

Workforce Data

Commissioner's Instruction 6

Statement of intent

To **set** minimum workforce and agency data reporting obligations and common data definitions that apply to public sector agencies.

Scope and application

This Instruction applies to all public sector employing authorities including departments, SES organisations, non-SES organisations and ministerial offices.

References

The [Commission website](#) has the following information which is updated periodically:

- Human Resources Minimum Obligatory Information Requirements (HR MOIR) Data Definitions
- Annual collection guidance notes
- Data Collection Program

Definitions

HR MOIR data

Includes workforce information related to employee details, position details, pay and leave details, and diversity information voluntarily provided by employees. Does not include employee names, home addresses and email addresses.

Annual collection guidance notes

Guidance to assist agencies provide agency information and data related to the Commission's general functions under the *Public Sector Management Act 1994*.

Timeframes specified

Reporting dates specified and published annually in the data collection program, communicated via the CEO Gateway and based on payroll cycles which vary from year to year.

Format specified

Data specifications in HR MOIR Data Definitions and annual collection guidance material or, for ad hoc requests, the data request form.

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Instruction

Employers must:

1. collect sufficient data and information to meet the requirements of clause 2
2. provide data and information to the Commission in line with:
 - a. HR MOIR Data Definitions
 - b. annual collection guidance notes
 - c. timeframes specified in the Data Collection Program
3. submit data and information via an encrypted secure method of exchange and in a format specified by the Commission
4. endeavour to provide data and information in response to ad hoc requests from the Commission, and in the format and timeframes specified
5. undertake appropriate review and quality checks before submitting data and information to the Commission
6. provide compliant workforce data and information to the Commission within 6 months of any changes to the HR MOIR Data Definitions
7. advise the Commission of any proposed changes to agency workforce data and information collection and/or reporting that may affect data and information provided under this Instruction.