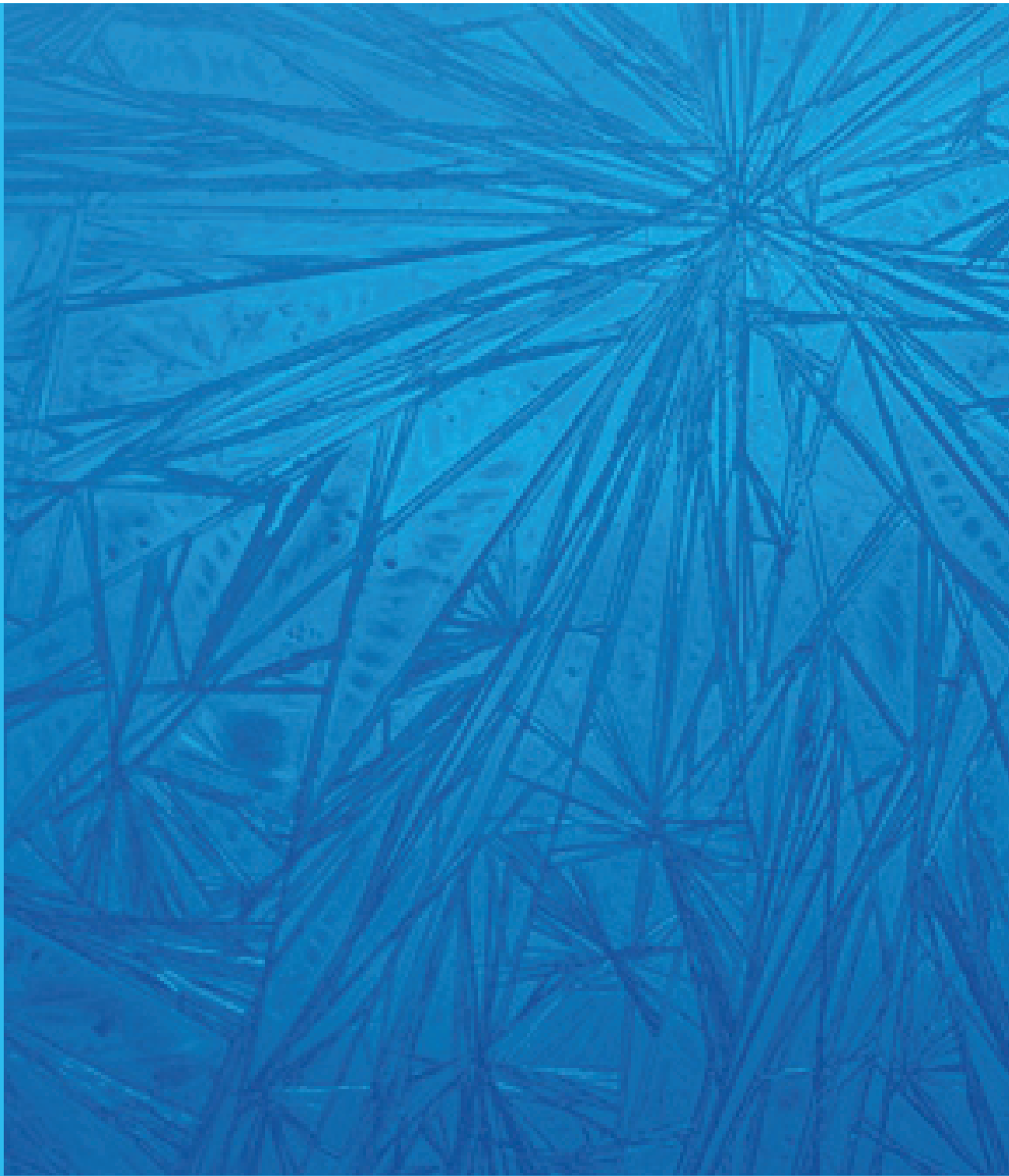




Commissioner for Public Administration
ACT Public Service Workforce Profile
2008–2009



Commissioner for Public Administration

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2008–2009

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Foreword

This is the fourth annual ACT Public Service Workforce Profile (the Workforce Profile). Along with the Commissioner's Annual Report, the Workforce Profile provides a comprehensive, quantitative picture of the ACT Public Service (ACTPS) as at 30 June 2009.

This report builds on the earlier Workforce Profiles and as such every publication serves to enhance data comparability. During 2008-09, there has been a focus on improving workforce data quality, as well as establishing and enhancing existing systems to capture whole-of-government workforce data more efficiently and effectively. This has resulted in improved reporting capability and analysis in this edition. Over the coming 12 months, these systems will be progressively refined to ensure greater data integrity, crucial to service-wide workforce planning.

The Workforce Profile provides both a snapshot of the Service as at the last pay date in the 2009 financial year (24 June 2009) and the financial year (July 2008 to June 2009). As aspects of this profile are based on a snapshot (a point in time), it is important to note that the report generally reflects the size and characteristics of public service employment at a prescribed date. Where the Workforce Profile provides detail over periods of time, these occurrences are referenced appropriately.

The attraction and retention of staff remained a priority throughout 2008-09 and was highlighted with the launch of the ACTPS Attraction and Retention Framework (the Framework) in September 2008. The main objectives of the Framework are to improve the capability of all ACT Public Service employees, to retain employees through professional development and targeted retention strategies, and to attract new employees.

The Framework supports a strong and highly skilled public service that is central to delivering quality services to the people of the ACT and supports the ACTPS by improving leadership skills and managerial capability.



Catherine Hudson
COMMISSIONER FOR PUBLIC ADMINISTRATION

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Introduction

About the 2008-09 ACT Public Service Workforce Profile

The 2008-09 ACT Public Service (ACTPS) Workforce Profile (the Workforce Profile) has been developed to assist the Government and ACTPS agencies to make informed decisions about the workforce now and into the future. It provides a snapshot of the ACTPS as at the last pay date in the 2008/09 financial year (referred to throughout the report as 'June 2009').

The Workforce Profile provides an analysis of the ACTPS workforce and builds on the foundations laid by previous Workforce Profiles. Data for the Workforce Profile is provided for all departments, entities and enterprises¹ against a number of employee and human resource related measures. Employee data is charted against demographics, employment patterns and arrangements, separations, remuneration and length of service.

The Workforce Profile also provides comparative generational analysis. For the purpose of this report, generational boundaries reflect the following:

Generation	Year span
Pre-Baby Boomers	Born prior to 1946
Baby Boomers	Born 1946 to 1964 inclusive
Generation X	Born 1965 to 1979 inclusive
Generation Y	Born from 1980 and onwards

The ACT Government released the *ACT Skills Future Progress Report*² during 2008-09. This Report outlines the significant progress that has been made on a range of initiatives across the ACTPS aimed at addressing skills shortages and emerging skill needs in accordance with the Council of Australian Government's national skills and workforce development reform agenda and the Federal Government's *Nation Building and Jobs Plan*.

Along with the ACT Skills Future strategies, the ACTPS has continued to address the challenges the Service faces in attracting, and particularly retaining, staff under the strengthening and building public service capacity budget initiative. It remains a priority for the ACTPS to invest in its people and to develop a productive and skilled workforce.

¹ For continuity purposes, General Government Sector (Departments); Other Entities; and Public Trading Enterprises, are referred to generically as 'agencies' throughout this report.

² ACT Skills Future Progress Report, ACT Skills Commission <http://www.cmd.act.gov.au>

About the 2008-09 Data

Data in the Workforce Profile has been derived from the Chris21 Human Resource Management System which encompasses 88.5 per cent of the ACTPS. Information was also gathered from agencies using separate human resource/payroll systems (2,318 employees or 11.5 per cent of employees) including:

- Calvary Public Hospital;
- CIT Solutions;
- Cultural Facilities Corporation;
- Exhibition Park in Canberra;
- Legal Aid Commission (ACT) - an independent statutory corporation
- Legislative Assembly Secretariat; and
- TAMS ACTION Buses.

The 2008-09 Workforce Profile excludes Territory Owned Corporations (such as ACTEW Corporation Limited, ACTTAB Limited and Rhodium Asset Solutions Limited).

The figures presented in the Workforce Profile, unless otherwise indicated, reflect 'paid headcount' - defined as the number of employees that have received payment at a given point in time (24 June 2009).

Information referencing other jurisdictions or based on the greater ACT population has been annotated in the footnotes throughout the document.

Due to machinery of government changes, comparison of some agencies between 2005-06, 2006-07 and 2008-09 may not give an accurate representation of actual fluctuations within each agency.

Limitations of the Data

Workforce Profile Data may be affected by:

- invalid data (e.g. nil response received for diversity information status);
- data definitions (work continues to develop consistent data definitions, but with a number of different payroll systems involved in the analysis, some minor variations may exist);
- omissions; and
- progression (where possible comparisons have been drawn with previous Workforce Profiles or State of the Service Reports. However due to updates in data, definitions and methods of extraction, comparison has not been possible in some cases).

Variations may exist between data in the Workforce Profile and that published by individual agencies due to differences in data sources, data definitions, and/or retrospective updating of an individual record.

Executive Summary

The key facts, such as the number of employees, gender breakdown, employment status, age, equity and diversity groups and length of service, are presented in Table 1. These facts provide an overview of the ACTPS at June 2009, as well as a comparison to June 2008.

Table 1: Key facts about the ACTPS workforce

As at June 2009				
Agency	Employees June 2008		Employees June 2009	
ACT Health	5,015		5,368	
ACT Planning and Land Authority (ACTPLA)	277		290	
Auditor-General's Office (AG)	37		35	
Calvary Public Hospital (CPH)	998		1,087	
Canberra Institute of Technology (CIT)	994		1,106	
Chief Minister's Department (CMD) ³	185		216	
CIT Solutions	94		119	
Cultural Facilities Corporation (CFC)	133		133	
Department of Education and Training (DET)	5,298		5,488	
Department of the Environment, Climate Change, Energy and Water (DECCEW)	0		96	
Department of Treasury (DT) ⁴	1,049		205	
Disability, Housing and Community Services (DHCS)	1,133		1,158	
Exhibition Park In Canberra (EPIC)	10		14	
Gambling and Racing Commission (G&RC)	31		31	
Justice and Community Safety (JACS)	1,443		1,571	
Land Development Agency (LDA)	74		86	
Legal Aid Commission ACT (LAC)	56		60	
Legislative Assembly Secretariat (LAS)	41		48	
Territory and Municipal Services (TAMS) ⁴	1,230		2,143	
Territory and Municipal Services – ACTION Buses	797		857	
Total	18,895		20,111	
Gender				
Female	12,463	66%	13,212	66%
Male	6,432	34%	6,899	34%
Total	18,895		20,111	
Employment Status				
Permanent	14,242	75%	15,320	76%
Temporary	2,578	14%	2,677	13%
Casual	2,075	11%	2,114	11%
Total	18,895		20,111	
Age of Employees				
Average age in years	42.7		43.2	
Proportion of staff 45 years or more	47%		47%	
Proportion of staff under 30 years	17%		17%	
Aboriginal and Torres Strait Islander Employment	143		175	
Culturally and Linguistically Diverse Employment	2,133		2,363	
Employment of People with a Disability	274		304	
Length of Service				
Average length of service	7.4 years		7.6 years	

³ In this report the Chief Minister's Department includes 12 members of the Long Service Leave Board. Attachment A provides a further headcount breakdown by each agency.

