



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

Epidemiology Branch Costing Arrangement

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1. Background

The Epidemiology Branch (Epidemiology) provides epidemiological services to WA Health, other government departments, academic institutions, non-government organisations, health planners and program evaluators. 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 an Epidemiology 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 \$264 (*excl GST*) per hour and is a partial cost recovery of providing these services (see Table 1: *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
- 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:

- 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 established through a joint agreement. Managers should exercise discretion if the potential exists to damage relationships and consult with the Principal Epidemiologist 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 Health Minister 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 Branch, 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.

3.4 Terms and conditions

By agreeing to accept data from Epidemiology and submit a request to the Epidemiology Branch, 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 to not pass on 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 Branch 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 Branch. This allows us to monitor when and where information originating from our Branch 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.
WA Health	Department of Health, Western Australia

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

Principal Epidemiologist

The Principal Epidemiologist 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 Table 1.

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](#).

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:	Principal Epidemiologist		
Arrangement Owner:	Laura Kirkland		
Directorate:	Epidemiology Branch		
Version:	1.4	Date Published:	
Date of Last Review:	13/04/2021	Date Next Review:	01/12/2023
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/sites/default/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, September 2020,

Public Sector CSA Agreement 2019, <https://ww2.health.wa.gov.au/-/media/Files/Corporate/general-documents/Awards-and-agreements/Public-Service/Public-Sector-CSA-Agreement-2019.pdf>

11. Appendices

Appendix 1: Epidemiology Costing Model

Table 1: Epidemiology Costing Arrangement Fees

Appendix 1: Epidemiology Costing Model

The Epidemiology Branch has followed 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.

Direct Costs

To derive the direct costs for the service, the Epidemiology Branch use an estimated full cost of service for the previous financial year based on charged activity.

Direct costs include staffing costs and a percentage of goods and services costs used to deliver the service.

An average hourly rate of staff providing the service is obtained from the award rate for the previous financial year (including on-costs).

An activity estimate for the previous financial year is obtained from the charged service hours which is the time taken by an officer(s) to complete the request.

Staffing: Hourly staff rate (average award salary + 29.0% on-costs)

Activity estimate – based on previous financial year's charged service hours.

Indirect Costs

To obtain the indirect costs the Epidemiology Branch use the standard overhead charges of 10% applied to the total cost of the service.

Pricing

The final pricing (hourly rate) of the service is derived from the previous financial year total cost (direct + indirect costs) divided by the total charged hours for the previous financial year.

A charging schedule is provided in Table 1: *Epidemiology Costing Arrangement Fees* which uses the following formula:

$$\text{Price (hourly rate)} = \frac{\text{previous financial year total costs (direct + indirect)}}{\text{total previous financial year charged hours}}$$

- Using the above formula, the client will be charged at the rate of **\$264 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.

