

Workforce Data Reporting Obligations

Commissioner's Instruction 6

Statement of intent

This instruction sets out the minimum workforce data reporting obligations and common data definitions that apply to public sector agencies to facilitate comparative analysis of workforce trends and to support the collation of whole-of-sector information.

Scope and application

This instruction applies to all public sector employing authorities. It includes data reporting requirements relating to workforce data collected in accordance with the Human Resource Minimum Obligatory Information Requirements (HR MOIR) process.

This instruction repeals and replaces Public Sector Commissioner's Circular 2009-09

Workforce Data Reporting Human Resource Minimum Obligatory Information Requirement.

References

This instruction relates to the functions of employing authorities as provided for in section 29(1) (c) of the *Public Sector Management Act 1994* (PSM Act).

Terminology

Census quarter

Four three-month intervals ending on 31 March, 30 June, 30 September and 31 December that constitute a financial year.

Employing authority

As defined in section 5 of the PSM Act.

HR MOIR

The Human Resource Minimum Obligatory Information Requirement is a quarterly data collection that provides high quality data for agency and whole-of-sector workforce monitoring, analysis, planning and reporting purposes.



WACA

The Workforce Analysis and Collection Application is an online workforce data collection tool administered by the Public Sector Commission.

Instruction

1. Workforce data

- 1.1 All employing authorities are required to submit workforce data to the Public Sector Commission through the WACA every census quarter not later than four weeks after the census date, unless otherwise exempted by the Public Sector Commissioner. Data must reflect the workforce as at the last pay period on or before the census dates of 31 March, 30 June, 30 September and 31 December.
- 1.2 The format and quality of data provided must be in accordance with the HR MOIR data definitions user guide as issued by the Public Sector Commission. Public sector bodies will be notified of updated versions of this document.
- 1.3 Public sector bodies that are transitioning into (or out of) a shared service provider arrangement maintain primary responsibility for meeting HR MOIR data quality and reporting obligations.

Supporting information

The [HR MOIR data definitions user guide](#) standardises the process for providing workforce data and sets out the data which is required from agencies and how such data must be provided to the Public Sector Commission.