

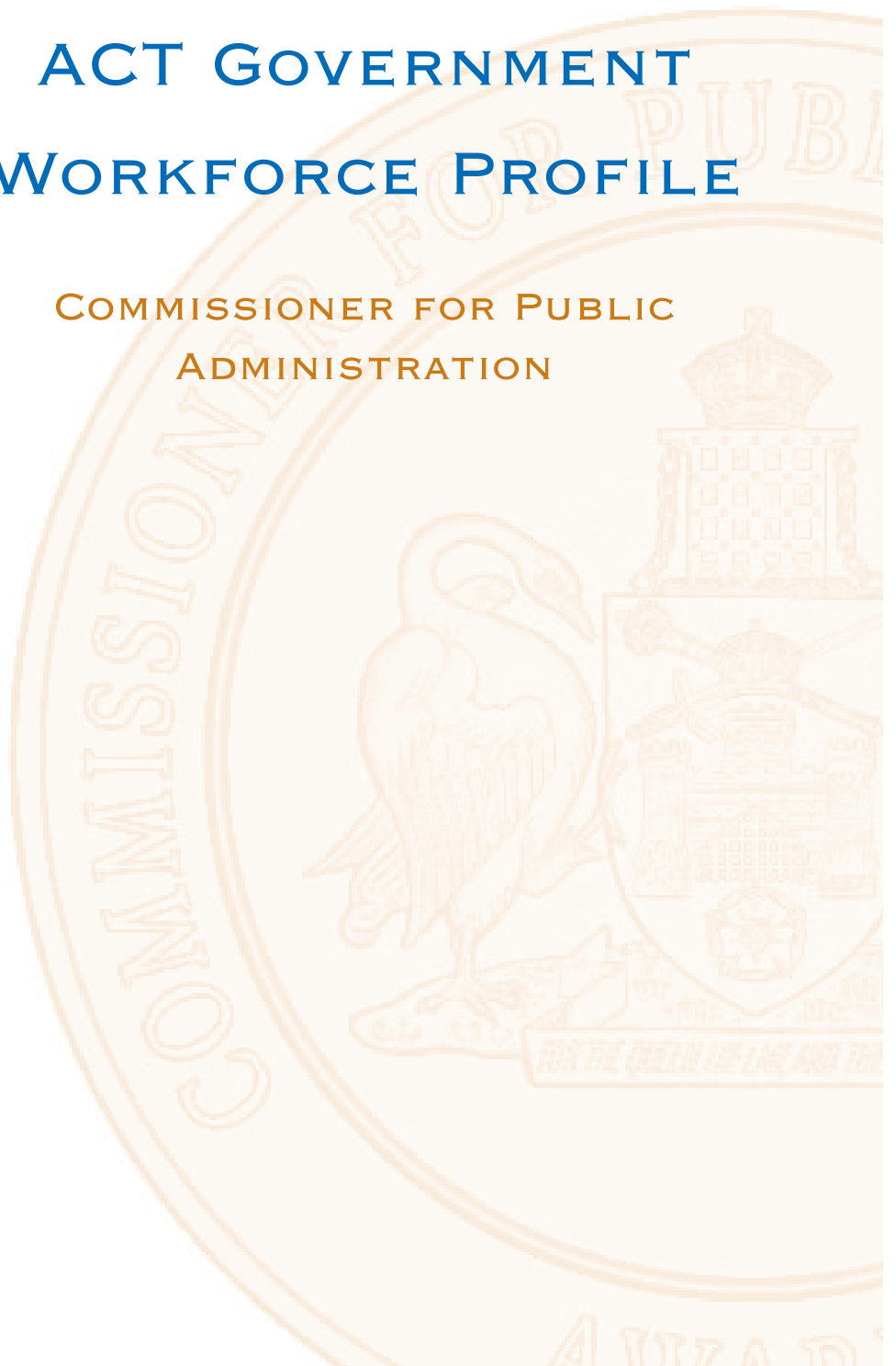
2006-07
ACT GOVERNMENT
WORKFORCE PROFILE

COMMISSIONER FOR PUBLIC
ADMINISTRATION



2006-07
ACT GOVERNMENT
WORKFORCE PROFILE

**COMMISSIONER FOR PUBLIC
ADMINISTRATION**



ISBN

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Foreword

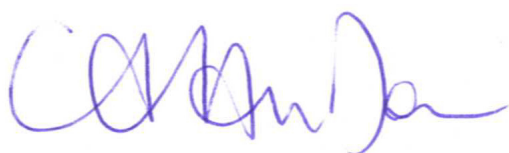
This is the second annual ACT Government Workforce Profile (the Workforce Profile). Along with the Commissioner's Annual Report, the Workforce Profile provides a comprehensive, quantitative picture of the ACT Public Service (ACTPS) as at 30 June 2007. As well as basic workforce statistical data, this document provides broader workforce trends that are likely to impact upon the Service in coming years.

A significant priority impact on human resources during 2006-07 was the streamlining of the ACTPS through the establishment of a Shared Services Centre. In achieving specific targets, the ACTPS has demonstrated a desire to deliver a service that is accountable in every way to the community it serves.

The Workforce Profile provides both a snapshot of the public sector as at the last pay date in the 2007 financial year (27 June 2007) and the reporting year from July 2006 to June 2007. The 2006-07 report builds on the inaugural 2005-06 ACT Government Workforce Profile published in December 2006. Every Workforce Profile published serves to enhance the data comparability of the workforce and develop trends of the likely future shape and size of the ACTPS.

As aspects of this profile are based on a snapshot of the service it is important to note that the report generally reflects the size and characteristics of public service employment at a prescribed date and not employment over the twelve month period. Where the Profile does provide detail over periods of time, for example from 1 July 2006 to 30 June 2007, these occurrences are referenced in the document.

I would like to acknowledge the staff of the Systems Data and Reporting team in Shared Services, the range of Non-Chris21 reporting entities and Strategic HR in the Governance Division of CMD, for their continued cooperation and dedication to providing workforce data for inclusion in this report.



