

# Workforce Data

## Commissioner's Instruction 6

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### Statement of intent

Timely and high quality workforce and agency data and information enables the Public Sector Commission to identify insights into the size, shape and characteristics of the public sector workforce. Workforce and agency data are used by the Commission to perform its functions (such as improving the efficiency and effectiveness of the whole or any part of the public sector); plan for the future management and operation of the public sector; and monitor sector workforce performance.

### 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.

## 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.