Table 1: Epidemiology Costing Arrangement Fees

Request Time (Hours)	Cost (exc GST)	GST	Total Cost (inc GST)
1	\$264	\$26	\$290
2	\$528	\$53	\$581
3	\$792	\$79	\$871
4	\$1,056	\$106	\$1,162
5	\$1,320	\$132	\$1,452
6	\$1,584	\$158	\$1,742
7	\$1,848	\$185	\$2,033
8	\$2,112	\$211	\$2,323
9	\$2,376	\$238	\$2,614
10	\$2,640	\$264	\$2,904
11	\$2,904	\$290	\$3,194
12	\$3,168	\$317	\$3,485
13	\$3,432	\$343	\$3,775
14	\$3,696	\$370	\$4,066
15	\$3,960	\$396	\$4,356
16	\$4,224	\$422	\$4,646
17	\$4,488	\$449	\$4,937
18	\$4,752	\$475	\$5,227
19	\$5,016	\$502	\$5,518
20	\$5,280	\$528	\$5,808
21	\$5,544	\$554	\$6,098
22	\$5,808	\$581	\$6,389
23	\$6,072	\$607	\$6,679
24	\$6,336	\$634	\$6,970
25	\$6,600	\$660	\$7,260
26	\$6,864	\$686	\$7,550
27	\$7,128	\$713	\$7,841
28	\$7,392	\$739	\$8,131
29	\$7,656	\$766	\$8,422
30	\$7,920	\$792	\$8,712
31	\$8,184	\$818	\$9,002
32	\$8,448	\$845	\$9,293
33	\$8,712	\$871	\$9,583
34	\$8,976	\$898	\$9,874
35	\$9,240	\$924	\$10,164
36	\$9,504	\$950	\$10,454
37	\$9,768	\$977	\$10,745
38	\$10,032	\$1,003	\$11,035
39	\$10,296	\$1,030	\$11,326
40	\$10,560	\$1,056	\$11,616
41	\$10,824	\$1,082	\$11,906
42	\$11,088	\$1,109	\$12,197
43	\$11,352	\$1,135	\$12,487
44	\$11,616	\$1,162	\$12,778
45	\$11,880	\$1,188	\$13,068
46	\$12,144	\$1,214	\$13,358
47	\$12,408	\$1,241	\$13,649
48	\$12,672	\$1,267	\$13,939
49	\$12,936	\$1,294	\$14,230
50	\$13,200	\$1,320	\$14,520

Epidemiology Costing Arrangement Fees (cont..)

Request Time (Hours)	Cost (exc GST)	GST	Total Cost (inc GST)
51	\$13,464	\$1,346	\$14,810
52	\$13,728	\$1,373	\$15,101
53	\$13,992	\$1,399	\$15,391
54	\$14,256	\$1,426	\$15,682
55	\$14,520	\$1,452	\$15,972
56	\$14,784	\$1,478	\$16,262
57	\$15,048	\$1,505	\$16,553
58	\$15,312	\$1,531	\$16,843
59	\$15,576	\$1,558	\$17,134
60	\$15,840	\$1,584	\$17,424
61	\$16,104	\$1,610	\$17,714
62	\$16,368	\$1,637	\$18,005
63	\$16,632	\$1,663	\$18,295
64	\$16,896	\$1,690	\$18,586
65	\$17,160	\$1,716	\$18,876
66	\$17,424	\$1,742	\$19,166
67	\$17,688	\$1,769	\$19,457
68	\$17,952	\$1,795	\$19,747
69	\$18,216	\$1,822	\$20,038
70	\$18,480	\$1,848	\$20,328
71	\$18,744	\$1,874	\$20,618
72	\$19,008	\$1,901	\$20,909
73	\$19,272	\$1,927	\$21,199
74	\$19,536	\$1,954	\$21,490
75	\$19,800	\$1,980	\$21,780
76	\$20,064	\$2,006	\$22,070
77	\$20,328	\$2,033	\$22,361
78	\$20,592	\$2,059	\$22,651
79	\$20,856	\$2,086	\$22,942
80	\$21,120	\$2,112	\$23,232
81	\$21,384	\$2,138	\$23,522
82	\$21,648	\$2,165	\$23,813
83	\$21,912	\$2,191	\$24,103
84	\$22,176	\$2,218	\$24,394
85	\$22,440	\$2,244	\$24,684
86	\$22,704	\$2,270	\$24,974
87	\$22,968	\$2,297	\$25,265
88	\$23,232	\$2,323	\$25,555
89	\$23,496	\$2,350	\$25,846
90	\$23,760	\$2,376	\$26,136
91	\$24,024	\$2,402	\$26,426
92	\$24,288	\$2,429	\$26,717
93	\$24,552	\$2,455	\$27,007
94	\$24,816	\$2,482	\$27,298
95	\$25,080	\$2,508	\$27,588
96	\$25,344	\$2,534	\$27,878
97	\$25,608	\$2,561	\$28,169
98	\$25,872	\$2,587	\$28,459
99	\$26,136	\$2,614	\$28,750
100	\$26,400	\$2,640	\$29,040

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