Catherine Hudson
COMMISSIONER FOR PUBLIC ADMINISTRATION

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Introduction

About the 2006-07 ACT Government Workforce Profile

The 2006-07 ACT Government Workforce Profile (the Workforce Profile) has been developed to assist Government and Agencies to make informed decisions about the ACTPS workforce. It provides a snapshot of the ACTPS as at the last pay date in the 2006-07 financial year (referred to throughout the report as 'June 2007').

The Workforce Profile provides in-depth analysis on the ACT Government workforce and builds on the foundations laid by the inaugural workforce profile in 2005-06. Data for the Workforce Profile is analysed for all departments, entities and enterprises¹ against more than forty employee and human resource related measures. Employees are charted against demographics, employment arrangements and patterns, remuneration and tenure.

The Workforce Profile provides comparative generational analysis. Although many theories on generational boundaries exist, for the purpose of this report boundaries are as documented below and are those used by the Attraction and Retention Working Group during various seminars examining the impact of our ageing workforce. Generations have been broken down as follows:

Generation	Year span	Approximate age (years)
Veterans	Born prior to 1946	61 or more
Baby Boomers	Born 1946 to 1964	43-60
Generation X	Born 1965 to 1979	28-42
Generation Y	Born from 1980	27 or less

The previous workforce profile also made mention of the skills shortage faced by the ACT and the formation of the ACT Skills Commission. Twelve months on, an interim report and final report have been released providing direction around strategies and advice on the skill needs of the ACT including the ACT public sector now and into the future. The ACT Skills Commission findings can be found at: <http://www.actskillscommission.org.au/>. The Government's response 'ACT Skills Future' can be found at: <http://www.cmd.act.gov.au/>.

