



Government of **Western Australia**
Department of **Health**

Epidemiology Directorate costing arrangement

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1. Background

The Epidemiology Directorate (Epidemiology) provides epidemiological services to WA Health, other government departments, academic institutions and non-government organisations. These services are provided free of charge to WA Health staff, and online intranet applications have been developed for WA Health staff to extract user-defined reports for health conditions and trends - these are HealthTracks Reporting and a Rates Calculator.

In order to provide epidemiological services to all clients under the current funding and expenditure models, a partial cost recovery for this service has been implemented. Epidemiology charges external clients (such as private health consultants) for the production of information over and above that which is published. The charge is for the time and resources used to provide a systematic response to a request for information by a client who is not a WA Health salaried officer or is not identified as exempt for fees by Epidemiology. The charge is currently set at \$309 (*excl GST*) per hour and is a partial cost recovery of providing these services (see Appendix 2: *Epidemiology Costing Arrangement Fees*).

2. Scope

The process flow and pricing structure used by Epidemiology to provide epidemiological services to clients is outlined in this document and will be referred to as the 'costing arrangement'.

This costing arrangement applies to private health consultants and may apply to the following groups:

- Private consultants
- Local government
- Commonwealth Departments
- Commonwealth funded organisations (e.g. WA Primary Health Alliance)
- Other State and Territory Governments
- Universities or research institutes
- Non-government organisations
- Public (students and community groups)

This costing arrangement *does not* apply to costs incurred for media requests or by all persons employed in WA Government agencies or WA Health, which incorporates the following entities:

- Department of Health
- Child and Adolescent Health Service
- North Metropolitan Health Service
- South Metropolitan Health Service
- East Metropolitan Health Service
- WA Country Health Service
- Health Support Services
- PathWest
- Quadriplegic Centre

There may be circumstances where fees **may be** charged for WA Government agencies or WA Health clients where the information requested is intended to be used for personal research purposes. An assessment is required on a case by case basis to determine if a charge is appropriate. Respective Epidemiology managers will need to be satisfied that the information requested will be used for WA Health core business purposes only.

No fee will be charged in the following circumstances:

- Requests made by WA Local Government Authorities for information to fulfil the requirements specified in Part 5 of the Public Health Act 2016 **to prepare local public health plans**; OR
- Where there is a reciprocal arrangement or collaborative program with WA Health. Managers should exercise discretion if the potential exists to damage relationships and consult with the Director Epidemiology for a decision.

3. Costing arrangement statement

The following considerations will be applied to all requests for information from Epidemiology.

3.1 Prioritisation

To determine the priority of each request, the following considerations are assessed:

- Existing data request commitments and the availability of resources to complete the task within a reasonable time frame.
- The complexity of the task and whether multiple teams will need to be involved in production of the information requested.
- The purpose and source of a request are additional considerations that will affect prioritisation of data requests. For example, data requests from the WA Minister for Health or from the WA Parliament, may be given a higher priority than other routine data requests.

3.2 The application process

- Clients are required to complete the *Epidemiology Aggregate Data Request Form* at the following link ensuring the purpose and uses of the data are accurately completed.

<https://datalibrary-rc.health.wa.gov.au/surveys/?s=3XDP78MXXK>

- Epidemiology assesses the request and provides a quotation for services, outlines the contents of the report and the estimated time it will take to complete (see the *costing model* outlined in Appendix 1).

3.3. Quotation / costing model

- A quotation is prepared and will outline:
 - Information to be included in the report.
 - Any variations to requested information and the reasons for any limitations or omissions.
 - If relevant data or information is published on the internet, a site address link will be provided and there will be *no charge*.
 - If the data analysis for the requested data has been performed for some other purposes or for other clients as recorded in the task database maintained by the Epidemiology Directorate, the client will be charged the minimum fee for one hour.
 - The costing breakdown for the request.