⁴ As a result of machinery of government changes during 2008-09, Shared Services was transferred from the Department of Treasury to the Department of Territory and Municipal Services.

Size

The size of the ACTPS can be determined by using either employee headcount or full-time equivalent (FTE). Please see glossary for definitions of Headcount and FTE. Throughout this section, size is represented by agency split, headcount, FTEs and employment category.

Headcount

Table 2 provides the headcount of employees in each agency as a number and percentage of the ACTPS workforce at June 2009.

Table 2: Headcount data for ACTPS employees

Agency	Employees	% of ACTPS
ACT Health	5,368	26.7%
ACT Planning and Land Authority (ACTPLA)	290	1.4%
Auditor-General's Office (AG)	35	0.2%
Calvary Public Hospital (CPH)	1,087	5.4%
Canberra Institute of Technology (CIT)	1,106	5.5%
Chief Minister's Department (CMD) ⁵	216	1.1%
CIT Solutions	119	0.6%
Cultural Facilities Corporation (CFC)	133	0.7%
Department of Education and Training (DET)	5,488	27.3%
Department of the Environment, Climate Change, Energy and Water (DECCEW)	96	0.5%
Department of Treasury (DT)	205	1.0%
Disability, Housing and Community Services (DHCS)	1,158	5.8%
Exhibition Park in Canberra (EPIC)	14	0.1%
Gambling and Racing Commission (G&RC)	31	0.2%
Justice and Community Safety (JACS)	1,571	7.8%
Land Development Agency (LDA)	86	0.4%
Legal Aid Commission (ACT) (LAC)	60	0.3%
Legislative Assembly Secretariat (LAS)	48	0.2%
Territory and Municipal Services (TAMS)	2,143	10.7%
Territory and Municipal Services – ACTION Buses	857	4.3%
Total	20,111	100.0%

A further breakdown of headcount by each agency is included in Attachment A and by classification at Attachment B.

At June 2009 there were 20,111 staff in the ACTPS (up by six per cent or 1,216 employees from 18,895 in June 2008).

The increases were a result of the Government's commitment to frontline service delivery. In detail, this has seen changes in the following agencies:

- ACT Health (353): an increase across a number of classification groups and divisions, predominately health related classifications;
- Department of Education and Training (190): new positions to support the Quality Teaching program, early childhood schools, achievement centres, Connect10 program, Indigenous education and school improvement and increased staffing due to the Building the Education Revolution initiative;
- Justice and Community Safety (128): an increase in ambulance personnel and employees for the Alexander Maconochie Centre;

⁵ In this report the Chief Minister's Department includes 12 members of the Long Service Leave Board. Attachment A provides a further headcount breakdown by each agency.

- Canberra Institute of Technology (112): additional teachers driven by increased activity;
- Calvary Public Hospital (89): additional nursing staff, including an intake of graduate nurses;
- ACTION (60): the recruitment of additional bus drivers within ACTION for the new Network08 which commenced operations; and
- Some increases within small agencies related to specific programs and tasks including Stimulus Taskforce activity.

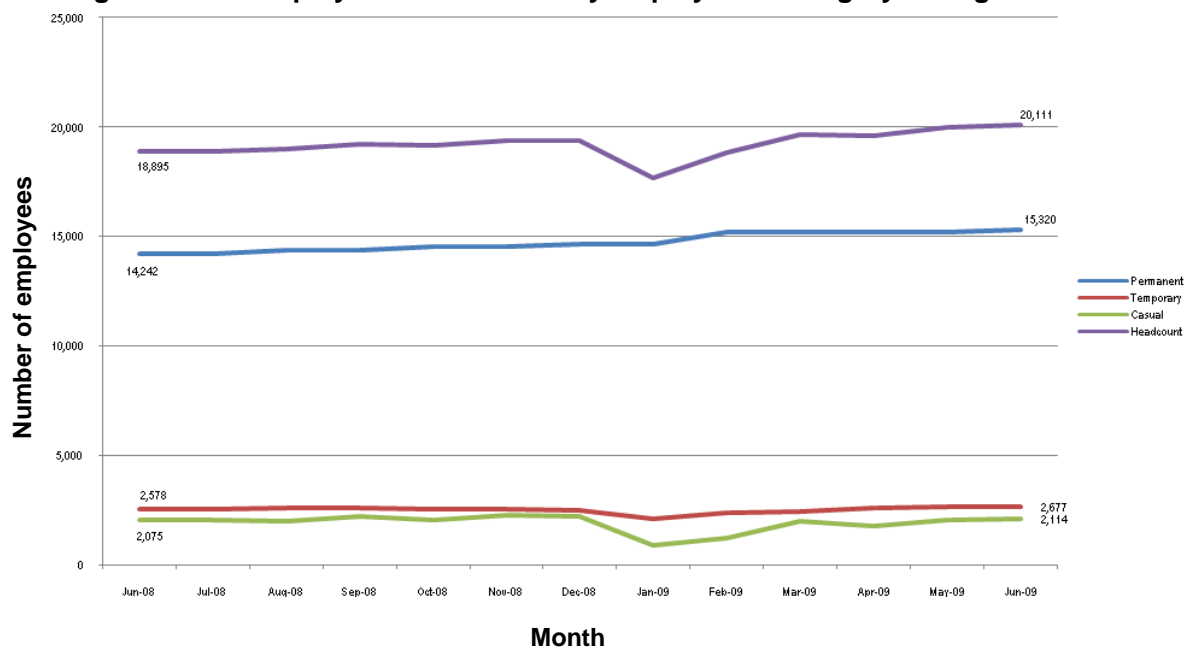
The largest agencies for 2008-09 were the Department of Education and Training (5,488 or 27.3%) and ACT Health (5,368 or 26.7%). Consequently, employee numbers for teachers, health professionals and nurses were higher in the breakdown of employees by classification.

The smallest agencies continue to be Exhibition Park in Canberra (14 or 0.1%), the Gambling and Racing Commission (31 or 0.2%) and the Auditor-General's Office (35 or 0.2%).

Machinery of Government changes during 2008-09 with the greatest impact on the composition of the ACTPS workforce, were the creation of the Department of the Environment, Climate Change, Energy and Water and the transfer of Shared Services to Territory and Municipal Services.

Figure 1 is a graphical representation of the fluctuations in the ACTPS workforce by employment category during 2008-09.

Figure 1: Employment fluctuation by employment category during 2008-09



A drop in employment numbers (due to a seasonal decline in employment at the beginning of 2009) is shown in Figure 1. Casual and temporary employment numbers are susceptible to fluctuations as a result of seasonal employment changes (eg casual teachers at the Department of Education and Training and the Canberra Institute of Technology).

Full-Time Equivalent (FTE)

Full-time Equivalent (FTE)⁶ reporting presents staffing numbers by the number of hours worked by an employee. For example, staff that work the standard full-time hours would attract an FTE of 1.0 and staff who work half the standard full-time hours would attract an FTE of 0.5. This reporting differs from headcount reporting where all staff members, regardless of the hours they work, are counted as 1.0 employee.

Table 3 presents FTE data for the ACTPS workforce by agency and employment type as at June 2009.

Table 3: FTEs by agency and employment status

Agency	Permanent	Temporary	Casual	TOTAL FTE
ACT Health	3,708.76	835.49	139.92	4,684.18
ACT Planning and Land Authority (ACTPLA)	242.02	34.18	0.73	276.93
Auditor-General's Office (AG)	26.46	5.60	0	32.06
Calvary Public Hospital (CPH)	667.10	96.31	60.85	824.25
Canberra Institute of Technology (CIT)	487.52	161.79	161.12	810.43
Chief Minister's Department (CMD) ⁷	170.03	36.95	0	206.98
CIT Solutions	56.25	1.00	25.25	82.50
Cultural Facilities Corporation (CFC)	45.28	7.79	31.52	84.59
Department of Education and Training (DET)	3,639.22	563.34	371.59	4,574.15
Department of the Environment, Climate Change, Energy and Water (DECCEW)	66.83	24.44	0	91.27
Department of Treasury (DT)	171.65	27.74	0	199.39
Disability, Housing and Community Services (DHCS)	922.49	117.64	30.15	1,070.28
Exhibition Park In Canberra (EPIC)	8.70	1.00	0.90	10.60
Gambling and Racing Commission (G&RC)	26.40	3.00	0	29.40
Justice and Community Safety (JACS)	1,324.89	177.52	5.40	1,507.81
Land Development Agency (LDA)	75.50	6.99	0	82.49
Legal Aid Commission (LAC)	41.47	11.39	0	52.86
Legislative Assembly Secretariat (LAS)	29.95	4.30	2.45	36.70
Territory and Municipal Services (TAMS)	1,766.64	266.09	17.07	2,049.80
Territory and Municipal Services - ACTION Buses	678.20	30.55	46.00	754.75
Total	14,155.36	2,413.10	892.95	17,461.42

At June 2009 there were 17,461.42 FTE employees in the ACTPS (up 1,303.12 FTE from 16,158.3 FTE in June 2008).

⁶ Variations may exist between FTE data in the Workforce Profile and that published by individual agencies due to differences in data sources, data definitions, and retrospective updating of an individual record.

⁷ In this report the Chief Minister's Department includes 12 members of the Long Service Leave Board. Attachment A provides a further headcount breakdown by each agency.

Executive (or Equivalent) Employment

As at June 2009, there were 172 executives (including chief executives), down from 175 in 2007-08, representing less than one per cent of the ACTPS workforce.

Executives are employed under the *Public Sector Management Act 1994*. As the executive cohort consists of a small sample size, some variation between reporting periods is expected.

Female executives have steadily increased since 2000-01 from 34 per cent to 40 per cent in 2008-09. Unlike 2007-08, male executives had a higher average length of service in the ACTPS at 11.4 years (up from 9.6 in 2007-08) compared to female executives at 10.9 years (up from 10.0 in 2007-08).

The total average remuneration for male executives was higher than females by \$5,482 in 2008-09. At June 2009, male executives received an average salary of \$160,286 (up \$6,028 from 2007-08) and female executives received an average salary of \$154,804 (up \$2,843 from 2007-08).

At June 2009, there were 18 statutory office holders. A detailed list of statutory office holders can be found in the Glossary and Explanatory Statements. The total average remuneration for male statutory office holders was \$188,697 and for female statutory office holders was \$174,410.

Employment Type

Employment type refers to how a staff member is employed in the ACTPS on either a permanent, temporary or casual basis. Permanent and temporary employees can also be employed on a full-time or part-time basis.

Table 4 provides the number of staff employed by employment type, as well as the percentage of each gender across the whole workforce at June 2009.