About the 2006-07 Data

Statistical analysis in this report has been derived from the Chris21 system which encompasses 88.6% of the ACTPS and from agencies using separate Human Resource/Payroll systems (2,080 employees) which includes:

- ACT Legislative Assembly

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

- ACTION
- Calvary Public Hospital
- Cultural Facilities Corporation
- CIT Solutions
- Exhibition Park in Canberra
- Legal AID

The figures presented in this report reflect 'paid headcount' - defined as the number of employees that have received payment at a given point in time.

Information referencing other jurisdictions or based on the greater ACT population has been noted (footnote) throughout the document.

Limitations of the Data

Workforce Profile Data may be affected by:

- Omissions (e.g. employment category of employee not recorded);
- Invalid data (e.g. nil response received for diversity information status);
- Data definitions (the Shared Services Centre continue to work to form consistent data definitions, however with a number of different payroll systems involved in the analysis some minor variations may remain); and
- Progression (where possible comparisons have been drawn with previous Workforce Profile or State of the Service Reports, due to updates in data, definitions, method of extraction, or agency restructuring, 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 retrospective updating of an individual record.

Enquiries

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Executive Summary

Table 1: Key Facts about the ACT Government workforce

ACTPS at June 2007				
Agency	Employees			
ACT Health	4,884			
ACT Planning and Land Authority	263			
Auditor General's Office	39			
Calvary Public Hospital	928			
Canberra Institute of Technology	983			
Chief Minister's Department*	147			
CIT Solutions	122			
Cultural Facilities Corporation	127			
Department of Education and Training	5,347			
Department of Treasury	937			
Disability, Housing and Community Services	1,062			
Exhibition Park In Canberra	19			
Gambling and Racing Commission	34			
Justice and Community Safety	1,306			
Land Development Agency	44			
Legal Aid Commission of the ACT	57			
Legislative Assembly Secretariat	44			
Territory and Municipal Services	1,136			
Territory and Municipal Services – Action Buses	784			
Total	18,263			
	2005-06		2006-07	
Women	12,374	66%	12,103	66%
Men	6,425	34%	6,160	34%
Total	18,799		18,263	
Employment Status				
Permanent	14,241	76%	13,763	75%
Temporary	2,324	12%	2,426	13%
Casual	2,234	12%	2,074	11%
Total	18,799		18,263	
Remuneration				
Average annual salary (female)	\$53,472.00		\$54,660.00	
Average annual salary (male)	\$60,191.00		\$63,107.00	
Average annual salary	\$55,810.00		\$57,542.00	
Age of employees				
Average age in years	43.2		43.4	
Proportion of staff 45 years or more	47.50%		49%	
Proportion of staff under 30 years	16.60%		15%	
Aboriginal Person and/or Torres Strait Islander	108		109	
Linguistically Diverse	1,867		1,936	
Person with a Disability	308		271	
Length of Service			Employees	
Less than 3 years			5,953	
3-6 years			4,125	
6-9 years			2,056	
9-12 years			1,402	
13 years or more			4,727	

* The Chief Minister's Department listing includes 10 members of the Long Service Leave Board. Attachment A provides a detailed summary of sub-units within administrative units.

Table 2: Key Facts about Territory Owned Corporations (TOCS) employees

Territory Owned Corporation	2005-06			2006-07		
	Women	Men	Total	Women	Men	Total
Rhodium Asset Solutions	15	17	32	14	24	38
ACTTAB	60	46	106	60	46	106
Total	75	63	138	74	70	144
ACTEW Corporation	Unknown	Unknown	18	Unknown	Unknown	26
Employment Status	Women	Men	Total	Women	Men	Total
Permanent	41%	59%	40%	24	34	58
Temporary	28%	72%	13%	5	13	18
Casual	66%	34%	47%	45	23	68
Total	51%	49%	100%	74	70	144
Generation Band	Women	Men	Total	Women	Men	Total
Veterans	7%	4%	6%	5	3	8
Baby boomers	47%	27%	38%	35	19	54
Generation X	26%	33%	29%	19	23	42
Generation Y	20%	36%	28%	15	25	40
Total	100%	100%	100%	74	70	144
Length of Service	Women	Men	Total	Women	Men	Total
3years or less	47%	69%	58%	35	48	83
3-6years	19%	19%	19%	14	13	27
6-9years	8%	6%	7%	6	4	10
9-12years	11%	0%	6%	8	0	8
13+	15%	7%	11%	11	5	16
Total	100%	100%	100%	74	70	144

