



Government of **Western Australia**
Department of **Health**

Establishment and Workforce Data

Business Rules

© Department of Health, State of Western Australia (2021).
 Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

Important Disclaimer:

All information and content in this Material is provided in good faith by the WA Department of Health and is based on sources believed to be reliable and accurate at the time of development. The State of Western Australia, the WA Department of Health and their respective officers, employees and agents, do not accept legal liability or responsibility for the Material, or any consequences arising from its use.

Owner:	Department of Health, Western Australia
Contact:	Information and System Performance Directorate
Approved by:	A/Assistant Director General, Purchasing and System Performance
Original Approval date:	13 April 2021
Current version:	1.0
Links to:	Information Management Policy Framework https://ww2.health.wa.gov.au/About-us/Policy-frameworks/Information-Management

VERSION	DATE	AUTHOR/S	COMMENTS
1.0	13 April 2021	Establishment Data Reference Group	Approved by the HRMIS Program Control Group prior to A/Assistant Director General, Purchasing and System Performance approval.

Contents

Abbreviations	4
1. Purpose	5
2. Applicability	5
3. Background	5
4. Scope	5
5. Organisational Component	7
5.1 Organisation Structures / Units	7
5.2 Hierarchy Relationships	7
5.3 Position Models.....	8
5.4 Position Profile	9
5.5 Position Management	11
6. Workforce Component	11
6.1 Workforce Types	12
6.2 Workforce Engagement Types.....	13
6.3 Unique Identifier	14
6.4 Workforce Profile.....	14
6.5 Occupancy Profile	16
7. Operational Component	17
7.1 Rostering	17
7.2 Reporting Relationships	17
8. Financial Component	18
8.1 Cost Centres	18
8.2 Account Codes.....	18
8.3 Full Time Equivalent (FTE)	18
9. Compliance Component	19
9.1 Reporting Obligations.....	19
9.2 Licences / Registrations / Memberships / Clearances	20
10. Glossary	21

Abbreviations

AHPRA	Australian Health Practitioners Regulatory Agency
DOH	Department of Health
FTE	Full Time Equivalent
HRMIS	Human Resource Management and Information System
HRMOIR	Human Resource Minimum Obligatory Information Requirements
MHC	Mental Health Commission
PSC	Public Sector Commission
WA	Western Australia

1. Purpose

The purpose of the *Establishment and Workforce Data Business Rules* is to outline criteria and business rules to correctly record and classify positions, workforce and occupancy, collectively known as establishment and workforce data across the Western Australian (WA) health system.

This document is a related document to the *Establishment and Workforce Data Policy (MP 0157/21)*. This document must be read in conjunction with the Health Support Services (HSS) *Establishment and Workforce Data Guidelines*.

2. Applicability

The business rules outlined in this document are applicable to all WA health system entities.

3. Background

Establishment and workforce data is defined as position, workforce and occupancy data contained in the Human Resource Management and Information System (HRMIS).

Business rules ensure that establishment data across the WA health system is counted, classified and recorded correctly, so the information can be used to:

- pay employees correctly
- inform the planning, monitoring, evaluation and funding of health services
- act as a single source of truth for all individuals working for, or on behalf of, the WA health system.

The business rules shall be reviewed annually, with reference to national policy and legislation, to ensure relevance and currency.

Queries and feedback on this document can be submitted to the Department of Health via RoyalSt.PSPInfoManagement@health.wa.gov.au.

4. Scope

The scope of this document is to outline a set of establishment and workforce data business rules that align with contemporary good practice, to be applied across the WA health system.

With reference to the HSS *Establishment and Workforce Data Guidelines*, business rules have been defined for all five guideline components (refer to Figure 1). The majority of the business rules focus on:

- position creation and the associated position management activities
- workforce allocation and associated workforce management activities
- occupancy information and associated occupancy management activities.



Figure 1: Establishment and Workforce Data Guideline Components.

