pay cycle (38-hour week) their FTE is 0.1 |
| Aboriginal/ Torres Strait Islander (ATSI) | Indicate whether the staff member identifies as an Aboriginal or Torres Strait Islander:* Non ATSI (A)
* Aboriginal or Torres Strait Islander (B)
* No response (N)
 | Either:ABN |
| Disability | Indicate whether an employee has shared disability information:* No disability (A)
* With disability (B)
* Prefer not to say (C)
* No response/Not collected (N)
 | Either:ABCN |
| ANZSCO | Australian and New Zealand Standard Classification of Occupations (ANZSCO) First Edition Revision 1.2.Follow the links below for ANZSCO advice relevant to your industry sector:[Alpine Resort ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Alpine-resorts.xlsx) (xlxs,32kb)[Arts and Facilities ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Arts-and-Facilities.xlsx) (xlxs, 34kb)[Catchment Management Authority (CMA) ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-CMAs.xlsx) (xlxs, 30kb)[Cemeteries ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Cemeteries.xlsx) (xlxs,31kb)[Finance and Insurance ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Finance-and-Insurance.xlsx) (xlxs, 36kb)[Other Health Organisations ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Other-Health.xlsx) (xlxs, 31kb)[Planning and Land Management ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Planning-and-Land-Management.xlsx) (xlxs, 37kb)[Police and Emergency Services ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Police-Emergency-Services.xlsx) (xlxs, 37kb)[Regulators and other ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Regulators-and-other.xlsx) (xlxs, 31kb)[Sport and Recreation ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Sport-and-Recreation.xlsx) (xlxs, 47kb)[Transport ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Transport.xlsx) (xlxs, 42kb)[Water Corporations ANZSCO guide](https://vpsc.vic.gov.au/wp-content/uploads/2016/05/ANZSCO-advice-Water-Corporations.xlsx) (xlxs, 36kb) | A valid 4 (ideally 6) digit code |
| Job title | The job title stored on your system | Free textDo not use commas |
| Postcode – work | Postcode of the primary or “base” work location.Report the postcode of where employees work, not where the organisation is centrally located.If an employee works in a range of locations, report the postcode where the employee spends most of their time.For field staff, use the postcode of the relevant depot. | A valid Australian postcodeE.g. For Point Cook report 3030 |
| Postcode – home | Postcode of home address. | A valid postcode  |
| \*Annual base salary (excluding all allowances) | The full-time annual salary specified in the relevant Award/Agreement for the employee’s classification, not actual earnings.Exclude employer contribution to superannuation. Include any packaged or salary sacrificed component.For executive staff, include the TRP (including superannuation) that they are contracted for. Figures must be gross, for a complete pay year and calculated at 1 FTE.If a person is hired to a position where the FTE salary is $50,000 per annum, regardless of the actual time worked (whether part-time/full-time or over 6- or 12-month period), the base salary is $50,000. | A number greater than 0 No dollar signs, commas, text or other symbols E.g. Report $50,000 as 50000 |
| Unused annual leave balance | The number of hours of annual leave accrued by the employee at the end of the reporting period. Includes leave carried over from earlier years of service.This is the ‘unused’ annual leave balance, not leave taken. | A numberMust be in hoursMust not be blank except when data is not collected |
| Sick and carers leave taken in the last 12 months | Must include both:1. absence, resulting from an employee being too ill to work, and where the illness or injury is due to a cause which does not entitle the employee to workers’ compensation. If the employee is absent on sick leave, pending a WorkCover claim, it should be included as sick leave taken
2. any leave taken to care for or respond to emergency situations involving an immediate family or household member (Carer/family leave taken). Report 0, if no sick or carers leave taken.

This is sick and carers leave taken, not unused sick leave.The reporting period for this data field must be for the 12 months prior to the June collection. | A number greater than or equal to 0Must be in hoursMust not be blank except when data is not collected |
| Carers/family leave taken in the last 12 months | Absence, resulting from an employee having to take time off to care for or respond to emergency situations involving an immediate family or household member.1. Carers/family leave hours must be included in the ‘total sick and carers leave taken’ figure (Item 13 above).
2. Report 0 if no carers/family leave taken. This is carers leave taken, not unused carers leave.

The reporting period for this data field must be for the 12 months prior to the June collection. | A number greater than or equal to 0Must be in hoursMust not be blank except when data is not collected |
| Paid Special Leave taken (COVID-19) in the last 12 months | Special paid leave granted for COVID-19 related purposes in accordance with the Government’s employment guidance for employers and employees issued in the guidance notes, [Coronavirus (COVID-19) guidance note – Victorian Public Service / Victorian Public Sector](https://www.vic.gov.au/victorian-public-sector-workforce-industrial-relations-framework-managing-coronavirus-pandemic) | A number greater than or equal to 0Must be in hoursMust not be blankWherever data is not collected populate cell with a 0 |
| \*Separation date | Date an employee ceased paid employment during the reporting period.Include date if separated on or during the last day of the last full pay period of June.Not required for casuals. Must be reported for all separated staff. Leave blank for current employees.The reporting period for this data field must be for the 12 months prior to the June collection. | DD/MM/YYYY formatUse forward slash / as separatorMust not be a date after the last full pay period of JuneE.g. 09 February 1975 = 09/02/1975 |
| \*Separation reason | Indicate the reason an employee has ceased employment with the agency.Not required for casuals.Must be reported for all separated staff. Leave blank for current employees.The reporting period for this data field must be for the 12 months prior to the June collection. | Must be a valid code.See [list of separation reason codes](https://vpsc.vic.gov.au/html-resources/separation-reason-codes/) |
| Date commenced current organisation | Employee’s commencement date with current organisation.In cases of re-employment following resignation/termination, provide the commencement date for the most recent period of continuous employment.E.g. 09 February 1975 = 09/02/1975 | DD/MM/YYYY formatUse forward slash / as separatorMust not be a date after the last full pay period of June |
| Executive classification | Please indicate the classification of your Chief Executive Officer and all Executives with senior management authority and a Total Remuneration Package (TRP) of $192,800 or higher:* Senior Executive Service-3 (SES-3)
* Senior Executive Service-2 (SES-2)
* Senior Executive Service-1 (SES-1)

If an executive role has not been classified yet (further to the Victorian Independent Remuneration Tribunal guidelines), please apply the classification based on their TRP as follows:* $360,001 or higher = SES-3
* $249,701 to $360,000 = SES-2
* $135,000 to $249,700 = SES-1

Leave this field blank for non-executive employees. | Either:SES-3SES-2SES-1 |
| Employee record number | Employee ID or payroll number as stored on your system.This number will assist us in resolving issues if records contain errors. | As stored on your system. |