Territory Owned Corporations

The Territory Owned Corporations (TOC's) include:

- ACT Totalisation Agency Board (ACTTAB) Limited;
- Rhodium Asset Solutions Limited (began trading on 1 January 2005 as an independent ACT Government Territory-Owned Corporation, supplying asset financing solutions for government and business throughout Australia); and
- ACT Electricity and Water (ACTEW) Corporation Limited (Established on 1 July 1995, ACTEW Corporation Limited has assets and investments in water, wastewater, electricity, gas and telecommunications).

Under the *Territory Owned Corporations Act 1990*, a TOC or subsidiary must prepare and provide performance reports. Any statistics provided in this report that includes ACTEW employees is done solely on the basis of publicly available information about ACTEW Corporation Limited staff.

As at June 2007 there were 170 staff employed by TOC's. However, further analysis is limited to the 144 employees of ACTTAB Limited and Rhodium Asset Solutions Limited. The breakdown by corporation is shown in Table 2.

Casualisation is once again a feature of the TOC's workforce, with women employed on a casual basis accounting for 31 percent of all employed.

TOC's that provided workforce data report that 28 percent of their workforce were born after 1980 in contrast to the ACTPS total of 9 percent Generation Y. The trend for a concentration of baby boomers in the ACTPS and employment circles nationally, does not seem to have affected the TOC's, with only 38 percent reportedly classified as baby boomers.

With Rhodium Asset Solutions Limited being established only in 2005, length of tenure for TOC's is predominantly less than 3 years.

Size

The number of employees in the ACTPS at 30 June 2007 was 18263, a decrease of 2.85 percent on the equivalent figure at 30 June 2006 (18799). An overall decrease of 536 employees was seen across the service. A breakdown by sub agency is included in Attachment A.

Table 3: Headcount data for ACTPS employees at June 2007

Agency ²	Total	% of ACTPS
ACT Health	4,884	26.7%
ACT Planning and Land Authority	263	1.4%
Auditor General's Office	39	0.2%
Calvary Public Hospital	928	5.1%
Canberra Institute of Technology	983	5.4%
Chief Minister's Department	147	0.8%
CIT Solutions	122	0.7%
Cultural Facilities Corporation	127	0.7%
Department of Education and Training	5,347	29.3%
Department of Treasury	937	5.1%
Disability, Housing and Community Services	1,062	5.8%
Exhibition Park In Canberra	19	0.1%
Gambling and Racing Commission	34	0.2%
Justice and Community Safety	1,306	7.2%
Land Development Agency	44	0.2%
Legal Aid Commission of the ACT	57	0.3%
Legislative Assembly Secretariat	44	0.2%
Territory and Municipal Services	1,136	6.2%
Territory and Municipal Services – Action Buses	784	4.3%
Total	18,263	100.0%

Service-wide, the net decrease in staffing was primarily a result of 478 less permanent employees. The Chief Minister's Department (CMD), the Department of Education and Training (DET) and the Canberra Institute of Technology (CIT) contributed the majority of the decrease in employees. However, it should be noted that casual and temporary employment numbers are susceptible to fluctuation as a result of casual teachers at DET and CIT teachers employed on an as needs basis informed by seasonal demand.