Keywords

Within this document the following keywords have specific meanings:

1. MUST

This word, or the term 'REQUIRED', means that the item is an absolute requirement.

2. MUST NOT

This phrase means that the item is an absolute prohibition.

3. SHOULD

This word, or the adjective 'RECOMMENDED', mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

4. SHOULD NOT

This phrase means that there may exist valid reasons in particular circumstances when the particular behaviour is acceptable or even useful, but the full implications should be understood.

5. MAY

This word, or the adjective 'OPTIONAL', means that an item is truly optional.

5. Organisational Component

5.1 Organisation Structures / Units

Background and Guidance

Organisation structures represent organised groups of people within a legal entity. They are comprised of *organisation units* (self-contained units or smaller organisation structures) of resources with goals, objectives and measures. Organisation structures and units are created to mirror an organisation's functional or business structure.

Business Rules

The following business rules apply in relation to organisation structures and units:

An organisation unit must:

- report to one parent organisation unit (the exception is the organisation unit that sits at the top of an organisation structure)
- be linked in hierarchies (refer to section 5.2).

An organisation unit may:

- be parent to one or more child organisation units
- implement its own position hierarchy.

5.2 Hierarchy Relationships

Background and Guidance

Hierarchy relationships refers to the mandatory line management (or reports-to) relationships that exist between positions in an organisation structure. Position hierarchies provide a visible line of accountability and assign responsibility to positions within an organisation structure.

Business Rules

The following business rules apply to hierarchy relationships:

Hierarchies must:

- reflect the line management relationship e.g. supervisor to employee positions
- ensure each position reports to an 'active' position, the exception is the Director General.

Within a hierarchy, one position may:

- have multiple other positions reporting to it.

5.3 Position Models

Background and Guidance

Position models refers to the way people are allocated or assigned to positions within an organisation structure.

A one-to-one position model means one position with a value of no more than 1 FTE or no more than one full time employee held against it.

A one-to-many position model means one position with a value of > 1 FTE with the ability to have many employees (both full time and part time) held against it.

Business Rules

One-to-One Position Model

A one-to-one position model must be applied as a default when creating new positions.

A one-to-one position must not:

- exceed 1.0 FTE (refers to the FTE value assigned at the time of position creation). The exception is casual positions, which should be created with 0 FTE.
- be occupied by more than 1 FTE (full time occupant). The exception is where there is a genuine job share or backfill arrangement. In this case the position will still show only one permanent occupant, but the relationships between the employees involved in the job share / backfill arrangement will be visible at an occupancy level. Multiple part-time employees may occupy one position if it does not exceed the total 1 FTE allocation.

One-to-Many Position Model

A one-to-many position model may *only* be applied by exception and subject to the following activities taking place prior to the creation of a position:

- written approval by a delegated authority within the entity specifying:
 - the authorised FTE limit for the shared position; and
 - tenure details (duration) of the position.

A one-to-many position must:

- show the authorised FTE limit and tenure as approved by the entity's delegated authority. The exception is casual pools, which should be created with 0 FTE.

Use of the one-to-many model requires the occupants to have the same (matching details) to the position (as outlined in the criteria below). If one of the occupant's details are different, a new position must be created for that occupant.

One-to-many Position Model Criteria:

When creating new positions, the one-to-many position model must *only* be applied where the following criteria are met:

- there are > 5 FTE (full time occupants) sharing the same position details (the exception is where there is a genuine job share or backfill arrangement); and
- these occupants must have the same attributes as below:
 - title
 - job description form (JDF)
 - job type
 - award / agreement
 - classification
 - reports-to relationship
 - costing (or cost centre/s)
 - organisational unit
 - primary location (geographical location)
 - ANZSCO code
 - registration / licence / membership / clearance requirements (refer to section 9.2).

