

Establishment and Workforce Data Policy

1. Purpose

The purpose of the *Establishment and Workforce Data Policy* is to ensure the integrity of the establishment and workforce data across the WA health system. This ensures statutory requirements are met and enables stakeholders to accurately profile, map, plan and manage the composition of the workforce.

This Policy is a mandatory requirement under the *Information Management Policy Framework* pursuant to section 26(2)(k) of the *Health Services Act 2016*.

This Policy is also a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

This Policy supersedes MP 0091/18 *Workforce Data Policy*.

2. Applicability

This Policy is applicable to all WA health system entities.

To the extent that the requirements contained within this Policy are applicable to the services purchased from contracted health entities, WA health system entities are responsible for ensuring these requirements are accurately reflected in the relevant contract and managed accordingly.

3. Policy requirements

3.1 Reporting establishment and workforce data to external agencies

3.1.1 Human Resource Minimum Obligatory Information Requirements reporting

WA health system entities are required to:

- provide data that is accurate and complies with [Human Resource Minimum Obligatory Information Requirements \(HRMOIR\) definitions](#) and [Public Sector Commissioner requirements](#)
- rectify any identified HRMOIR data anomalies as requested by Health Support Services or the Department of Health.

Health Support Services is also required to:

- enter WA health system entity data into the Human Resource Management and Information Systems (HRMIS)

- extract, convert, translate and submit HRMOIR data, on behalf of all WA health system entities in accordance with Public Sector Commissioner requirements
- liaise with WA health system entities to rectify any identified HRMOIR data anomalies.

3.2 Maintaining establishment and workforce data integrity of Human Resource Management and Information Systems (HRMIS)

3.2.1 Maintaining establishment and workforce data

WA health system entities are required to:

- accurately report and comply with the *Establishment and Workforce Data Business Rules* and *Establishment and Workforce Data Integrity Requirements*.

3.2.2 Standardised position titles

WA health system entities are required to:

- use standardised position titles approved by the Standardised Position Titles Review Panel
- comply with the *Establishment and Workforce Data Integrity Requirements*.

3.2.2.1 Standardised Position Titles Review Panel

WA health system entities are required to:

- provide subject matter expert representation on the Standardised Position Titles Review Panel when requested by the Department of Health.

3.2.2.2 Disputes

WA health system entities are required to:

- submit disputes in writing within 10 working days to the Convenor of the Standardised Position Titles Review Panel.

4. Compliance monitoring

WA health system entities are responsible for ensuring compliance with this Policy.

The System Manager, through the Purchasing and System Performance Division, Department of Health, may carry out assurance activities to ascertain the level of compliance with this Policy and may provide updates to the Systemwide Steward, Chief Executives of Health Service Providers, the Director General and other relevant persons regarding the findings.

5. Related documents

The following documents are mandatory pursuant to this Policy:

- [Establishment and Workforce Data Business Rules](#)
- [Establishment and Workforce Data Integrity Requirements](#)
- [Adding, Altering or Deleting a Health Position Title – Request Form](#)

6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [Establishment and Workforce Data Guidelines](#)
- [Establishment and Workforce Data Policy Information Compendium](#)

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Contracted health entity	Has the meaning defined in the <i>Health Services Act 2016</i> as 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.
Convenor	The Department of Health administrator of the Standardised Position Titles Review Panel.
Establishment	WA health refers to Establishment as the organisation data contained in the Human Resource Management Information Systems (HRMIS) which comprises organisation structures, hierarchies and positions.
Establishment data	Position and occupancy data contained in the Human Resource Management and Information Systems.
Information asset	An information asset includes one or more of the following conditions: <ul style="list-style-type: none">• is used to meet business, operational and/or legislative requirements• the State of WA has a strategic need for the information• contains clinical and/or personal information• is used for reporting at a state level, national level, or external to the health service provider where the Information Asset resides• is used across multiple health service providers. The size of the Information Asset is not a determining factor.
Position title	A descriptor that accurately reflects the function and main purpose of a job established in an entity.
Standardised Position Title Review Panel	Standardised Position Title Panel is the authorising authority to add, delete or amend health position titles.
Systemwide Information Asset	A Statewide Information Asset is used by all relevant entities, clinical and non-clinical services.
Systemwide Steward	The delegated authority for the systemwide information assets outlined within the associated delegation schedule.
Vacancy	A vacant post, office or position within the public sector.

	A vacancy can result from the creation of a new post, office or position or by the temporary or permanent movement of another employee.
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 data	Human resource and payroll data contained within the WA health system corporate data systems, including Human Resource Management Information Systems (HRMIS), Human Resource Data Warehouse, and labour costing.

8. Policy contact

Enquiries relating to this Policy may be directed to:

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9. Document control

Version	Published date	Effective from	Review date	Effective to	Amendment (s)
MP 0157/21	11 May 2021	11 May 2021	May 2024	Current	Original version

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance, Department of Health
Approval date	10 May 2021

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