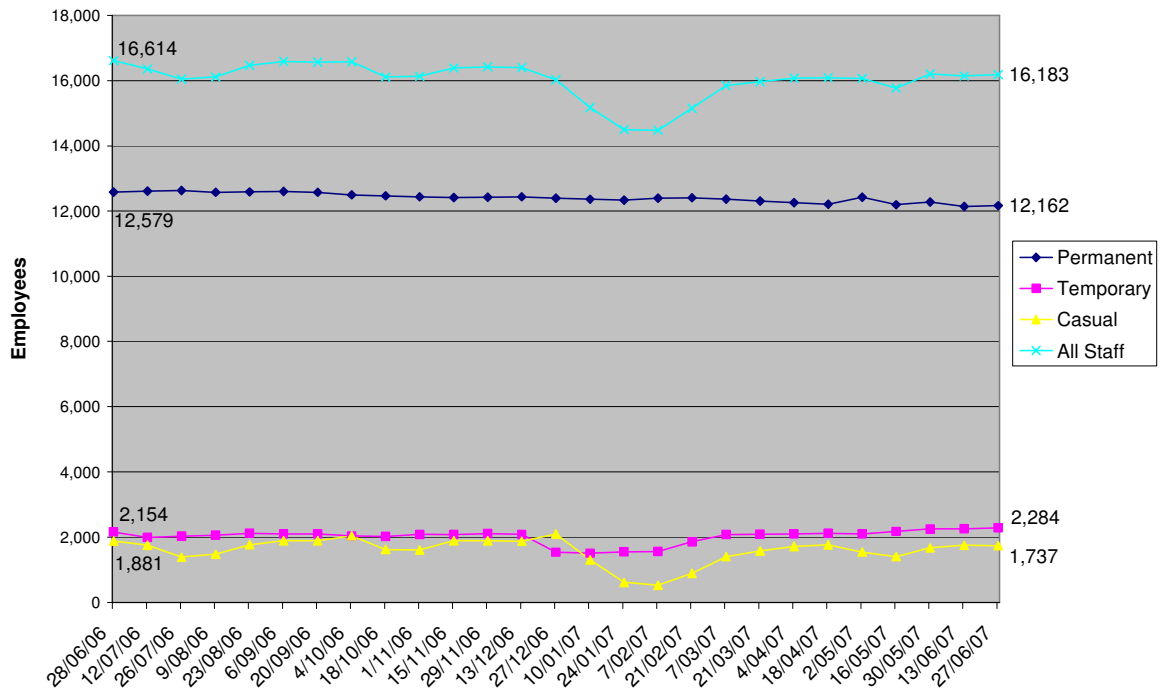
A direct comparison between agencies from 2005-06 and 2006-07 is not viable due to machinery of government changes that have affected the make-up of agencies over time.

Figure 1 is a graphical representation of the fluctuations in employment across Chris21 agencies only. The total of 16,183 represents the number of

* The Chief Minister's Department listing includes 10 members of the Long Service Leave Board. Attachment A provides a detailed summary of sub-units within administrative units.

employees on the Chris21 system with data provided fortnightly throughout 2006-07 allowing a trend analysis. Developments in sector-wide data collection will enable a whole of government annual trend analysis in future publications.

Figure 1: Employment fluctuation by employment category during 2006-07



The largest agencies were DET (5,347 employees), ACT Health (4,884 employees) and the Department of Justice and Community Safety (JACS) (1,306 employees). Consequently teachers, health professionals and nurses figure prominently in the breakdown of employees by occupation. Employees of Emergency Services Agency (ESA) account for approximately 39 percent of all JACS employees. A comprehensive account of sub-units within administrative units can be found in Attachment A.

The smallest agencies were the Exhibition Park In Canberra (EPIC) – 19 employees, the Gambling and Racing Commission (GRC) - 34 employees and the Auditor General’s Office with 39 employees.

By gender, women account for approximately 66 percent of the service and men 34 percent. Calvary Public Hospital, DET, and ACT Health have a gender breakdown of greater than 75 percent female with ACTION (89 percent), Auditor General’s Office (64 percent) and JACS (59 percent) recording the highest percentages of males.