Table 4: Number of employees against employment type by gender and as a percentage

Employment Type	Female	Male	TOTAL	% of Female	% of Male
Permanent Full-time	6,892	4,774	11,666	59%	41%
Permanent Part-time	3,154	500	3,654	86%	14%
Temporary Full-time	1,141	839	1,980	58%	42%
Temporary Part-time	545	152	697	78%	22%
Casual	1,480	634	2,114	70%	30%
TOTAL	13,212	6,899	20,111	66%	34%

Table 5 indicates the number of staff by employment mode, as well as by gender.

Table 5: Number of employees against employment mode by gender

Employment Mode	Female	Male	TOTAL
Full-time	8,033	5,613	13,646
Part-time	3,699	652	4,351
Casual	1,480	634	2,114

Overall, at June 2009, the ACTPS workforce consisted of 15,320 permanent (up 1,077 from 2007-08), 2,677 temporary (up 95 from 2007-08) and 2,114 casual (up 44 from 2007-08) employees.

The total number of full-time employees (excluding casuals) was 13,646 (up 802 from 12,844 in 2007-08) and the total number of part-time employees (excluding casuals) was 4,351 (up 370 from 3,981 in 2007-08). Females continue to represent a high proportion of part-time employment at 3,699 (up 318 from 2007-08), compared with men at 652 (up from 600 in 2007-08).

The largest groups of permanent employees were fire fighters (100 per cent), ambulance officers (99 per cent) and school leaders (99 per cent). The largest groups of temporary employees were trainees/apprentices (86 per cent) and medical officers (62 per cent).

Disability officers and nursing staff had the highest number of permanent part-time employees at 52 per cent and 46 per cent respectively. Agencies with the highest rates of casual employees were the Department of Education and Training at

43 per cent, Canberra Institute of Technology at 19 per cent and ACT Health at 14 per cent of the ACTPS casual workforce. These rates of casual employment are reflective of the needs of the teaching and health professional sectors.

Table 6 below outlines the number of the employees against each employment type by generation at June 2009.

Table 6: Employment type by generation

Employment type	Pre-Baby Boomers	Baby Boomers	Generation X	Generation Y
Permanent Full-time	240	5,562	4,049	1,815
Permanent Part-time	115	1,836	1,453	250
Temporary Full-time	24	490	721	745
Temporary Part-time	29	272	276	120
Casual	190	920	646	358
TOTAL	598	9,080	7,145	3,288

Baby Boomers (born 1946 to 1964) and Generation X (born 1965 to 1979) had the highest proportion of both permanent full-time employment (9,611 or 47% of the total ACTPS workforce) and permanent part-time employment (3,289 or 16% of the total ACTPS workforce).

There was a relatively low number of Pre-Baby Boomers working full-time (264 or 44% of cohort) and a relatively high number working casually (190 or 31% of cohort), indicating that flexible employment arrangements suit mature-age employees.

Age Profile

The age profile of the workforce is an important element of workforce planning. This section looks at the average age by agency, classification and generation cohort.

Table 7 presents the total average age by agency and gender at June 2009.

Table 7: Average age in years by agency and gender

Agency	Female	Male	Total Average
ACT Health	42.5	42.0	42.4
ACT Planning and Land Authority	38.1	45.3	41.6
Auditor-General's Office	36.9	42.3	40.1
Calvary Public Hospital	43.7	39.6	42.9
Canberra Institute of Technology	45.5	46.8	46.0
Chief Minister's Department	40.9	45.7	42.7
CIT Solutions	44.3	46.1	44.8
Cultural Facilities Corporation	40.6	39.9	40.3
Department of Education and Training	44.4	43.6	44.2
Department of the Environment, Climate Change, Energy and Water	41.3	43.5	42.3
Department of Treasury	36.7	41.7	38.7
Disability, Housing and Community Services	41.9	42.8	42.2
Exhibition Park In Canberra	41.4	40.8	41.0
Gambling and Racing Commission	38.5	42.0	40.2
Justice and Community Safety	39.8	42.6	41.5
Land Development Agency	40.9	47.2	44.0
Legal Aid Commission (ACT)	37.3	42.2	39.2
Legislative Assembly Secretariat	47.3	55.2	50.4
Territory and Municipal Services	41.6	42.5	42.1
Territory and Municipal Services - ACTION Buses	44.8	48.6	48.2
Service-wide Average	43.0	43.6	43.2

The Service-wide average age of ACTPS employees at June 2009 was 43.2 (up from 42.7 at June 2008). The average age for females was 43.0 (up from 42.6 at June 2008) and 43.6 for men (up from 42.9 at June 2008).

The modal age⁸ across the Service at June 2009 for men was 53 (up from 51 at June 2008), while for females it was 50 (up from 48 at June 2008).

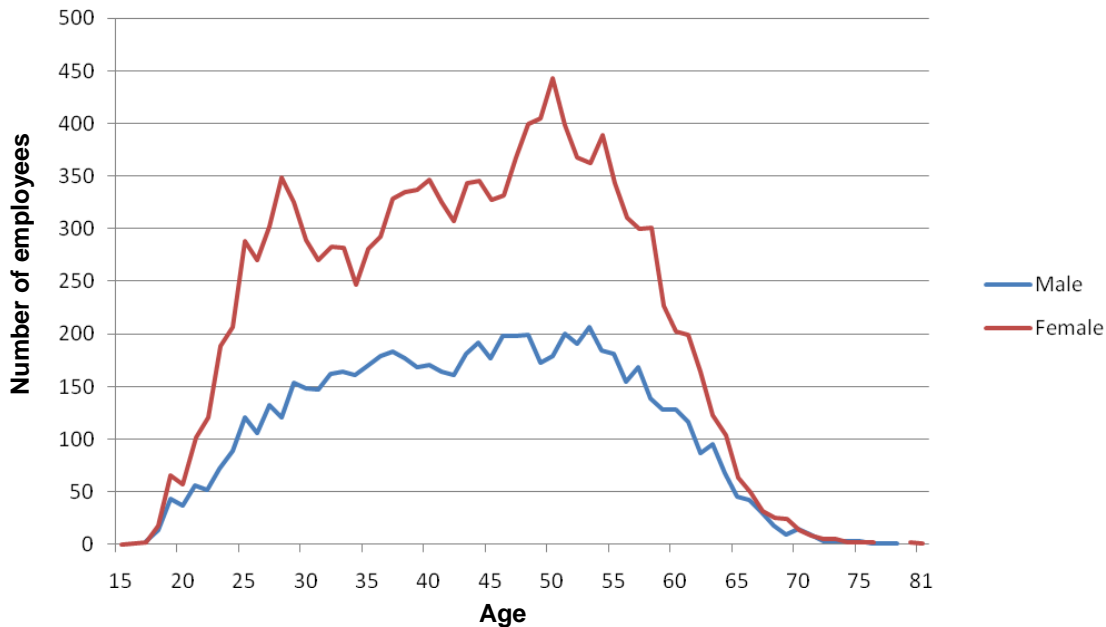
Nine classification groups had an average age higher than the Service-wide average of 43.2:

- bus operators (48.4 years);
- linen production and maintenance (46.7 years);
- school leaders (46.3 years);
- senior officers (45.6 years);
- general service officers and equivalent (45.3 years);
- nursing staff (43.9 years);
- disability officers (43.9 years);
- teachers (43.9 years); and
- technical officers (43.4 years).

⁸ The mode is the most frequently occurring value.

Figure 2 shows the age distribution of male and female employees at June 2009.

Figure 2: Number of employees by age and gender



The distribution of employees in Figure 2 is relatively consistent with previous years as highlighted by Figure 3 below which provides an age profile comparison for 2007-08 and 2008-09.

Figure 3: Age by gender comparison between 2007-08 and 2008-09

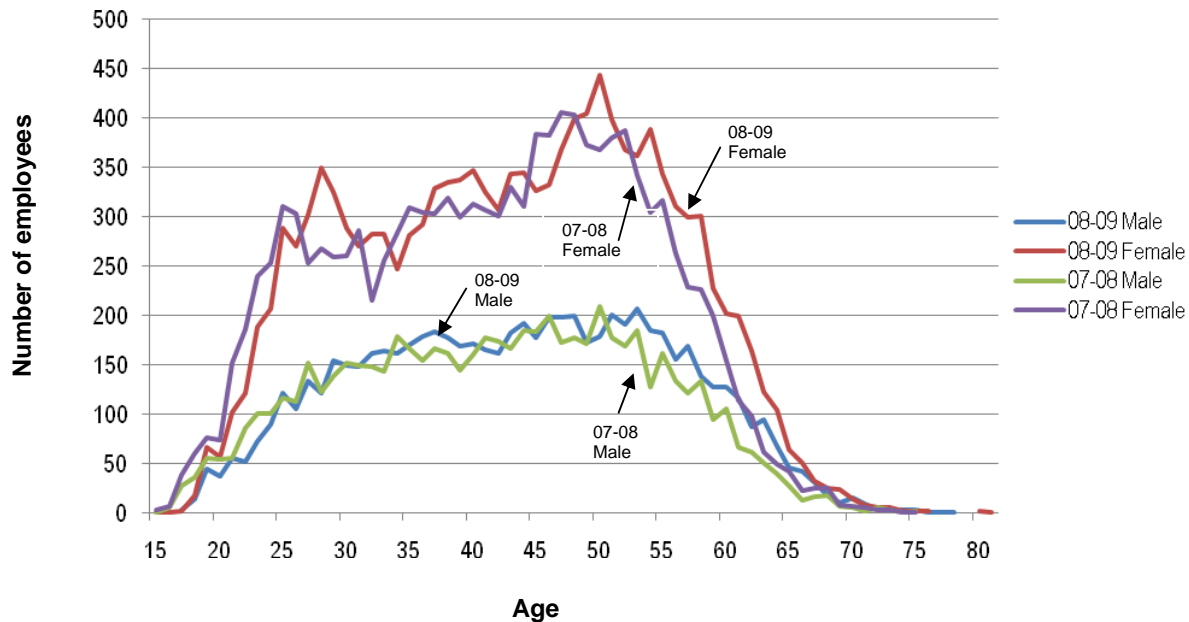
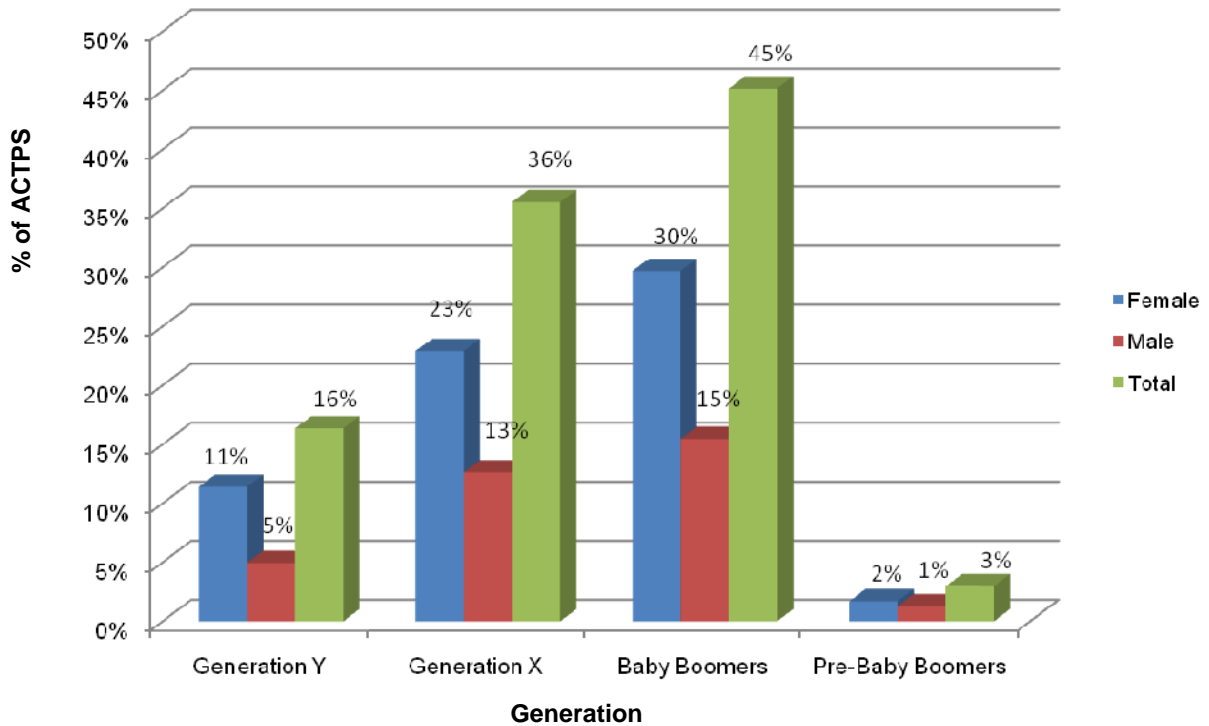


