

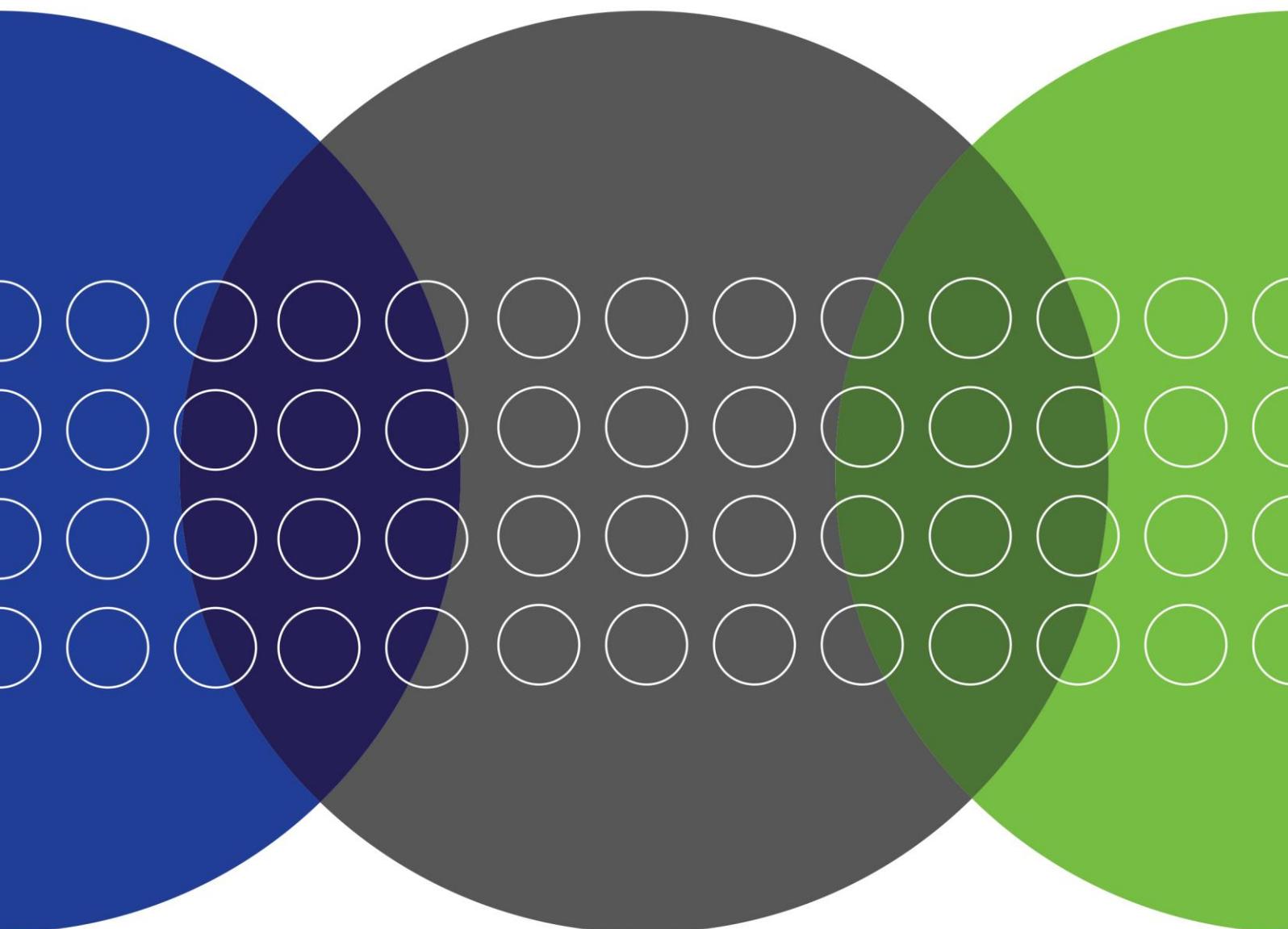


Government
of South Australia

Office for the Public Sector

NOTICE OF STATISTICAL REPORTING REQUIREMENTS

JUNE 2018 | VERSION 1.0



NOTICE FROM THE COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT PURSUANT TO SECTION 19 OF THE *PUBLIC SECTOR ACT 2009* – POWER TO REQUIRE STATISTICAL INFORMATION

<i>Public Sector Act 2009</i>	Notice of Statistical Reporting Requirements
Date of Operation	1 June 2018
Date of Review	31 December 2018

To whom does this Notice apply?