Implementation Timeframe

The review and cleansing of positions and occupancy data (that does not comply with the one-to-many business rules and associated criteria) must be completed by prior to migration to a new HRMIS solution. WA health system entities will be supported by HSS and the HRMIS Program to cleanse the data to agreed timelines.

During the process of reviewing one-to-many positions and applying the business rule and criteria to existing one-to-many positions, health entities may have valid reasons as to why some positions cannot be cleansed (e.g. it will impact the delivery of patient care or operational activities). HSS and the HRMIS Program will work with health entities to identify and validate those exceptions that cannot be cleansed and need to remain as is during HRMIS phase 1 data cleansing.

WA health system entities are encouraged to use this period to review establishment and workforce data outside of the above criteria in preparation for the migration to a new HRMIS.

5.4 Position Profile

Background and Guidance

A *position* is a specific occurrence of a job within an organisation. The position is linked to the job description and inherits all the characteristics of the job.

A position profile comprises the specific details associated with a position. Each attribute within a position profile correlates to a specific data field within the HRMIS.

Within the context of the HRMIS, positions are considered the primary information data sets to which all other information is linked.

Business Rules

In the HRMIS, a position profile is used to capture information on employees.

Position Profiles for Employees

The following rules apply to the creation of position profiles for employees:

A position profile for an employee must have:

- a position ID
- only one employee position type (either permanent, fixed term, sessional, supernumerary, casual or board member)
- only one award / agreement
- only one classification
- funding status (funded or unfunded)
- source of funding (e.g. recurrent, Commonwealth, Project)
- a minimum of one active cost centre
- an account code
- a wage rate that aligns to the classification on the position
- ANZSCO coding that aligns to the position title
- an 'active' reports-to position (the exception is the Director General)
- a location
- a full non-abbreviated title
- a brief title (for reporting purposes)
- a short or abbreviated descriptor (e.g. RN, for rostering purposes)
- a start date and an end date
- a status that aligns to the end dates on the position
- position history
- management tier
- FTE amount (authorised vs contracted)
- specific position requirements e.g. 50d or gender specific
- mandatory position requirements (refer to section 9.2).

A position profile for an employee must be:

- assigned to an organisation unit

Generic Business Rules for Position Creation

- a permanent position must only be created when there is ongoing, permanent funding with delegated approval
- a temporary position must be created when there is temporary funding or externally / internally restricted funding with delegated approval
- temporary positions must be created with a start and end date aligned to funding duration with delegated approval
- a temporary position may be converted to a permanent position where funding becomes permanent with delegated approval.

5.5 Position Management

Background and Guidance

Position management refers to the critical activities that must be undertaken on a regular basis by each WA health system entity to ensure the integrity of their establishment and workforce data.

Managers and supervisors play a critical role in the position management process and should use position management to identify, prevent and eliminate organisation fragmentation.

Business Rules

The following business rules apply in relation to position management:

- position management activities must be conducted periodically. Refer to the Establishment and *Workforce Data Policy MP 0157/21* and *Establishment and Workforce Data Policy Information Compendium* for specific activities, frequency and processes
- abolished positions must not be reinstated for use
- positions must not be moved across organisation units – new positions must be created
 - the exception is where there is a genuine restructure
- temporary positions must be suspended or abolished once the temporary assignment has been completed
 - the exception is where approval is granted for temporary position funding to be extended or where approval is granted for a temporary position to be converted to a permanent position when funding becomes permanent
- a position's award / agreement must not be amended to a different award / agreement – new positions must be created

6. Workforce Component

The term *workforce* refers to the persons who comprise the WA health workforce.

All workforce is required to be captured in the HRMIS to ensure the system is a complete, correct and acts as a single source of truth for individuals working for, and on behalf of, the WA health system. This ensures robust identity and access management for all individuals and the provision of accurate and timely workforce information to downstream systems when the employment status of a worker changes.

6.1 Workforce Types

Background and Guidance

Workforce types (as shown in Table 1) refers to how employees and non-employees are identified across the WA health system.