Figure 3 indicates a slight shift to the right in 2008-09 compared to 2007-08 for both males and females, indicating an ageing workforce. There was a rise in female employment in 2008-09 at approximately 28 years of age with a significant drop between 32 and 35. This was followed by a gradual increase in employment to age 50, which was probably reflective of women of child-bearing age leaving and then re-entering the workforce.

Figure 4 provides a further breakdown of the workforce by generation and gender.

Figure 4: ACTPS by generation and gender as a percentage



The key observation from Figure 4 is that Baby Boomers account for 45 per cent of the ACTPS. This represents little change from 2007-08.

Length of Service

Length of service (also known as tenure) can provide valuable information in terms of ascertaining levels of retention within an agency and across the ACTPS workforce.

Table 8 shows the average length of service of staff across the ACTPS by agency and gender at June 2009.

Table 8: Average length of service in years in the ACTPS

Agency	Female	Male	Total Average
ACT Health	7.3	6.3	7.1
ACT Planning and Land Authority (ACTPLA)	7.9	9.3	8.6
Auditor-General's Office (AG's)	4.6	6.5	5.7
Calvary Public Hospital (CPH)	6.3	4.3	5.9
Canberra Institute of Technology (CIT)	6.2	6.9	6.5
CIT Solutions	3.8	2.9	3.5
Chief Minister's Department (CMD) ⁹	6.4	8.4	7.1
Cultural Facilities Corporation (CFC)	4.9	6.1	5.4
Department of Education and Training (DET)	8.2	8.5	8.2
Department of the Environment, Climate Change, Energy and Water (DECCEW)	5.2	8.2	6.5
Department of Treasury (DT)	7.0	8.9	7.8
Disability, Housing and Community Services (DHCS)	6.5	6.6	6.5
Exhibition Park In Canberra (EPIC)	6.2	6.1	6.2
Gambling and Racing Commission (G&RC)	5.8	9.4	7.6
Justice and Community Safety (JACS)	6.6	9.4	8.3
Land Development Agency (LDA)	6.1	9.4	7.7
Legal Aid Commission (ACT) (LAC)	5.5	4.9	5.3
Legislative Assembly Secretariat (LAS)	4.7	11.2	7.3
Territory and Municipal Services (TAMS)	7.5	8.4	8.0
Territory and Municipal Services – ACTION Buses	6.9	11.1	10.7
Service-wide average	7.3	8.1	7.6

The total average length of service across the ACTPS was 7.6 years (up from 7.4 years in 2007-08). The median length of service for ACTPS employees in June 2009 was approximately five years (which was the same as 2007-08 and 2006-07) compared with the Australian Public Service (APS) which recorded a median length of service of eight years at June 2009¹⁰.

The ACTPS is a relatively new service which originally brought together people from a number of different backgrounds and, as such, limitations exist for employee data prior to 1994. Average length of service by agency is an estimate based on the best historical information available on employee commencements in the ACTPS.

⁹ In this report the Chief Minister's Department includes 12 members of the Long Service Leave Board. Attachment A provides a further headcount breakdown by each agency.

¹⁰ State of the Service Report 2008-09, p.10, Australian Government, Australian Public Service Commission.

Note: Some Non-Chris21 agencies have provided data around length of tenure within their agency only.

Figure 5 outlines the average length of service by agency and gender at June 2009.

Figure 5: Average length of service by agency and gender

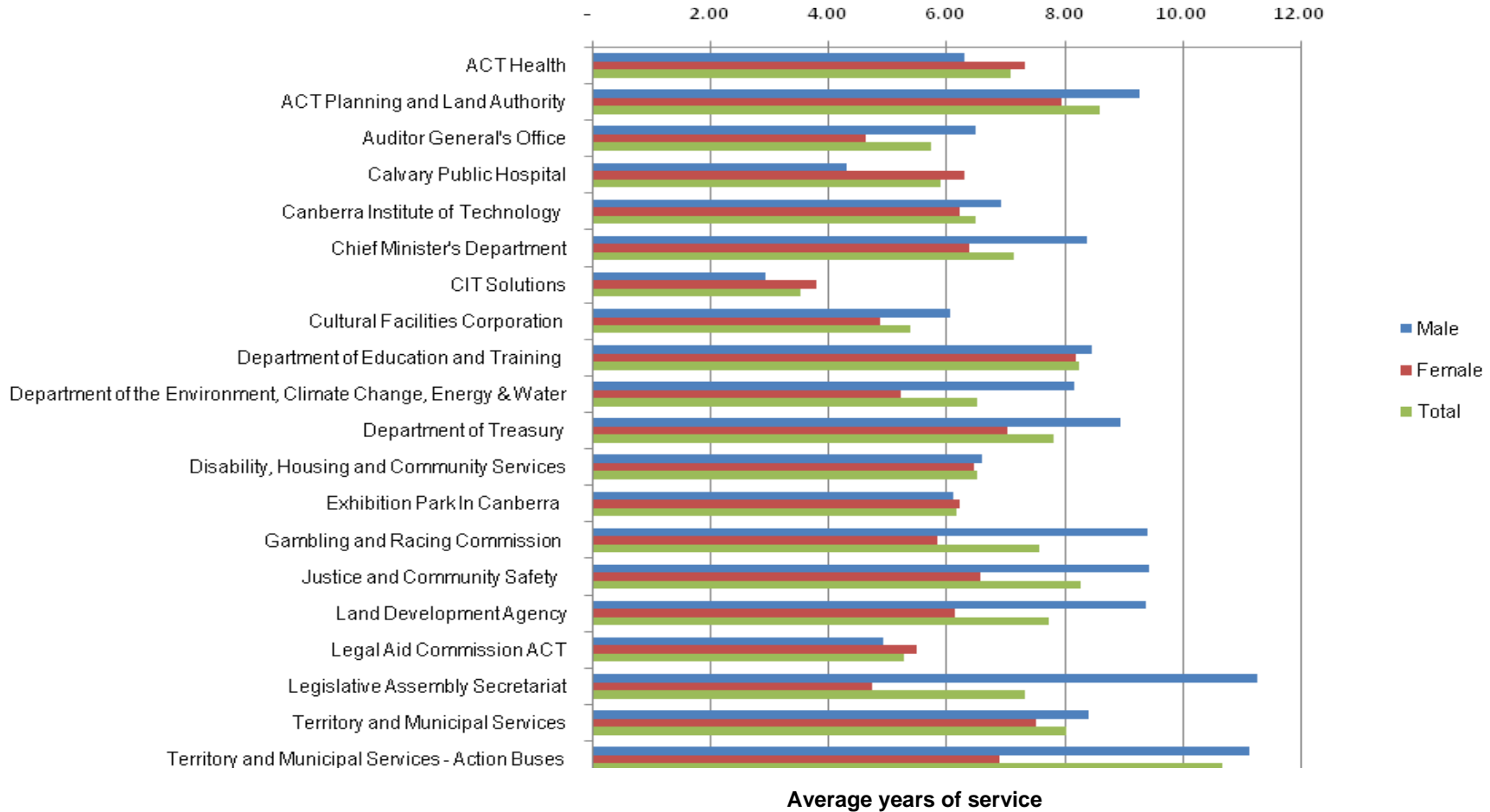
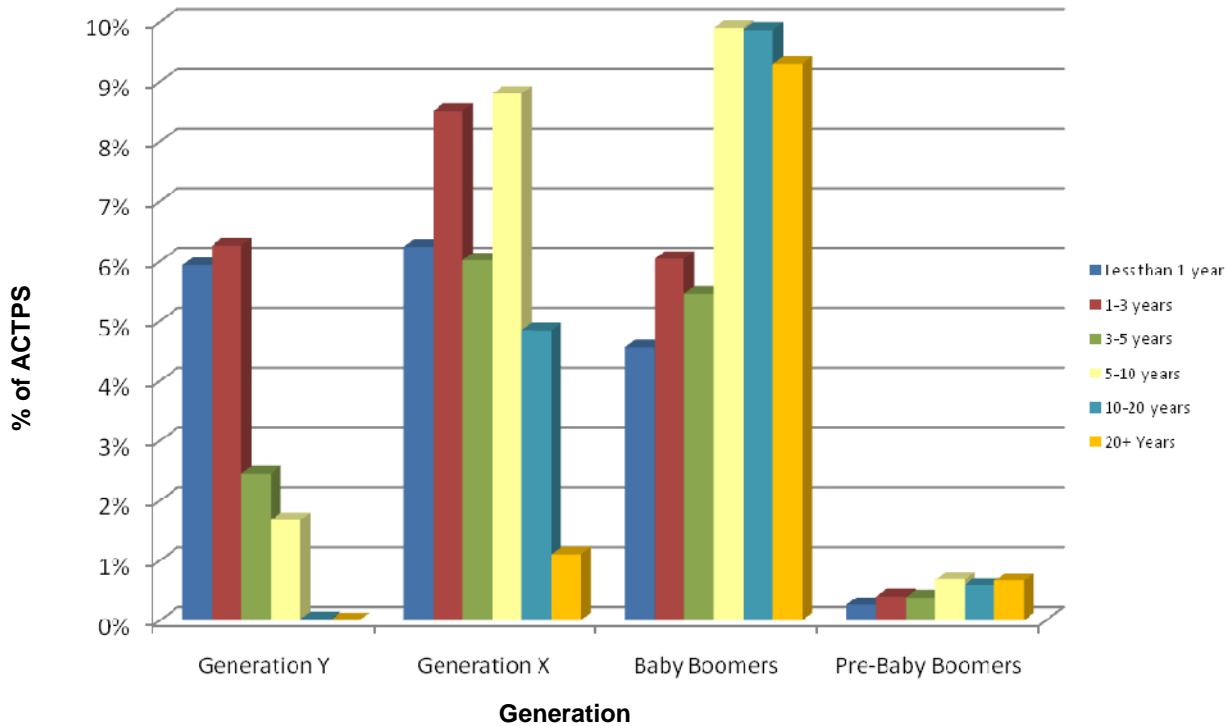


Figure 6 shows the length of service against each generation as a percentage at June 2009.

