



# Establishment and Workforce Data Policy

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## 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 for Health Service Providers 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*.

## 2. Applicability

This policy is applicable to WA health entities.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is 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 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 entities in accordance with Public Sector Commissioner requirements
- liaise with WA health 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 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 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 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 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**

Health Support Services monitor establishment data compliance as part of operational processes and reviews through the quarterly HRMOIR data submission process to the Public Sector Commission.

Additionally, the Purchasing and System Performance Division, Department of Health, on behalf of the System Manager, may carry out assurance activities and 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.
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 Steward	The delegated authority for the systemwide information assets outlined within the associated delegation schedule.
WA health entity	WA health entities include: (i) Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i> . (ii) 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> .
WA health system	The WA health system is comprised of: (i) the Department; (ii) Health Service Providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and

	(iii) contracted health entities, to the extent they provide health services to the State.
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:

Title: Director, Information and Performance Governance

Directorate: Information and System Performance Directorate

Email: [RoyalSt.PSPInfoManagement@health.wa.gov.au](mailto:RoyalSt.PSPInfoManagement@health.wa.gov.au)

## 9. Document Control

Version	Published date	Review date	Amendment(s)
MP 0157/21	11 May 2021	May 2024	Original version
MP 0157/21 v.1.0	19 February 2025	June 2026	Policy review and amendments as listed below.
<ul style="list-style-type: none"> <li>• Applicability section: WA health entity and contracted health entities statement updated.</li> <li>• Compliance monitoring refined.</li> <li>• Related documents: 'Establishment and Workforce Data Business Rules' and 'Establishment and Workforce Data Integrity Requirements' minor typographical and formatting updated.</li> <li>• Related document 'Adding, Altering or Deleting a Health Position Title' updated.</li> <li>• Supporting information document 'Establishment and Workforce Data Policy Information Compendium' minor amendments updated.</li> <li>• Definitions updated: removal of Information asset, Statewide Information Asset and Vacancy, revised WA health entity and insertion of WA health system.</li> <li>• Policy contact updated to Director level to reflect policy ownership.</li> </ul>			

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

## 10. Approval

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

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