Metro North Establishment Business Rules

The Metro North Workforce and Establishment team within Human Resources has been working with business units to organise the Metro North establishment, in preparation for the roll out of the Integrated Workforce Management (IWFM) solutions. This document outlines the business rules to be followed to ensure the establishment remains correct to allow for the electronic workflow of HR forms.

Establishment changes

1. All establishment changes (using Position Maintenance Request (PMR) or Organisational Unit Maintenance Request (OUMR)) are required to go through the normal (business as usual) approval processes within the work area as per HR Delegations.
2. Once approved, the requests are to be forwarded to the Metro North Workforce and Establishment team for validation. Scan and email to MN_Establishment@health.qld.gov.au
3. The subject line in the emails is to contain the type of change being requested.
4. Workforce and Establishment will validate the request to ensure the establishment remains correct.
5. If there are any issues with the request, the Workforce and Establishment team will discuss with the requestor.
6. The Workforce and Establishment team will submit validated requests to payroll within one business day and notify the requestor.

Vacant positions

1. Any positions that have remained unfilled for a period of 12 months or longer are to be delimited (abolished). This includes temporary and research positions.
2. Exemptions may be granted in some circumstances (e.g. multi-disciplinary positions). Approval for any exemption is to be obtained from Manager Workforce and Establishment (MN_Establishment@health.qld.gov.au).
3. If a vacant position to be delimited has positions reporting to it, these positions are to be moved or delimited first.
4. To delimit a position, complete a PMR and submit via the process above in steps 1-6.
5. The Workforce and Establishment team will conduct quarterly audits to monitor unfilled positions and will prepare and process PMRs centrally for those that have not been actioned by the local work area.
6. Executive Directors, Hospital Finance Managers and Business Managers (in the absence of a HFM) will be notified of the positions and the date they will be delimited.