Figure 6: Length of service by generation as a percentage



The median length of service for the ACTPS was 3-5 years. The number of employees in Generation Y and Generation X with 1-3 years service increased by 1.5 and 1.3 per cent respectively compared to 2007-08. At June 2009, Generation Y had 1,259 employees (up 354 from 905 employees in 2007-08) with 1-3 years service, while Generation X had 1,713 employees (up 343 from 1370 in 2007-08) with 1-3 years service.

The occupational cohorts that had the highest number of employees with tenure of 20 years and over include:

- fire fighters (39 per cent);
- school leaders (31 per cent); and
- bus operators (20 per cent).

The cohorts that had the highest number of employees with 10-20 years service are:

- teachers-school leaders (34 per cent);
- ambulance officers (24 per cent); and
- disability officers (23 per cent).

Separation Rates

Employee separation refers to the rate at which an employer loses staff from the organisation or service.

Separation rates used in this Profile refer to permanent employee separations only and exclude temporary and casual employee separations. Separation data in the Workforce Profile is currently only available for agencies on the Chris21 system.

Due to the fluid nature of casual employment and work arrangements, casual separations were not included in the separation rates. Utilising casual figures may distort the separation rates and make analysis difficult.

It should also be noted, that separation rates are susceptible to fluctuations throughout the year at both the agency and the Service-wide level, due to seasonal employment changes (eg teachers at the Department of Education and Training and the Canberra Institute of Technology).

Table 9 shows the permanent employee separation rate for 2008-09.

Table 9: Permanent separation rates in the ACTPS

Agency	Separation Rate (permanent) 2008-09
ACT Health	7.2%
ACT Planning and Land Authority (ACTPLA)	11.0%
Auditor-General's Office (AG)	16.6%
Canberra Institute of Technology (CIT)	4.4%
Chief Minister's Department (CMD)	7.6%
Department of Education and Training (DET)	5.0%
Department of the Environment, Climate Change, Energy and Water (DECCEW)	1.1%
Department of Treasury (DT)	13.5%
Disability, Housing and Community Services (DHCS)	7.0%
Gambling and Racing Commission (G&RC)	12.7%
Justice and Community Safety (JACS)	7.4%
Land Development Agency (LDA)	3.9%
Territory and Municipal Services (TAMS)	4.8%
Employee separation rate	6.2%

Separation rate (permanent)

The Chris21 permanent employee separation rate for the full 2008-09 financial year was 6.2 per cent. This separation rate has reduced by approximately half in comparison to 2007-08, which most likely reflects changes in the broader economy.

The separation rate was highest in the Auditor-General's Office and reflects the ongoing strong market for qualified and experienced auditing and accounting personnel.

Table 10 represents the separations rates by job classification at June 2009.

Table 10: Separation rates by classification

Classification	Separation Rate (permanent) 2008-09
Administrative Officers	6.4%
Ambulance Officers	7.9%
Correctional Officers	8.0%
Dentists/Dental Officers	5.3%
Disability Officers	7.5%
Fire Brigade Officers	0.9%
General Service Officers and Equivalent	5.9%
Graduate Administrative Officers	12.6%
Health Professional Officers	7.9%
Information Technology Officers	7.7%
Legal Officers	19.5%
Medical Officers	1.0%
Nursing Staff	8.9%
Linen Production and Maintenance Officers	4.2%
Professional Officers	5.7%
Rangers	10.8%
School Leaders	4.3%
Senior Officers	6.8%
Teachers	5.0%
Technical Officers	6.5%

The highest separation rate was amongst legal officers, graduate administrative officers and rangers.

Remuneration

Remuneration is another useful indicator for reviewing the employment characteristics and trends of the ACTPS workforce. This section reviews employee remuneration data by gender, generational cohort, length of service and employment type as at June 2009.

Table 11 overviews key remuneration statistics across the Service and includes all employment types (permanent, temporary and casual employees) and uses headcount in the calculation.

Table 11: Key remuneration statistics¹¹

Length of Service	Female	Male	Total Average
Less than 1 Year	\$49,839	\$59,828	\$53,292
1-3 Years	\$53,435	\$61,253	\$56,117
3-5 Years	\$54,331	\$65,717	\$58,049
5-10 Years	\$61,082	\$71,097	\$64,214
10-20 Years	\$63,945	\$72,332	\$66,656
20+ Years	\$69,145	\$76,078	\$72,075
Average	\$57,786	\$67,145	\$60,972
Generation			
Pre-Baby Boomers	\$46,315	\$62,279	\$53,138
Baby Boomers	\$60,176	\$71,654	\$64,054
Generation X	\$58,302	\$69,050	\$62,107
Generation Y	\$52,283	\$49,890	\$51,559

The average annual salary for the ACTPS in 2008-09 was \$60,972 (up \$1,070 from \$59,902 in 2007-08).

The following two tables outline remuneration statistics by full-time and part-time employment type. Unlike table 11, this data excludes casual employee records. This is an alternative way of presenting remuneration data and more accurately reflects full-time or part-time employee remuneration by excluding casual employment.

¹¹ In this section, remuneration (also known as annual salary) represents the annual salary as recorded in each individual employee's record. It does not include allowances and other pay components. In the majority of cases, it represents the salary assigned to the classification of the employee. It should be noted that the calculation of remuneration statistics in this section does not include executive remuneration.

Table 12 below provides remuneration statistics by full-time employment status with headcount used for the calculation.

Table 12: Key remuneration statistics by full-time employment status

Length of Service	Female	Male	Total Average
Less than 1 Year	\$59,982	\$63,295	\$61,121
1-3 Years	\$62,820	\$66,738	\$64,289
3-5 Years	\$67,087	\$71,948	\$68,745
5-10 Years	\$71,158	\$76,519	\$73,156
10-20 Years	\$73,153	\$78,567	\$75,194
20+ Years	\$76,354	\$79,736	\$77,609
Average Remuneration	\$68,110	\$72,720	\$69,792
Generation			
Pre-Baby Boomers	\$74,036	\$69,705	\$72,475
Baby Boomers	\$72,326	\$77,304	\$74,170
Generation X	\$69,353	\$74,413	\$71,244
Generation Y	\$56,132	\$57,943	\$56,742

The average full-time salary among staff employed in agencies was \$69,792.

Table 13 below provides remuneration statistics by part-time employment status. The table also includes the average FTE by gender, length of service and generation type. For example (see row 1) females with less than 1 year service received on average a salary of \$55,130 and worked an average of 0.65 (FTE) of the standard full-time hours¹².

Table 13: Key remuneration statistics by part-time employment status

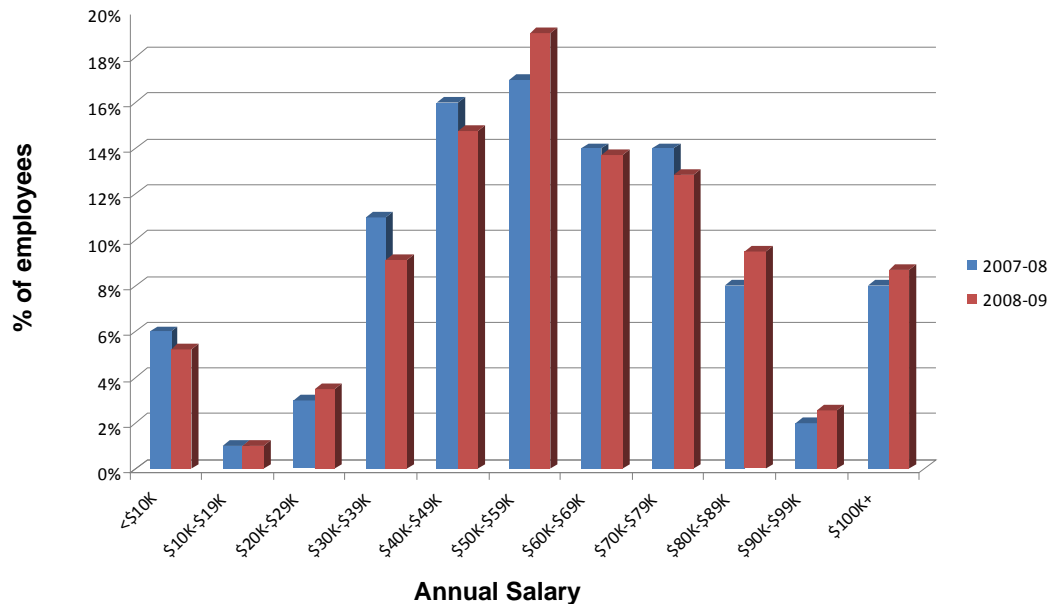
Length of Service	Female	Female average FTE	Male	Male average FTE	Total Average
Less than 1 Year	\$55,130	0.65	\$58,519	0.66	\$56,124
1-3 Years	\$56,333	0.70	\$54,599	0.71	\$55,758
3-5 Years	\$60,346	0.68	\$55,170	0.74	\$58,369
5-10 Years	\$64,201	0.69	\$65,480	0.70	\$64,586
10-20 Years	\$64,823	0.70	\$65,449	0.69	\$65,005
20+ Years	\$68,281	0.70	\$67,169	0.71	\$67,925
Average Remuneration	\$61,471	0.69	\$60,602	0.71	\$61,194
Generation					
Pre-Baby Boomers	\$64,761	0.62	\$58,027	0.63	\$62,413
Baby Boomers	\$61,989	0.72	\$59,290	0.72	\$61,171
Generation X	\$62,713	0.67	\$64,508	0.69	\$63,319
Generation Y	\$51,586	0.66	\$50,134	0.72	\$51,120

¹² Headcount is not used in the calculation of part-time salaries in Table 13 as it inflates the remuneration.

The average pro-rata salary for part-time employees was \$61,194 (\$5,598 below the full-time salary). Part-time female employees received a pro-rata salary of \$61,471, with an average FTE of 0.69, which was slightly higher than the average salary for a part-time male employee who received \$60,602, with an average FTE of 0.71.

Figure 7 outlines annual salary across the Service in \$10,000 increments for 2008-09 and 2007-08.

Figure 7: Annual salary profile



Equity and Diversity Profile

Analysing the employee equity and diversity profile is a vital component of ensuring the ACTPS workforce reflects the demographics of the ACT community.

Reporting of equity and diversity in the ACTPS covers the following categories:

- Aboriginal and Torres Strait Islander employment;
- Culturally and Linguistically Diverse (CALD) employment; and
- Employment of People with a Disability.