- The valid date of the quotation. The quote will remain valid for 2 months from the issue date. After expiry of this date, a new quote will be issued, and the client's request will be considered a new request with a new request identification.
- The quotation is a fixed price offer and cannot be changed once accepted by the client. This quoted price is final even if Epidemiology takes longer to complete the task than anticipated.
- Once the client has accepted the quotation contents and timeframe in writing, work on the request will commence.
- An invoice will be sent to the client after the data has been provided.

3.4 Terms and conditions

By agreeing to accept data from Epidemiology and submit a request to the Epidemiology Directorate, the requestor:

- 3.1.1 agrees to maintain the information in a confidential and secure manner in the location to which it was originally released (if unit record data has been requested).
- 3.1.2 agrees not to copy or store parts or whole datasets in personal computer devices or take the datasets away from the designated place of secure storage in any media (if unit record data has been requested);
- 3.1.3 agrees not to disclose or divulge the released data to a third party without prior approval of Epidemiology;
- 3.1.4 acknowledges that the data released remains the property of Epidemiology;
- 3.1.5 agrees not to use the data for any purpose other than for which it was originally requested;
- 3.1.6 agrees that the source of the data will be properly referenced whenever it is used in publications; and
- 3.1.7 agrees for staff at Epidemiology to check the data that will be or may be released, prior to its release.

Disclaimer

All information/data provided is accurate and up to date at the time of release. The Epidemiology Directorate cannot be held liable for any damages arising from the use of this data.

Please be aware that information provided is for the purpose of the specified request/project only and must not be disseminated to a third party, in particular the media, without prior consent from the Epidemiology Directorate. This allows us to monitor when and where information originating from our Directorate has been released.

4. Definitions

Client	One who is not a WA Health salaried officer or is not identified as <i>exempt</i> from fees by Epidemiology
Quotation	The costing estimate for requested information to be provided to the client that is determined by the time and resources used to provide a systematic response i.e. a report or epidemiological advice to a client.
Report	Any output provided to a client under the agreed specifications at the time of quotation. This can include, but is not restricted to, a written report, excel table or map.

5. Applicant responsibilities

Clients wishing to receive a report from Epidemiology under this arrangement, must agree to:

- 5.1.1. operate within the Information Management Framework as outlined in the Department of Health Policy *Information Access Use and Disclosure Policy*;
- 5.1.2. agree to pay in full the agreed amount charged for Epidemiology to complete the request by the due date specified in the invoice;
- 5.1.3. acknowledge the role of Epidemiology in all publications and reports;
- 5.1.4. provide a copy of any draft reports, journal articles or publications to Epidemiology for review and comments, prior to distribution or publication; and
- 5.1.5. provide a copy of final reports or journal articles to Epidemiology for its research outputs collection.

6. Epidemiology responsibilities

Director Epidemiology

The Director Epidemiology is responsible for all revenue raised on behalf of WA Health as a result of this costing arrangement.

Managers / Supervisors in Epidemiology

Managers and supervisors are responsible for the implementation of this costing arrangement to charge clients according to the epidemiology costing model and the epidemiology costing arrangement fees found in Appendix 1 and Appendix 2.

7. Compliance

The use of epidemiological services and the release of health data are to be consistent with the [WA Health Information Access, Use and Disclosure Policy](#). Revenue arising from the provision of epidemiological services is to be recognised in accordance with Financial Management Policy 536 - *Accounting for Revenue and Recoup Transactions – External Entity*.

8. Evaluation

Evaluation of this costing arrangement is to be carried out by the costing arrangement owner (see Authority).

Quantitative information on revenue earned, category of clients, time and duration of services provided, will be measured against existing baseline data to calculate efficiency of this arrangement.

9. Supporting documents

- [WA Health Information Access, Use and Disclosure Policy](#)

Authority

Title:	Director Epidemiology		
Arrangement Owner:	Laura Kirkland		
Directorate:	Epidemiology Directorate		
Version:	2.0	Date Published:	
Date of Last Review:	09/11/2023	Date Next Review:	01/12/2026
Comments and updates:	This version has updated content in light of new policy, in particular the <i>Information Access Use and Disclosure Policy V1.1 effective 9 October 2019</i> , and updated the cost model to reflect current costs.		