Business Rules

The HRMIS must:

- be used to capture the identity of all WA health employees.

Table 1: WA Health Workforce Types			
	Workforce Type	Workforce Status	Rationale
EMPLOYEES (Contract of Service)	<ul style="list-style-type: none"> • Permanent • Fixed Term • Sessional • Casual • Board 	<ul style="list-style-type: none"> • Full Time • Part Time • Casual 	Those paid through HRMIS with an employment contract issued on behalf of a WA health system entity / Agency + NurseWest Casual + Graduates
NON-EMPLOYEES (Contract for Service)	<ul style="list-style-type: none"> • Agency • Contractor • Sub-contractor • Contract Medical Practitioner • Sub-contract Medical Practitioner • Apprenticeship • Aboriginal Cadetship • Other Government Entities • Clinical Observer • Work Experience • Board / Committee Members 	<ul style="list-style-type: none"> • Agency contract arrangements • Medical Service Agreements (MSA) • Negotiated contract arrangements • Other 	Common Use Arrangement (CUA) Subcontractors / Contractors (individuals paid through an invoice)
			Subcontractors / Contractors (companies paid via invoice)
	NON-PAID		<ul style="list-style-type: none"> • Unpaid

6.2 Workforce Engagement Types

Background and Guidance

Workforce Engagement Types refers to the ways in which a person can be allocated against a position. Engagement types should show the primary assignment of a person and any movements that occur.

Table 2 contains the WA health workforce engagement types applicable to all employee positions contained in the HRMIS.

Workforce Engagement Type	Definition
Substantive	An employee who is employed on a permanent and ongoing basis.
Temporary Deployment	Predefined period where an employee is temporarily appointed to a position within the same WA health system entity . Predefined period where an employee will move to a role at the same or higher level to their substantive position.
Secondment	The temporary movement of an employee to a different employing authority or public sector agency for a predefined period.
Multiple Assignments	An employee, who is employed in two or more different positions at once and therefore eligible for different benefits, has multiple assignments.
Transfers	Where an employee transfers at the same classification level on a permanent basis to another role or organisation. Transfers occur in accordance with the Employment Standard, industrial awards and agreements or legislation.
Redeployment	Captures registered and registrable employees. A Registered / Registrable employee may be appointed to an assignment for a pre-defined period.
Supernumerary	Where an employee is surplus to requirement.
Workers Compensation	Where an employee is employed with conditions of a worker's compensation arrangement.

Business Rules

The following business rules apply in relation to workforce engagement types:

- workforce engagement types must be applied consistently across WA health.

6.3 Unique Identifier

Background and Guidance

All WA health workforce (employees and non-employees) are assigned a *unique identifier* (person ID). The unique identifier is a numeric or alphanumeric string which is unique among all other identifiers across the WA health system.

The unique identifier makes it possible to access and interact with people for identity and access management purposes. The unique identifier remains with a person for the duration of their affiliation with the WA health system including when a person re-enters the WA health system after a period of absence.

The identifier is derived from attributes of a person that are unique to that individual and never change, regardless of changes to the personal or other identifying data. Currently, the unique identifier is stored in the HR Data Warehouse (managed by HSS).

Other transient identifiers may exist in the HRMIS (e.g. position ID, employee number).

In the new HRMIS a unique identifier may be different. Guidance and business rules provided in this document apply to the unique identifier that exists in current systems.

Business Rules

The following business rules apply to unique identifiers:

A unique identifier must be:

- allocated to all persons who engage with the WA health system and are captured in the HRMIS for identity and access management purposes (includes employees and non-employees)
- unique among all other identifiers across the WA health system
- consistent and extensible.

A unique identifier must not:

- change as workforce movements occur
- contain personally identifiable details
- be re-used by any other individual at any time.