Overall, 14 per cent of employees in ACTPS agencies identified that they belong to one of the diversity categories listed above. In addition, male and female employment is included in the Equity and Diversity Profile.

It should be noted that, as workplace diversity information is collected voluntarily, these figures are likely to under-estimate the actual proportion of diversity groups in agency and ACTPS populations. Statistics on equity and diversity are also provided in agency Annual Reports.

Aboriginal and Torres Strait Islander Employment

An overview of Aboriginal and Torres Strait Islander employment within the ACTPS at June 2009 is shown in Table 14.

Table 14: Aboriginal and Torres Strait Islander employees

Aboriginal and Torres Strait Islander Employment	Female	Male	Total
	96	79	175
Employment Category			
Permanent Full-time	39	54	93
Permanent Part-time	1	4	5
Temporary Full-time	22	9	31
Temporary Part-time	13	3	16
Casual	21	9	30
Total	96	79	175
Length of Service			
Less than 1 Year	39	24	63
1-3 Years	34	16	50
3-5 Years	8	20	28
5-10 Years	14	10	24
10-20 Years	1	5	6
20+ Years	0	4	4
TOTAL	96	79	175
Average Remuneration (full-time)	\$61,886	\$63,170	\$62,539
Generation			
Pre-Baby Boomers	2	0	2
Baby Boomers	31	26	57
Generation X	30	32	62
Generation Y	33	21	54
Total	96	79	175

As at June 2009, 175 employees (or 0.9 per cent) identified as an Aboriginal or Torres Strait Islander (up 32 employees from 143 in 2007-08). The ACTPS Indigenous Traineeship Program, along with increased self-identification, continued to be likely contributors to increased Indigenous employment.

As well as presenting statistical information around gender and employment status, Table 14 details length of service for Aboriginal and Torres Strait Islander employees, with 65 per cent of identified Aboriginal and Torres Strait Islander employees joining the ACTPS in the last three years. The average annual salary for full-time Indigenous employees was \$62,539.

People identifying as an Aboriginal and/or Torres Strait Islander employee had a higher than average representation as graduates, rangers, administrative officers, legal officers and bus operators. Indigenous employees also had an average representation at the senior officer (or equivalent) level across the ACTPS.

Table 15 provides an overview of agencies where employees identified as being an Aboriginal and/or Torres Strait Islander employee by gender as a percentage.

Table 15: Aboriginal and Torres Strait Islander employees by agency as a percentage

Agency	Female	Male	Total Average
ACT Health	0.4%	0.1%	0.5%
ACT Planning and Land Authority (ACTPLA)	1.0%	0.3%	1.4%
Auditor-General's Office (AG)	0.0%	0.0%	0.0%
Calvary Public Hospital (CPH)	0.0%	0.0%	0.0%
Canberra Institute of Technology (CIT)	1.4%	0.5%	1.9%
Chief Minister's Department (CMD)	0.0%	0.5%	0.5%
CIT Solutions	0.0%	0.0%	0.0%
Cultural Facilities Corporation (CFC)	0.0%	0.0%	0.0%
Department of Education and Training (DET)	0.5%	0.3%	0.8%
Department of the Environment, Climate Change, Energy and Water (DECCEW)	1.0%	0.0%	1.0%
Department of Treasury (DT)	0.0%	1.0%	1.0%
Disability, Housing and Community Services (DHCS)	0.9%	2.0%	2.8%
Exhibition Park In Canberra (EPIC)	0.0%	0.0%	0.0%
Gambling and Racing Commission (G&RC)	0.0%	0.0%	0.0%
Justice and Community Safety (JACS)	0.6%	0.4%	1.0%
Land Development Agency (LDA)	0.0%	0.0%	0.0%
Legal Aid Commission (ACT)(LAC)	0.0%	0.0%	0.0%
Legislative Assembly Secretariat (LAS)	0.0%	0.0%	0.0%
Territory and Municipal Services (TAMS)	0.4%	0.5%	0.9%
Territory and Municipal Services - ACTION Buses	0.0%	0.9%	0.9%
Service-wide	0.5%	0.4%	0.9%

* Figures in this table are rounded to the nearest decimal place.

The highest representations of employees identifying as Aboriginal and/or Torres Strait Islander were reported in the Department of Disability, Housing and Community Services (2.8 per cent), the Canberra Institute of Technology (1.9 per cent) and the ACT Planning and Land Authority (1.4 per cent).

Culturally and Linguistically Diverse (CALD) Employment

As at June 2009, 12 per cent or 2,363 employees (up 230 from 2,133 in 2007-08) identified as having a first language other than English across the ACTPS.

Table 16 provides an overview of CALD employment within the ACTPS at June 2009.

Table 16: Culturally and linguistically diverse employees

Culturally and Linguistically Diverse Employment	Female	Male	Total
	1,429	934	2,363
Employment Category			
Permanent Full-time	755	569	1,324
Permanent Part-time	288	141	429
Temporary Full-time	181	132	313
Temporary Part-time	60	28	88
Casual	145	64	209
Total	1,429	934	2,363
Length of Service			
Less than 1 Year	255	180	435
1-3 Years	326	234	560
3-5 Years	165	147	312
5-10 Years	338	163	501
10-20 Years	199	116	315
20+ Years	146	94	240
Total	1,429	934	2,363
Average Remuneration (full-time)	\$67,625	\$70,307	\$68,770
Generation			
Pre-Baby Boomers	27	32	59
Baby Boomers	654	435	1,089
Generation X	571	367	938
Generation Y	177	100	277
Total	1,429	934	2,363

Table 16 indicates that 55 per cent (or 1,307) of CALD employees joined the ACTPS in the last five years (up by 173 from 1,134 employees in 2007-08). Baby Boomers have the highest percentage of employees identifying as being from a culturally and linguistically diverse background at 46 per cent (up 65 employees from 1,024 in 2007-08).

The average annual salary for full-time CALD employees was \$68,770. Male CALD employees who work full-time received above the CALD average at \$70,307, whereas full-time females received \$67,625.

Table 17 provides an overview of agencies where employees identified as being from a culturally and linguistically diverse background by gender as a percentage.

Table 17: Culturally and linguistically diverse employees by agency as a percentage

Agency	Female	Male	Total Average
ACT Health	9.5%	4.3%	13.7%
ACT Planning and Land Authority (ACTPLA)	6.6%	4.8%	11.4%
Auditor-General's Office (AG)	5.7%	17.1%	22.9%
Calvary Public Hospital (CPH)	0.0%	0.0%	0.0%
Canberra Institute of Technology (CIT)	8.8%	4.2%	12.9%
Chief Minister's Department (CMD)	8.3%	0.9%	9.3%
CIT Solutions	0.0%	0.0%	0.0%
Cultural Facilities Corporation (CFC)	0.0%	0.0%	0.0%
Department of Education and Training (DET)	7.5%	1.9%	9.4%
Department of the Environment, Climate Change, Energy and Water (DECCEW)	7.3%	2.1%	9.4%
Department of Treasury (DT)	14.1%	5.4%	19.5%
Disability, Housing and Community Services (DHCS)	7.8%	4.2%	12.0%
Exhibition Park In Canberra (EPIC)	0.0%	0.0%	0.0%
Gambling and Racing Commission (G&RC)	0.0%	0.0%	0.0%
Justice and Community Safety (JACS)	4.4%	3.0%	7.4%
Land Development Agency (LDA)	3.5%	2.3%	5.8%
Legal Aid Commission (ACT)(LAC)	1.7%	0.0%	1.7%
Legislative Assembly Secretariat (LAS)	0.0%	0.0%	0.0%
Territory and Municipal Services (TAMS)	6.4%	6.9%	13.3%
Territory and Municipal Services - ACTION Buses	4.4%	31.6%	36.1%
Service-wide	10.8%	13.5%	11.7%

* Figures in this table are rounded to the nearest decimal place.

The highest representations of CALD employees were reported in ACTION Buses (36 per cent), Auditor-General's Office (23 per cent), Department of Treasury (20 per cent) and ACT Health (14 per cent).

Employment of People with a Disability

At June 2009, 304 employees (up 30 from 274 in 2007-08) or 1.5 per cent of ACTPS employees identified as having a disability.

Table 18 provides an overview of disability employment within the ACTPS as at June 2009.

Table 18: Employees with a disability

People with a Disability	Female	Male	Total
	168	136	304
Employment Category			
Permanent Full-time	83	88	171
Permanent Part-time	46	13	59
Temporary Full-time	17	15	32
Temporary Part-time	8	6	14
Casual	14	14	28
Total	168	136	304
Length of Service			
Less than 1 Year	40	32	72
1-3 Years	38	29	67
3-5 Years	12	14	26
5-10 Years	26	13	39
10-20 Years	34	31	65
20+ Years	18	17	35
TOTAL	168	136	304
Average Remuneration (full-time)	\$68,980	\$66,718	\$67,849
Generation			
Pre-Baby Boomers	7	7	14
Baby Boomers	88	66	154
Generation X	53	50	103
Generation Y	20	13	33
Total	168	136	304

Table 18 details length of service for employees identifying as having a disability, with 46 per cent having joined the ACTPS in the last three years. Baby Boomers had the highest representation at 51 per cent of employees identifying as having a disability.

Employees identifying as having a disability were relatively equally represented across classifications.

The average annual salary for full-time employees identifying as having a disability was \$67,849 (up \$7,317 from 2007-08).

Table 19 provides an overview of agencies where employees identified as having a disability by gender as a percentage.

Table 19: Employees with a disability by agency as a percentage

Agency	Female	Male	Total average
ACT Health	1.3%	0.5%	1.8%
ACT Planning and Land Authority (ACTPLA)	1.7%	1.7%	3.4%
Auditor-General's Office (AG)	0.0%	2.9%	2.9%
Calvary Public Hospital (CPH)	0.0%	0.0%	0.0%
Canberra Institute of Technology (CIT)	0.7%	0.8%	1.5%
Chief Minister's Department (CMD)	0.0%	1.9%	1.9%
CIT Solutions	0.0%	0.0%	0.0%
Cultural Facilities Corporation (CFC)	0.0%	0.0%	0.0%
Department of Education and Training (DET)	0.7%	0.3%	1.0%
Department of the Environment, Climate Change, Energy and Water (DECCEW)	3.1%	1.0%	4.2%
Department of Treasury (DT)	0.0%	0.0%	0.0%
Disability, Housing and Community Services (DHCS)	1.3%	0.9%	2.2%
Exhibition Park In Canberra (EPIC)	0.0%	0.0%	0.0%
Gambling and Racing Commission (G&RC)	0.0%	0.0%	0.0%
Justice and Community Safety (JACS)	0.6%	1.5%	2.1%
Land Development Agency (LDA)	0.0%	0.0%	0.0%
Legal Aid Commission (ACT)(LAC)	0.0%	0.0%	0.0%
Legislative Assembly Secretariat (LAS)	0.0%	0.0%	0.0%
Territory and Municipal Services (TAMS)	0.9%	1.7%	2.6%
Territory and Municipal Services - ACTION Buses	0.0%	0.1%	0.1%
Service-wide	1.3%	2.0%	1.5%

* Figures in this table are rounded to the nearest decimal place.