10. References

Costing and Pricing Government Services guidelines, Department of Treasury, 7th Edition, May 2020 <https://www.wa.gov.au/system/files/2020-06/costing-and-pricing-government-services-guidelines.pdf>

Consulting fees – Centre for Applied Statistics, University of Western Australia, July 2020 <https://www.cas.maths.uwa.edu.au/consulting/fees>

W.A. Health Financial Management Manual (Section 521, Section 522), On-cost charges and Standard overhead charges, May 2023,

Public Sector CSA Agreement

2022, <https://www.health.wa.gov.au/~media/Corp/Documents/Health-for/Industrial-relations/Awards-and-agreements/Public-service/Public-Sector-CSA-Agreement-2022.pdf>

11. Appendices

Appendix 1: Epidemiology costing model

The Epidemiology Directorate used the following guidelines

- W.A. Health Financial Management Manual (FMM);
- Costing and Pricing Government Services, 7th Edition, May 2020;
- Treasurer's Instruction 810

to determine the full cost of the service and to determine the costing, pricing calculations and assumptions that make up the final pricing.

Total costs

Total costs include direct and indirect costs.

Total cost = Direct costs + Indirect costs

1. Direct costs

Direct costs include i) staffing costs and ii) other direct costs.

Total direct costs = staffing costs + other direct costs

i) Staffing costs:

An average hourly rate of staff providing the service was obtained from the award rate (including on-costs). This was calculated for the previous three financial years.

Staffing costs = Number of service hours x (average award salary + internal rate per hour on-costs)

- The internal rate per hour on-cost was 29.0% in 2020/2021, 29.5% in 2021/2022 and 30.0% in 2022/2023.

The number of service hours, which was the time taken by an officer(s) to complete the request, was obtained for the previous three financial years.

ii) Other direct costs

Other direct costs are those identified as being directly related to services i.e., the goods and services costs used to deliver the service. This was obtained for the previous three financial years.

2. Indirect costs

To obtain indirect costs, the Epidemiology Directorate used the standard overhead charges of 10% applied to the total cost of the service for each financial year.

Pricing

The final pricing (hourly rate) of the service was derived from the average total costs (direct + indirect costs) for the previous three financial years divided by the average number of total service hours for the previous three financial years.

A charging schedule is provided in Appendix 2: *Epidemiology Costing Arrangement Fees*. The formula used for calculating the hourly rate is as follows:

Price (hourly rate) = $\frac{\text{average previous three financial years total costs (direct + indirect)}}{\text{average previous three financial years total service hours}}$

- Using the above formula, the client will be charged at the rate of **\$309 per hour** for the above services.
- The minimum amount charged is for one hour regardless of whether the work will be completed in less than one hour. All other charges will be based on whole hours and calculated from completed hours plus part hours rounded to the next hour.