6.4 Workforce Profile

Background and Guidance

A workforce profile comprises the specific details associated with a person. Within the context of the HRMIS, a workforce profile is used to capture specific details associated with a WA health system employee and can be used to capture specific details associated with a non-employee.

Each attribute within a workforce profile correlates to a specific data field contained within the workforce profile in the HRMIS.

Business Rules

The following business rules apply in relation to the creation and maintenance of workforce profiles:

- A workforce profile must show commencement dates:
 - for employees, the commencement dates must indicate continuity of service where applicable
 - where a non-employee becomes an employee, commencement dates must be updated to reflect when the person commenced as an employee, e.g. when a volunteer becomes a Registered Nurse
 - where an individual holds concurrent workforce profiles (e.g. an employee profile and a non-employee profile) the start dates must clearly show when the person commenced as an employee vs when the person commenced as a non-employee and these dates must not be the same.

Table 3: Workforce Profile Mandatory Attributes		
	Workforce	
Key Workforce Profile Attributes	Employees	Non-Employees
Tax File Number (TFN)	YES	NO
Personal, Demographic and Diversity Information	YES	As a minimum full name (as shown on primary ID) and DOB are required to enable assignment of HE number
Unique Identifier	YES	YES
Licence / Registration / Clearance Information (that aligns to the requirements on the position profile)	YES Refer to section 9.2, Table 6	YES Refer to section 9.2, Table 6
Government Start Date (continuous service in WA Government)	YES	YES*
WA Health Start Date (continuous service in WA health)	YES	YES*
WA Health System Entity Start Date (continuous service in individual WA health system entity)	YES	YES*
Position Start Date	YES	YES

* If a non-employee commences as a paid employee these attributes must be reviewed at the point of conversion/change to accurately capture continuity of service.

6.5 Occupancy Profile

Background and Guidance

An occupancy profile comprises the specific details associated with a person's assignment to a position. That is, it is a specific occurrence of a position being occupied by an employee, as per the conditions outlined in their employment contract.

Within the context of the HRMIS, an occupancy profile contains attributes which are:

- inherited from a position profile and cannot be changed manually at the occupancy level, e.g. position title and award
- inherited from a position profile and may be changed at the occupancy level, e.g. hours (refer to Table 4).

Table 4 outlines the fields that may be changed at an occupancy level and the parameters for those changes.

Position profile attributes that also appear on an occupancy profile	Parameters for changes made at an occupancy profile level
Hours	May be different to the hours shown on a position.
Cost Centre	May only be changed to reflect different costing on a temporary basis.
Job Type	E.g. a person could be permanent in position A but takes on a temporary position for 2 months in position B. Occupancy can be updated to reflect this change.

Business Rules

The following business rules apply to the allocation of an occupancy profile:

An occupancy profile must contain:

- occupancy type (e.g. permanent or temporary in the occupancy)
- occupancy reason (e.g. backfilling)
- agreed hours
- FTE relevant to the agreed hours (auto populated based on agreed hours)
- start date
- end date
- cost centre
- active report to
- workforce status
- workforce type
- employee rate
- terms of employment.

An occupancy profile must:

- be assigned to an active position.

7. Operational Component

Some additional rules have been defined in consideration of the operational processes that derive information from the core establishment data within the HRMIS.

7.1 Rostering

Background and Guidance

Changes made in the roosting system to cost centre, rate of pay and/or roosted area can impact a person's essential pay information in the HRMIS.

For that reason, business rules have been defined to ensure the integrity of essential establishment and workforce data when roosting practices are undertaken.

Business Rules

The following business rules apply to employee positions:

- changes to cost centre must be made in a position profile
 - the exception is when the allocation is for a period of < 5 working days
- changes to rate of pay and roosted pattern or area must be made in an occupancy profile
 - the exception is when the allocation is for a period of < 5 working days.

7.2 Reporting Relationships

Background and Guidance

Reporting relationships are defined as the patterns of formal communication within an organisation structure / unit.