The highest representations of people with a disability were reported in the Department of the Environment, Climate Change, Energy and Water (4.2 per cent) and the ACT Planning and Land Authority (3.4 per cent).

In 2009-2010, a pilot traineeship program will be conducted in partnership with the Australian Employers Network on Disability. This program will identify approximately five administrative/clerical placements across the ACTPS for people with an intellectual disability.

Male and Female Employment

Male and female employment is another useful indicator for reviewing the employment characteristics and trends of the ACTPS workforce. This section reviews employment by gender, agency, and classification and provides an historical breakdown since 1995.

As at June 2009, the ACTPS workforce comprised approximately 66 per cent females and 34 per cent males. This was the same percentage breakdown as in June 2008.

Table 20 shows the gender distribution by each agency at June 2009.

Table 20: Gender by agency

Agency	Female	Male	TOTAL	Female	Male
ACT Health	4,149	1,219	5,368	77%	23%
ACT Planning and Land Authority (ACTPLA)	149	141	290	51%	49%
Auditor-General's Office (AG)	14	21	35	40%	60%
Calvary Public Hospital (CPH)	878	209	1,087	81%	19%
Canberra Institute of Technology (CIT)	675	431	1,106	61%	39%
Chief Minister's Department (CMD) ¹³	136	80	216	63%	37%
CIT Solutions	83	36	119	70%	30%
Cultural Facilities Corporation (CFC)	75	58	133	56%	44%
Department of Education and Training (DET)	4,281	1,207	5,488	78%	22%
Department of the Environment, Climate Change, Energy and Water (DECCEW)	54	42	96	56%	44%
Department of Treasury (DT)	121	84	205	59%	41%
Disability, Housing and Community Services (DHCS)	789	369	1,158	68%	32%
Exhibition Park In Canberra (EPIC)	5	9	14	36%	64%
Gambling and Racing Commission (G&RC)	16	15	31	52%	48%
Justice and Community Safety (JACS)	639	932	1,571	41%	59%
Land Development Agency (LDA)	44	42	86	51%	49%
Legal Aid Commission (ACT)(LAC)	37	23	60	62%	38%
Legislative Assembly Secretariat (LAS)	29	19	48	60%	40%
Territory and Municipal Services (TAMS)	946	1,197	2,143	44%	56%
Territory and Municipal Services - ACTION Buses	92	765	857	11%	89%
Service-wide total and average	13,212	6,899	20,111	66%	34%

As at June 2009, the Calvary Public Hospital, the Department of Education and Training and ACT Health continued to have the highest representation of females across ACTPS agencies. Agencies that recorded the highest percentage of males were the Department of Territory and Municipal Services, the Department of Justice and Community Safety, the Auditor-General's Office, Exhibition Park in Canberra and ACTION Buses.

¹³ In this report the Chief Minister's Department includes 12 members of the Long Service Leave Board. Attachment A provides a further headcount breakdown by each agency.

Table 21 presents the percentage of females and males by classification group as at June 2009.

Table 21: Classification groups by gender

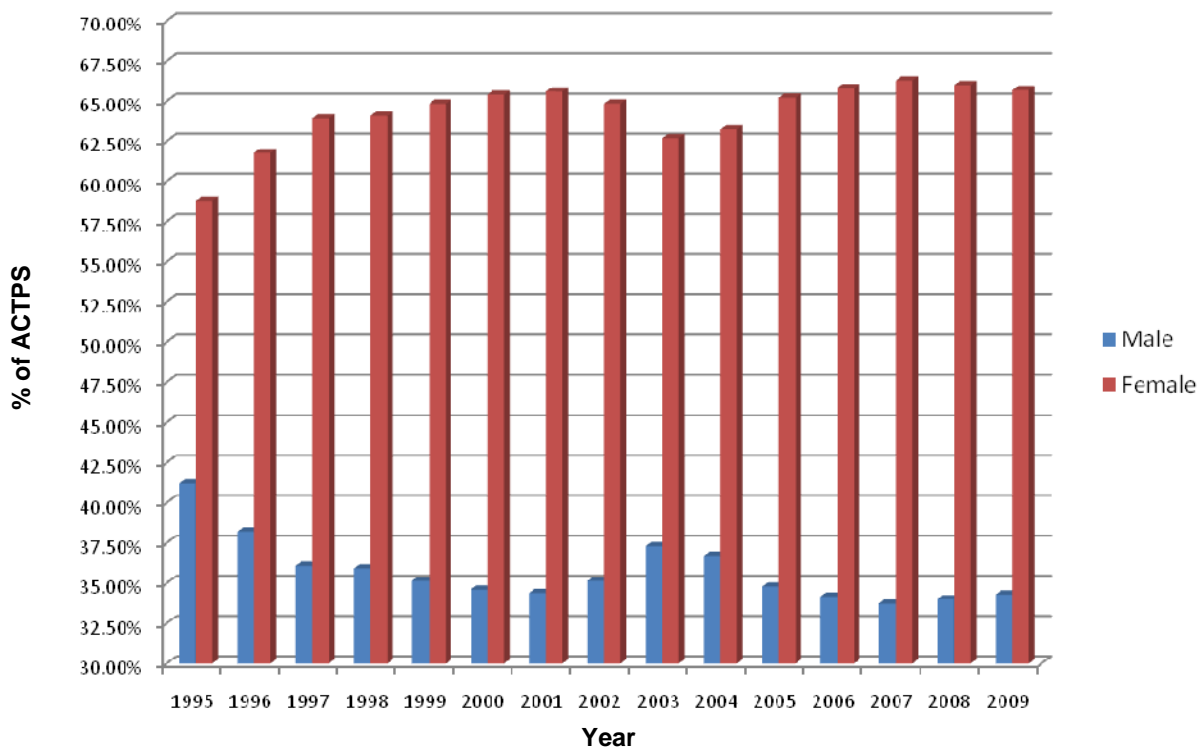
Classification Group	% Female	% Male
Administrative Officers	77%	23%
Ambulance Officers	35%	65%
Bus Operators	9%	91%
Custodial-Correctional Officers	23%	77%
Dentists/Dental Officers	86%	14%
Disability Officers	56%	44%
Fire Brigade Officers	2%	98%
General Service Officers and Equivalent	23%	77%
Graduate Administrative Officers	68%	32%
Health Professional Officers	81%	19%
Information Technology Officers	12%	88%
Judicial Officers	38%	63%
Legal Officers	59%	41%
Medical Officers	44%	56%
Nursing staff	91%	9%
Linen Production and Maintenance Officers	57%	43%
Professional Officers	70%	30%
Rangers	27%	73%
School Leaders	71%	29%
Senior Officers	51%	49%
Teachers	74%	26%
Technical Officers	49%	51%
Trainees and Apprentices	21%	79%

Females continued to be highly represented in the occupation groups of administrative officers, teachers, nursing staff and health professionals.

Typically male-oriented jobs include those of fire fighter, bus operator, information technology officer and general service officer or equivalent.

The gender breakdown since 1994-95 is shown below in Figure 8.

Figure 8: Historical breakdown by gender



Glossary and Explanatory Statements

Annual Salary

The Annual Salary represents the annual salary as recorded in each individual employee's record. It does not include allowances and other pay components. In the majority of cases, it represents the salary assigned to the classification of the employee and is the best figure to provide an indicative account of annual salaries. Given the non-ongoing nature and fluctuation of work patterns for casual employees, these are excluded from the calculation of determining average salaries. Pro-rata part-time salaries have been reported separately to provide a more accurate account of the salary paid.

Casual Staff

Casual staff are those engaged on an *ad hoc* hourly or daily basis with no ongoing tenure of employment. This category of employment can also be referred to as non-ongoing and usually consists of an employment arrangement which is not considered systematic, continuous or permanent.

Chris21

The current Human Resource Management System used by the majority of ACTPS agencies.

Chris21 Agencies

Agencies that report through the Chris21 system are:

- ACT Health;
- ACT Planning and Land Authority (ACTPLA);
- Auditor-General's Office (AG);
- Canberra Institute of Technology (CIT);
- Chief Minister's Department (CMD);
- Department of Education and Training (DET);
- Department of the Environment, Energy, Climate Change and Water (DECCEW);
- Department of Treasury (Treasury);
- Department of Disability Housing and Community Services (DHCS);
- Gambling and Racing Commission (GR&C);
- Department of Justice and Community Safety (JACS);
- Land Development Agency (LDA); and
- Department of Territory and Municipal Services (TAMS).

Figures contained in the Workforce Profile

The figures contained in this report are for paid headcount only (unless otherwise indicated). They exclude staff on leave without pay, board members, contractors (eg, cleaners and some information technology professionals) and staff on secondment to other jurisdictions.

Full-time Equivalent (FTEs)

'Full-time Equivalent' is the number of hours worked by part-time or casual staff expressed as a proportion of the standard award hours worked by equivalent full-time staff. For example, staff who worked half the standard full-time hours applicable to their award would attract an FTE of 0.5.

Full-time Staff

Staff either permanent or temporary, who work full-time hours in accordance with their provisions.

General Service Officers (GSOs)

Examples include tradespeople, gardeners, drivers and labourers.

Headcount

A headcount of the number of staff who were paid at the date of data capture. Headcount figures exclude employees who were not paid in the reporting fortnight.

HRMIS

Human Resource Management Information System.

June 2009

June 2009 is referred to throughout the report and relates to the last pay day in June 2009: namely, 24 June 2009.

Length of service/Tenure

Tenure/Length of service is the length of time an employee has been employed in the ACTPS. For some employees, this calculation is challenging due to the employment data available and is an estimate based on the best historical information.

Mean

Average value.

Median

Middle value when arranged in order.

Mode

Most frequently occurring value.

Non-Chris21 Agencies

Agencies that report through an alternative Human Resource Management Information System to Chris21 are:

- Calvary Public Hospital;
- CIT Solutions;
- Cultural Facilities Corporation;
- Exhibition Park in Canberra;
- Legal Aid Commission (ACT) - an independent statutory corporation
- Legislative Assembly Secretariat; and
- TAMS ACTION Buses.

Part-time Staff

Staff either permanent or temporary, who work less than full-time hours.

Permanent Officers

Staff either full-time or part-time who have been appointed to an office in the ACTPS or as an unattached officer under the *Public Sector Management Act 1994*.

Permanent Separation Rate

The Permanent Separation Rate is determined by dividing the total number of permanent separations by the average headcount across the financial year (excludes movements between agencies).

PERSPECT

The Human Resource Management System preceding Chris21.

Public Trading Enterprises

Public Trading Enterprises include the following:

- ACTEW Corporation;
- ACTION Buses;
- ACTTAB Limited;
- CIT Solutions;
- Housing ACT; and
- Land Development Agency.

Snapshot

A report that provides a picture of the Service at a particular point in time: for example, as at the final pay date in the financial year 24 June 2009.

Staff

Includes permanent, temporary and casual employees in the ACTPS.