Appendix 2: Epidemiology costing arrangement fees

Request time (Hours)	Cost (exc GST)	GST	Total cost (inc GST)
1	\$309	\$31	\$340
2	\$618	\$62	\$680
3	\$927	\$93	\$1,020
4	\$1,236	\$124	\$1,360
5	\$1,545	\$155	\$1,700
6	\$1,854	\$185	\$2,039
7	\$2,163	\$216	\$2,379
8	\$2,472	\$247	\$2,719
9	\$2,781	\$278	\$3,059
10	\$3,090	\$309	\$3,399
11	\$3,399	\$340	\$3,739
12	\$3,708	\$371	\$4,079
13	\$4,017	\$402	\$4,419
14	\$4,326	\$433	\$4,759
15	\$4,635	\$464	\$5,099
16	\$4,944	\$494	\$5,438
17	\$5,253	\$525	\$5,778
18	\$5,562	\$556	\$6,118
19	\$5,871	\$587	\$6,458
20	\$6,180	\$618	\$6,798
21	\$6,489	\$649	\$7,138
22	\$6,798	\$680	\$7,478
23	\$7,107	\$711	\$7,818
24	\$7,416	\$742	\$8,158
25	\$7,725	\$773	\$8,498
26	\$8,034	\$803	\$8,837
27	\$8,343	\$834	\$9,177
28	\$8,652	\$865	\$9,517
29	\$8,961	\$896	\$9,857
30	\$9,270	\$927	\$10,197
31	\$9,579	\$958	\$10,537
32	\$9,888	\$989	\$10,877
33	\$10,197	\$1,020	\$11,217
34	\$10,506	\$1,051	\$11,557
35	\$10,815	\$1,082	\$11,897
36	\$11,124	\$1,112	\$12,236
37	\$11,433	\$1,143	\$12,576
38	\$11,742	\$1,174	\$12,916
39	\$12,051	\$1,205	\$13,256
40	\$12,360	\$1,236	\$13,596
41	\$12,669	\$1,267	\$13,936
42	\$12,978	\$1,298	\$14,276
43	\$13,287	\$1,329	\$14,616
44	\$13,596	\$1,360	\$14,956
45	\$13,905	\$1,391	\$15,296
46	\$14,214	\$1,421	\$15,635
47	\$14,523	\$1,452	\$15,975
48	\$14,832	\$1,483	\$16,315
49	\$15,141	\$1,514	\$16,655
50	\$15,450	\$1,545	\$16,995

Epidemiology costing arrangement fees (cont..)

Request time (Hours)	Cost (exc GST)	GST	Total cost (inc GST)
51	\$15,759	\$1,576	\$17,335
52	\$16,068	\$1,607	\$17,675
53	\$16,377	\$1,638	\$18,015
54	\$16,686	\$1,669	\$18,355
55	\$16,995	\$1,700	\$18,695
56	\$17,304	\$1,730	\$19,034
57	\$17,613	\$1,761	\$19,374
58	\$17,922	\$1,792	\$19,714
59	\$18,231	\$1,823	\$20,054
60	\$18,540	\$1,854	\$20,394
61	\$18,849	\$1,885	\$20,734
62	\$19,158	\$1,916	\$21,074
63	\$19,467	\$1,947	\$21,414
64	\$19,776	\$1,978	\$21,754
65	\$20,085	\$2,009	\$22,094
66	\$20,394	\$2,039	\$22,433
67	\$20,703	\$2,070	\$22,773
68	\$21,012	\$2,101	\$23,113
69	\$21,321	\$2,132	\$23,453
70	\$21,630	\$2,163	\$23,793
71	\$21,939	\$2,194	\$24,133
72	\$22,248	\$2,225	\$24,473
73	\$22,557	\$2,256	\$24,813
74	\$22,866	\$2,287	\$25,153
75	\$23,175	\$2,318	\$25,493
76	\$23,484	\$2,348	\$25,832
77	\$23,793	\$2,379	\$26,172
78	\$24,102	\$2,410	\$26,512
79	\$24,411	\$2,441	\$26,852
80	\$24,720	\$2,472	\$27,192
81	\$25,029	\$2,503	\$27,532
82	\$25,338	\$2,534	\$27,872
83	\$25,647	\$2,565	\$28,212
84	\$25,956	\$2,596	\$28,552
85	\$26,265	\$2,627	\$28,892
86	\$26,574	\$2,657	\$29,231
87	\$26,883	\$2,688	\$29,571
88	\$27,192	\$2,719	\$29,911
89	\$27,501	\$2,750	\$30,251
90	\$27,810	\$2,781	\$30,591
91	\$28,119	\$2,812	\$30,931
92	\$28,428	\$2,843	\$31,271
93	\$28,737	\$2,874	\$31,611
94	\$29,046	\$2,905	\$31,951
95	\$29,355	\$2,936	\$32,291
96	\$29,664	\$2,966	\$32,630
97	\$29,973	\$2,997	\$32,970
98	\$30,282	\$3,028	\$33,310
99	\$30,591	\$3,059	\$33,650
100	\$30,900	\$3,090	\$33,990

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