Reporting relationships differ to the line management / hierarchy relationships outlined in section 5.3. Where a position can only have one true reports-to delegate within an organisation structure, a position can have multiple other reports-to delegates or reporting relationships.

Business Rules

The following business rules apply to reporting relationships:

- in addition to the primary line management reports-to delegate (as outlined in section 5.3), a position may have multiple other operational reports-to delegates for the purpose of:
 - Payroll Certification Statements (PCSs)
 - Employee Costing Reports (ECRs)
 - roster authorisation
 - compliance reports e.g. Working with Children (WWC)
 - operational duties undertaken by administrative employees on behalf of other employees e.g. medical administration for Medical Directors
 - clinical roles across dual professions.

The above is not an exhaustive list of reporting relationships, it is for explanatory purposes only. Refer to the relevant delegation schedule for your entity.

8. Financial Component

8.1 Cost Centres

Background and Guidance

Cost centre refer to the account in which costs or funds are allocated and subsequently accumulated. Cost centre management must align with the parameters of the *Financial Management Act 2006* and be in accordance with the Financial Management Manual (FMM).

Consideration has been given to any requirements that a future Financial Management Information System may have on the establishment data contained within the HRMIS.

Business Rules

The following business rules apply to establishment data, in consideration of financial management requirements:

- an organisation unit must have a minimum of one cost centre
- a cost centre structure should align to the organisation structure (refer to section 5.1) e.g. if an organisation structure changes the cost centre structure should be updated to reflect those changes.

8.2 Account Codes

Background and Guidance

Account codes indicate the type of revenue, expenditure or transfer that is recorded within a general ledger.

Business Rules

The following business rules apply:

- account codes should align to the ANZSCO codes on a position
 - the exception is where an employee is undertaking a role under different award / agreement terms to their actual occupational group e.g. HWGA acting in salary-based roles.

8.3 Full Time Equivalent (FTE)

Background and Guidance

The FMM instructs that Full Time Equivalent (FTE), including hours and dollar values, must be updated within the WA health HRMIS to enable accurate alignment of expenditure to FTE information.

This process is generally referred to as FTE maintenance. The FTE maintenance process ensures that there is a complete and accurate picture of WA health's FTE

profile for legislative and internal reporting purposes.

Table 5 shows the current position FTE that is captured in the HRMIS.

Table 5: Position FTE Definitions	
Position FTE Types	Definition
Position Equivalent FTE	Calculated as the employee/s agreed hours divided by the Full Time Hours specified in the award / agreement assigned to the position in the HRMIS.
Position Active FTE	Calculated as an employee/s current agreed hours (including temporary amendments) divided by the Full Time Hours specified in the award / agreement to the position in the HRMIS.
Position Authorised / Approved FTE	Calculated as a position/s approved / funded hours divided by the Full Time Hours specified in the award / agreement to the position in the HRMIS.

Actual (Paid) FTE is calculated outside of Establishment Data and should not be confused with position FTE.

Business Rules

The following business rules apply to ensure that each WA health system entity meets its obligations in relation to FTE maintenance:

- Position Active FTE should not exceed Position Authorised / Approved FTE (the exception is where there is a genuine job share/backfill arrangement in place, where approved FTE may be greater than 1.0 FTE to reflect the backfill rules).

9. Compliance Component

In preparation of this document and the business rules contained within it, consideration has been given to compliance and the minimum statutory reporting requirements for all WA health system entities.

9.1 Reporting Obligations

Application of the business rules contained within this document ensures compliance with the following statutory reporting / data collection points:

- Human Resource Minimum Obligatory Information Requirements (HRMOIR)
- Public Sector Entity Annual Collection
- Equal Employment Opportunity Annual Collection
- Integrity and Conduct Annual Collection.

9.2 Licences / Registrations / Memberships / Clearances

Table 6 outlines the mandatory licence, registration, membership and clearance information that applies to employees and non-employees captured in the HRMIS.