Statutory Office Holders

There were 18 statutory office holders employed under the appointment provisions of the relevant legislation as at June 2009. These offices included:

1. Auditor-General;
2. General President, ACT Civil and Administrative Tribunal;
3. Appeals President, ACT Civil and Administrative Tribunal;
4. Presidential Member, ACT Civil and Administrative Tribunal;
5. Chief Planning Executive, ACT Planning and Land Authority;
6. Chief Executive Officer, Land Development Agency;
7. Chief Executive (Director), Canberra Institute of Technology;
8. Commissioner for the Environment;
9. Clerk, Legislative Assembly;
10. Director of Public Prosecutions;
11. Electoral Commissioner;
12. Chief Executive Officer, Legal Aid Commission;
13. Assistant Executive Officer, Legal Aid Commission;
14. Public Advocate;
15. Children and Young People Commissioner;
16. Health Services Commissioner and Disability and Community Services Commissioner;
17. Human Rights Commissioner and Discrimination Commissioner; and
18. Work Safety Commissioner.

Territory Owned Corporations (TOCS)

Government enterprises (known as Territory Owned Corporations) under the *Territory-owned Corporations Act 1990*. These include ACTEW Corporation Limited, ACTTAB Limited and Rhodium Asset Solutions Limited.

Abbreviations

ACT	Australian Capital Territory
ACTPS	Australian Capital Territory Public Service
ACTPLA	ACT Planning and Land Authority
AG	Auditor-General's Office
APS	Australian Public Service
ASO	Administrative Services Officer
CFC	Cultural Facilities Corporation
CIT	Canberra Institute of Technology
CIT Sol	CIT Solutions
CMD	Chief Minister's Department
CPH	Calvary Public Hospital
DET	Department of Education and Training
DECCEW	Department of the Environment, Climate Change, Energy and Water
DHCS	Department of Disability, Housing and Community Services
DT	Department of Treasury
EPIC	Exhibition Park in Canberra
FTE	Full-time Equivalent
G&RC	Gambling and Racing Commission
HR	Human Resources
InTACT	Information Technology ACT
IT	Information Technology
JACS	Department of Justice and Community Safety
LAC	Legal Aid Commission (ACT) – an independent statutory corporation
LAS	Legislative Assembly Secretariat
LDA	Land Development Agency
LSLB	Long Service Leave Board (Construction and Cleaning Industries)
TAMS	Department of Territory and Municipal Services
TAMS - ACTION	ACTION Buses within the Department of Territory and Municipal Services

Attachment A

(Detailed paid headcount by agency)

Agency	Business Unit	Sub-total	Total
ACT Health			
	Aged Care and Rehabilitation	284	
	Community Health	587	
	Corporate Services	160	
	Capital Region Cancer Service	230	
	Government Relations and Planning	20	
	Mental Health	392	
	Office of the Chief Executive	58	
	Business and Infrastructure Support	359	
	Office of the Deputy Chief Executive	98	
	Policy Division	35	
	Population Health	134	
	Special Purpose ACC (TCH)	3	
	The Canberra Hospital	3,008	
ACT Health Total			5,368
ACT Planning and Land Authority			
	Executive	2	
	Client Services	117	
	Development Services	112	
	Planning Services	59	
ACT Planning and Land Authority Total			290
Auditor-General's Office			
	Executive	3	
	Corporate Services	2	
	Audit Services – financial audit	21	
	Audit Services – performance audit	9	
Auditor-General's Office Total			35
Calvary Public Hospital			1,087
Canberra Institute of Technology			
	Building and Environment	82	
	Central Support Centre	56	
	Centre for Business	80	
	Centre for ICT	51	
	Creative Industries	88	
	Deputy Chief Executive (Academic)	1	
	Education Excellence	33	
	Executives and Support Staff	27	
	Fyshwick Trade Skills Centre	70	
	Health, Community and Wellbeing	102	
	Learning Centre	33	
	Marketing and National Positioning	14	
	Organisational Capability	17	
	Science, Forensic and Engineering	67	
	Student Services Hub	149	
	Tourism and Hotel Management	92	
	Vocational College	129	
	Yurauna Centre	15	
Canberra Institute of Technology Total			1,106

Chief Minister's Department			
	Arts, Communications, Events and Protocol	48	
	Business and Projects	49	
	Default Insurance Fund	2	
	Governance Division	41	
	Long Service Leave Board	12	
	Office of the Chief Executive	3	
	Policy Division	61	
Chief Minister's Department Total			216
CIT Solutions			119
Cultural Facilities Corporation			
	Canberra Museum and Gallery	21	
	Corporate	9	
	Canberra Theatre Centre	75	
	Historic Places	27	
	Executive	1	
Cultural Facilities Corporation Total			133
Department of Education and Training			
	Chief Executive	3	
	Deputy Chief Executive	155	
	Executive Director, Business Improvement	103	
	Executive Director, Schools	5,227	
Department of Education and Training Total			5,488
Department of the Environment, Climate Change, Energy and Water			
	Environment Protection	27	
	Ministerial and Corporate	11	
	Office of the Chief Executive	2	
	Office of the Commissioner for Sustainability and the Environment	8	
	Policy	18	
	Strategic Finance	2	
	Sustainability Programs	28	
Department of the Environment, Climate Change, Energy and Water Total			96
Department of Treasury			
	Executive	6	
	Finance and Budget	53	
	Investment and Economics	55	
	Policy Co-ordination and Development	9	
	Revenue Management	82	
Department of Treasury Total			205
Disability, Housing and Community Services			
	Children, Youth and Family Support	380	
	Disability ACT	350	
	Housing and Community Services	217	
	Office of the Chief Executive	10	
	Policy and Organisational Services	97	
	Therapy ACT	104	
Disability, Housing and Community Services Total			1,158
Exhibition Park in Canberra			14
Gambling and Racing Commission			31

Department of Justice and Community Safety			
	ACT Government Solicitor	62	
	Corrective Services	316	
	Director of Public Prosecutions	58	
	Electoral Commission	6	
	Emergency Services	566	
	Human Rights Commission	23	
	Legislation and Policy	34	
	Law Courts and Tribunals	148	
	Office of the Chief Executive	8	
	Office of Regulatory Services	181	
	Public Advocate of ACT	16	
	Parliamentary Counsel's Office	23	
	Public Trustee for ACT	35	
	Security and Emergency Management	13	
	Strategic Finance	11	
	Strategic Planning and Support	54	
	Victims Support	17	
Department of Justice and Community Safety Total			1,571
Land Development Agency			
	Executive	1	
	Development	24	
	Executive, Communication and Sales	21	
	Finance	8	
	Legal and Compliance	15	
	Planning and Design	17	
Land Development Agency Total			86
Legal Aid Commission ACT			60
Legislative Assembly Secretariat			48
Territory and Municipal Services			
	Community and Infrastructure Services	530	
	Environment and Recreation	442	
	Enterprise Services Network	194	
	Office of the Chief Executive	83	
	Shared Services - Procurement Solutions	108	
	Shared Services - Business Services	13	
	Shared Services - Finance Services	138	
	Shared Services - HR Services	219	
	Shared Services - InTACT	416	
Territory and Municipal Services			2,143
Territory and Municipal Services - ACTION Buses			857
Whole of ACTPS Grand Total			20,111

Attachment B - Classifications

Classification groupings by agency at June 2009 as a percentage of total agency workforce

Classification Group	Health	ACTPLA	AG	CPH	CIT	CMD	CIT SOL	CFC	DET	DECEW	DT	DHCS	EPIC	G&RC	JACS	LDA	LAC	LAS	TAMS	TAMS - ACTION	Total
Administrative Officers	15.9%	50.3%	5.7%	13.2%	19.7%	38.9%	36.1%	82.7%	26.0%	31.3%	54.6%	33.8%	42.9%	61.3%	35.0%	31.4%	46.7%	58.3%	41.4%	3.2%	25.7%
Ambulance Officers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.4%	-	-	-	-	-	0.7%
Bus Operators	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71.2%	3.0%
Correctional Officers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11.0%	-	-	-	-	-	0.9%
Dental	1.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.3%
Disability Officers	-	-	-	-	-	-	-	-	0.0%	-	-	24.1%	-	-	-	-	-	-	-	-	1.4%
Chief Executives/Executives ¹⁴	0.4%	1.4%	8.6%	-	0.5%	8.8%	0.8%	0.8%	0.3%	8.3%	6.3%	1.9%	7.1%	3.2%	2.5%	5.8%	3.3%	2.1%	1.4%	0.2%	1.0%
Fire Brigade Officers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20.9%	-	-	-	-	-	1.6%
General Service Officers & Equiv	7.7%	6.2%	-	6.3%	2.7%	-	-	3.0%	2.2%	-	-	0.3%	42.9%	-	0.6%	-	-	-	13.0%	17.9%	5.5%
Graduate Administrative Officers	-	-	-	-	0.1%	1.4%	-	-	0.1%	1.0%	-	0.3%	-	-	0.3%	2.3%	-	-	0.1%	-	0.1%
Health Professional Officers	15.5%	-	-	10.8%	-	-	-	-	0.3%	-	-	24.1%	-	-	0.7%	-	-	-	-	-	6.2%
Information Technology Officers	0.04%	0.3%	-	0.5%	-	-	-	-	0.4%	-	-	-	-	-	-	-	1.7%	2.1%	4.9%	-	0.7%
Judicial Officers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.0%	-	-	-	-	-	0.1%
Legal Officers	-	-	-	-	-	-	-	-	-	-	-	0.1%	-	-	6.6%	-	38.3%	-	-	-	0.6%
Medical Officers	11.1%	-	-	6.4%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.3%
Nursing Staff	39.8%	-	-	58.7%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13.8%
Linen Production & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.0%	-	0.4%
Professional Officers	0.1%	1.4%	85.7%	0.1%	1.8%	-	-	6.8%	0.0%	5.2%	-	0.4%	-	-	0.6%	-	-	-	2.7%	-	0.6%
Rangers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.9%	-	0.2%
School Leaders	-	-	-	-	-	-	-	-	12.0%	-	-	-	-	-	-	-	-	-	-	-	3.3%
Senior Officers	5.0%	35.5%	-	2.5%	5.2%	50.9%	16.8%	6.8%	2.0%	45.8%	39.0%	14.6%	7.1%	35.5%	11.3%	60.5%	10.0%	35.4%	24.9%	1.8%	9.0%
Technical Officers	3.3%	4.8%	-	1.6%	2.5%	-	-	-	-	8.3%	-	0.3%	-	-	-	-	-	2.1%	3.5%	5.4%	1.8%
Trainees & Apprentices	0.1%	-	-	-	0.2%	-	-	-	-	-	-	-	-	-	0.1%	-	-	-	2.1%	0.5%	0.3%
Teachers	0.02%	-	-	-	67.2%	-	46.2%	-	56.8%	-	-	-	-	-	-	-	-	-	-	-	19.5%
Total	5,368	290	35	1,087	1,106	216	119	133	5,488	96	205	1,158	14	31	1,571	86	60	48	2,143	857	20,111

Figures in this table are rounded to the nearest decimal place.

¹⁴ The Chief Executive/Executives category includes statutory office holders.