This Notice is issued by the Commissioner for Public Sector Employment pursuant to section 19 of the *Public Sector Act 2009* (the “PS Act”). Section 19 provides that the Commissioner for Public Sector Employment (“the Commissioner”):

“...may, by notice in writing, require public sector agencies to provide statistical reports to the Commissioner relating to public sector employment matters at intervals specified by the Commissioner.”

Accordingly, this Notice applies to all public sector agencies in the South Australian Public Sector.

1. The Commissioner for Public Sector Employment's monitoring and reporting responsibilities

- 1.1 The Commissioner for Public Sector Employment is responsible for advancing the objects and principles of the *Public Sector Act 2009*, and monitoring their observance across all public sector agencies.
- 1.2 Core components of the Commissioner's monitoring and reporting requirements include: an agency level survey (the State of the Sector survey) and the Workforce Information Collection. Various other monitoring and reporting occurs to comply with Directions of the Premier and to observe implementation of sector-wide programs and priorities.
- 1.3 Objectives of the Commissioner's monitoring and reporting are to:
 - Enable the Commissioner to provide a detailed appraisal of the public sector's implementation and observance of the *Public Sector Act 2009* objects and principles, across all public sector agencies, which is primarily communicated through the annual State of the Sector report.
 - Enable the Commissioner to compile the annual Workforce Information Report (and Data Dashboards), providing an official record of the size and composition of the South Australian Public Sector workforce at June each year, which is reconciled to the State Budget and informs an evidence-based approach to workforce policy and strategy development (including official planning and reporting against South Australian Strategic Plan targets).
 - Support improved performance and accountability across the public sector.
- 1.4 The Commissioner requires that all public sector agencies collect, maintain and provide information in a format specified by the Commissioner, so that there is consistency and reliability in reporting methods across the public sector. Commitment by agencies to achieve high standards in the quality of information provided to the Commissioner is required.
- 1.5 Public sector agencies are responsible for meeting the costs associated with collecting, maintaining and reporting statistical data in order to conform to the specifications in this Notice. This includes the costs of maintenance and changes to the systems that enable collection, maintenance and reporting of the data.
- 1.6 Public sector agencies are required to meet the timeframes set by the Commissioner.

2. Workforce Information Collection's core data

- 2.1 The Workforce Information Collection is an annual census compiling key information about all South Australian Public Sector employees from all agencies at the last pay period in June each year.
- 2.2 This data directly informs the Commissioner's Workforce Information Report (and Data Dashboards) and facilitates transparent and accountable governance. Consistent with a whole-of-government approach, annual reporting requirements (DPC Circular 13) were modified in 2016-17 to minimise duplication of workforce reporting in individual agency annual reports, making the Commissioner's data a central source of information about employment in the SA Public Sector.
- 2.3 A subset of the core Workforce Information Collection data is required on a quarterly basis to inform full time equivalent (FTE) cap reconciliations with the Department of Treasury and Finance.
- 2.4 The Human Resource Dataset Data Definitions specify the data, format and quality standards of data required by the Commissioner under the Workforce Information Collection.
 - 2.4.1 Data definitions have recently been reviewed to set the foundation for future reporting. The definition review has:
 - considered how applicable historical definitions are in the current context
 - removed any data fields that did not add value to the sector-wide dataset
 - included additional data not captured in the sector-wide dataset.
 - 2.4.2 The chief executive or principal officer of a public sector agency must ensure that the core data specified in the Human Resource Dataset Data Definitions is collected and maintained with respect to all employees in the relevant agency.

- 2.4.3 The Commissioner is responsible for making available the latest version of the Human Resource Dataset Data Definitions to all public sector agencies. Agencies will be notified of any further changes to the core data requirements.

3. Intent to automate monitoring and reporting

- 3.1 A Workforce Analytics and Reporting working group, established under the One Government, One Employer initiative, has recently been investigating opportunities to improve how the sector captures, manages and uses workforce data.
- 3.2 Consolidating many agencies onto a single payroll platform (CHRIS21) and the evolution of human capital management possibilities for the sector enable significant opportunity to reform sector-wide reporting processes.
- 3.3 The aim is to transition from a sector-wide reporting model of collecting, verifying and reporting agency data towards more automated and direct access to data. This would enable greater frequency of sector-wide reporting and maximise the potential of data analytics.
- 3.4 Further information will be provided as this work unfolds.

4. Other information required by the Commissioner

- 4.1 The Commissioner may publish specific Notices, as required, requesting quantitative and qualitative statistical data from public sector agencies, for a range of purposes to be specified at the time. Refer to section 19 of the *Public Sector Act 2009*– Power to require statistical information.