

Employee Data Reporting

Reporting FTE Data

Background: FTE movement reporting has been included in the Public Sector CSA Agreement 2021 (the Agreement) to monitor the impact of the strategies in the instrument designed to increase the use of direct and permanent employment. Accordingly, the data is to be used to identify trends. Agencies should be mindful of this purpose in meeting the requirements of clause 15.4.

Timing: Clause 15.4 of the Agreement requires each Employer to report to the CSA on commencements and separations for the previous period. To ensure consistent reporting periods across the sector, employers should provide data from HR MOIR reporting submitted after the June and December quarters (noting that two submissions will need to be combined for the final report).

Detail: To meet the requirements of the clause, data should be provided in summary form using the same data definitions as HR MOIR, for example:

Period	1 July 2021 to 30 December 2021			
Agreement Name	<i>e.g. Public Sector CSA Agreement 2021</i>			
Total commencements	(number)			
Total separations	(number)			
Reasons for exit	<i>Promotion to another WA Govt. organisation</i>	(number)	<i>Transfer to another WA Govt. organisation</i>	(number)
	<i>Redeployment to another WA Govt. organisation</i>	(number)	<i>Secondment to another WA Govt. organisation</i>	(number)
	<i>Resigned</i>	(number)	<i>Retired</i>	(number)
	<i>Deceased</i>	(number)	<i>Dismissed</i>	(number)
	<i>Retirement (health)</i>	(number)	<i>Voluntary redundancy</i>	(number)
	<i>Cessation of Fixed Term Contract</i>	(number)	<i>Involuntary redundancy</i>	(number)
	<i>Other</i>	(number)		

Confidentiality: Agencies should ensure all information provided is de-identified to maintain anonymity. Any concerns agencies have with confidentiality can be referred to your Labour Relations Advisor in the first instance.

Fixed Term Contract and Casual Employee contact details

Background: Clause 18.7 amends previous reporting obligations for fixed term contract employees, and clause 19.3 replicates the amended provisions for casual employees. These provisions insert the same obligations that were introduced in Commissioner's Instruction 23 to the Agreement. This information is to be provided by all Employers within two months of registration of the Agreement and then again on written request from the union.

Currency of information: It is understood that staff movements will mean that any information provided will only be current on the day the report is created. Additionally, organisations may not provide work email addresses to all casual employees; for these employees, no email should be provided.

Privacy: Employees should be made aware that this information will be provided to the CSA. Employees who do not wish for their email addresses to be provided can contact the CSA at privacy@cpsuca.org to seek that their details be removed. The CSA's Privacy Policy is available on its website.