

# Monitoring and Reporting

## About Commissioner's Standards

The Strategic Human Resource Framework for the South Australian Public Sector issued by the Commissioner for Public Employment supports consistent best practice outcomes in the management of people across the public sector. It is an enduring strategic approach, reflecting quality management and continuous improvement principles.

The Framework provides guidance and information within eight key result areas at three levels:

- Guidelines, which detail the principles underpinning the key result areas.
- Commissioner's Standards, which support the effective implementation of public sector workforce policies and the personnel management standards of the *Public Sector Management Act 1995* (PSM Act), and the protection of key conditions of employment. The standards include relevant delegations, directions and determinations of the Commissioner under the PSM Act.
- Supporting materials and information which assist agencies in the development and implementation of best practice human resource management.

This Standard is linked to the Monitoring and Reporting key result area of the Framework.

### *Monitoring and Reporting*

Regularly monitor human resource management practices to identify trends and issues, and enable appropriate reporting and accountability (eg Workforce Information Collection, agency reporting systems, key performance indicators, human resource management information systems)

### *Responsibilities of Chief Executives*

Chief executives may further delegate in writing any power or function provided within this Standard to a particular person, or to the person for the time being occupying a particular positions, unless otherwise indicated (*direction under Section 22(1)(a) and Section 26 of the PSM Act*). The exercise of delegations by chief executives (or their sub-delegate) must be conducted in a manner consistent with *Part 2 of the PSM Act* and must not be used to reduce existing entitlements or terms and conditions of employment. Care must also be taken in the exercise of the delegations that there are not unintended consequences of reduction to existing entitlements or terms and conditions of employment and that all obligations for consultation have been met.

The PSM Act requires the Commissioner and chief executives to consult with employees and employee organisations before making decisions or taking action that may impact on a significant number of employees of an agency. Such consultation must be meaningful, giving the affected employees/organisation(s) reasonable time to consider the proposed decision/action, and properly considering any representation(s) made by the employees/organisation(s). When exercising delegations on behalf of the Commissioner, chief executives are responsible for ensuring appropriate consultation occurs.



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## Monitoring and Reporting

### *Minimum Requirements*

1. Chief executives must ensure that their agencies collect, maintain and are able to provide to the Commissioner upon request the information required by the Commissioner for monitoring, reviewing and reporting on human resource management.
2. Chief executives must ensure that a core data set of information is collected and maintained for all employees, and provided to the Commissioner upon request in a specified format and within specified timeframes. The existing core data set is outlined in Attachment A. This data set will be revised as required to reflect changing monitoring and reporting requirements.  
*(direction pursuant to Section 22(1)(c) and Section 25 of the PSM Act)*

### *Delegations*

Not applicable.

## ATTACHMENT | A

## Core Minimum Data Set

Field Type	Description
Data Reference	Administrative Unit
	Organisation Level 1 code
	Organisation Level 2 code
	Organisation Level 3 code
	Date
	Quarter of Calendar Year
Biographical Data	Employee Unique Identifier
	Date of Birth
	Gender
	Disability Code
	ATSI Code
	Cultural and Linguistic Diversity Code
	Country of birth of employee
	Year of person's arrival in Australia
	Country of birth of employee's mother
	Country of birth of employee's father
	Main language other than English spoken at home
Postcode of employee's home address	
Human Resource Issues	Date appointed to Agency
	Date assigned to current position
	Occupation prior to appointment to current position
	Employee Type indicator
	Australian Standard Classification of Occupations (ASCO)
	Spare for future use
	Legislation under which the employee is currently employed.
	Award Code - Base Award
	EBA Agreement Code
	Award Standard Full-Time Hours per week x 100
	Classification and Increment Code
	Status of employee in current position
	Full Time Equivalent (FTE) ratio x 100.
	Flexible Work Arrangements Code
	Employment Status
Separation Date	
Separation reason	

Salary Details	Hourly Base Rate of Pay in cents (excluding all allowances/payments)
	Salary/Total Remuneration Package
Allowance Details	Average hourly rate of non base salary earnings financial year to date in cents
	Average hourly rate of Additional Duties allowance payments at reporting date in cents.
	Average hourly rate of Locality Allowance in cents.
	Time off in lieu in hours at the reporting date x 100
	Overtime amount in cents.
	Overtime in hours x 100
	Shift/Penalty Allowances in cents.
Leave (all financial year to date)	Sick leave hours used financial year to date x 100
	Industrial Disputes hours absent fytd x 100
	Workers Compensation hours absent financial year to date x 100
	Parental Unpaid leave financial year to date x 100
	Maternity Paid leave financial year to date x 100
	Adoption Leave financial year to date x 100
	Miscellaneous Special Leave hours absence financial year to date x 100
	Family Carers leave financial year to date x 100
Qualifications	Current highest level ASCED
	AQF level of current highest level ASCED
PS Appointment Date	Date appointed to Public Sector
Long Service Leave	LSL Entitlement Type
	LSL Vesting Date
	LSL entitlement in days at reporting date X 100
	LSL hours taken financial year to date X 100
	LSL hours paid out on separation X 100
Recruitment	Recruitment type at entry to Public Service
Perf. Mgt	Last Review Date for performance management
Pos'n status	Status of employee's substantive position
Training Exp	Total dollar value of training and development
	Accredited Training Package Indicator
	Total dollar value of training and development relating to Leadership and Mgmt Development
Work Address	Address of employees primary work location
	Additional Address field for employees primary work location
	Suburb of employees primary work location
	Postcode of the employee's work location