Table 6: WA Health Mandatory Licence / Registration / Membership / Clearance Information	
Licence / Registration / Memberships / Clearances:	Applicable to:
Australia Health Practitioner Regulation Agency (Ahpra)	Specific roles within WA health, refer to Ahpra
Working with Children Clearance (WWC)	Specific roles within WA health, refer to the WA Health Working with Children Check Policy
Integrity Check	All employees
Criminal Record Screening (CRS)	All employees
Aged Care Criminal Record Screening (ACCRS)	Specific roles within WA health, refer to Ahpra
Membership	Specific Health Professional roles e.g. Speech Pathology Australia (SPA)
Licence specific to certain occupational groups	e.g. Podiatrists
Credentialing for Specialties	e.g. Senior Medical Doctors

Business Rules

The following business rule applies:

- licences, registrations, memberships and clearances that are a mandatory requirement of a position (as outlined in Table 6) must be recorded against a position profile
- licences, registrations, memberships and clearances must have valid start and end dates.

10. Glossary

TERM	DEFINITION
ANZSCO	Australia and New Zealand Standard Classification of Occupations.
Classification	Classification is used to determine compensation and benefits, such as salary. Classifications are related to an Award and often related to the Job or Position an employee performs.
Contracted Health Entity	Means a non-government entity that provides health services under a contract or other agreement entered into with the Department CEO on behalf of the State, a Health Service Provider or the Minister.
Employee	<p>Means a person employed in a Health Service Provider and includes:</p> <ul style="list-style-type: none"> • the Chief Executive of the Health Service Provider • a health executive employed in the Health Service Provider • a person employed in the Health Service Provider under s. 140 • a person seconded to the Health Service Provider under ss. 136 and 142. <p>(Refer also to s. 6 of the <i>Health Services Act 2016</i>)</p> <ul style="list-style-type: none"> • includes The Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>. <p>An individual who is maintained in HRMIS and paid through a WA Health Payroll.</p>
Establishment Data	Position and occupancy data contained in the Human Resource Management Information Systems.
Full Time Equivalent (FTE)	FTE is a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts. 1.0 FTE is equivalent to a full-time worker, 0.5FTE signals half of a full work load.
Geographical Location	Means the geographical location (or geo location) or the latitude and longitude coordinates and building address where an employee works. The geo location is required / used for mandatory reporting purposes.

TERM	DEFINITION
Job	A job is a paid position requiring attributes and skills to fulfil specific tasks or duties.
Non-Employee	An individual who is not paid through the WA system HRMIS payroll. Non-employees may be engaged on a contract for service, service agreement or unpaid e.g. student placements or volunteers.
Occupancy	Within the context of an organisation, occupancy refers to the use, or intended use, of a position.
WA health system	Pursuant to section 19(1) of the <i>Health Services Act 2016</i> , means the Department of Health, Health Service Providers (NMHS, SMHS, CAHS, WACHS, EMHS, Quadriplegic Centre, Pathwest and HSS), and to the extent that Contracted Health Entities provide health services to the State, the Contracted Health Entities.
WA health system entities	<ul style="list-style-type: none"> • All Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i> • The Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>. <p>Note: Contracted health entities are not considered WA health system entities.</p>
Workforce	All individuals that undertake work for or on behalf of the WA health system, including: <ul style="list-style-type: none"> • an employee • a trainee, apprentice or work experience student • a volunteer • an outworker • a contractor or sub-contractor • an employee of a contractor or sub-contractor • an employee of a labour hire company.
Workforce Data	Human resource and payroll data contained within the WA health system's corporate data systems, including Human Resource Management and Information System (HRMIS), Human Resource Data Warehouse (HRDW), and labour costing.

Produced by:

Health Support Services HRMIS Program

Establishment Data Reference Group

The Department of Health Western Australia

Ref: F-AA-40150-85

Mandatory Policy: MP 0157/21

“Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.”