Full-Time Equivalents (FTE)

Table 4 presents data for the FTE public sector workforce by employment category. Eight agencies reported an FTE of 100 employees or less, nine agencies reported an FTE of between 100 and 1,500 and two agencies reported an FTE of greater than 1,500.

Table 4: FTE's by Agency and Employment Status at June 2007

Agency	Permanent	Temporary	Casual	Total FTE
ACT Health	3,354.3	733.9	147.3	4,235.4
ACT Planning and Land Authority	231.0	24.1	1.2	256.3
Auditor General's Office	25.0	10.6	0.0	35.6
Canberra Institute of Technology	482.6	108.7	117.2	708.5
Calvary Public Hospital	593.6	89.1	69.5	752.2
Chief Minister's Department*	118.8	22.6	0.5	141.9
CIT Solutions	37.5	0.0	12.4	49.9
Cultural Facilities Corporation	45.6	7.5	10.6	63.7
Department of Education and Training	3,376.0	648.1	398.7	4,422.9
Department of Treasury	776.2	135.2	3.6	915.1
Disability, Housing and Community Services	832.8	113.5	41.6	987.9
Exhibition Park in Canberra	9.7	2.0	2.3	14.0
Gambling and Racing Commission	29.1	4.0	0.0	33.1
Justice and Community Safety	1,105.6	150.9	7.6	1,264.0
Land Development Agency	34.0	9.4	0.0	43.4
Legal Aid Commission of the ACT	39.9	10.3	2.0	52.2
Legislative Assembly Secretariat	30.9	0	7.17	38.1
Territory and Municipal Services	946.9	83.6	14.5	1,044.9
Territory and Municipal Services – Action Buses	657.2	15.8	1.0	673.9
Total	12726.7	2169.3	837.2	15733.2

Executive or Equivalent Employment³

There were 174 employees classified as an Executive at June 2007 representing 1 percent of the ACTPS workforce. Women as a percentage of the total Executive Group has remained constant over the last five years with only a marginal increase reported from 34 percent in 2000-01 to 35 percent in 2006-07.

The average remuneration for female executives (\$146,218) is slightly higher on average than their male counterparts (\$145,962). Detailed remuneration statistics for the remainder of the service can be found in the Remuneration section of this report.

* The Chief Minister's Department listing includes 10 members of the Long Service Leave Board. Attachment A provides a detailed summary of sub-units within administrative units.

³ As at 30 June 2007 there were 155 Executives (including Chief Executives) employed under the relevant provisions of the *Public Sector Management Act 1994*. Executive Officers referred to in this report total 174 and includes full-time statutory office holders and similar categories of employees.

The average age for an Executive is 49.36 years. Female executives had an average age of 49.62 years compared with the average age of male executives - 49.22 years. Further similarities exist with women having an average tenure of 9.6 years compared to male executives having an average tenure of 9.5 years in the ACTPS.

Employment Status

Employees in the ACTPS may be employed on a permanent, temporary or casual basis. Permanent and temporary employees can also be employed on a full-time or part-time basis. Table 5 defines the number of staff employed in each category of employment.

In response to the changing needs of employees, flexible employment arrangements have become a feature of the ACTPS with an increase in the percentage of employees engaged in part-time employment. As at June 2007, more than half of all ACTPS employees (57.3 percent) were employed on a permanent full-time basis.

Of the ACTPS workforce, temporary part-time employees comprised the smallest employment category at 3 percent with permanent part-time employees comprising 18 percent and temporary full-time employees comprised 10 percent of the workforce.

Table 5: Employment Category by Gender at June 2007

Employment Category	Women	Men	Total	Women	Men	Total
Permanent Full-time	6,215	4,252	10,467	59%	41%	57%
Permanent Part-time	2,816	480	3,296	85%	15%	18%
Temporary Full-time	1,058	733	1,791	59%	41%	10%
Temporary Part-time	530	105	635	83%	17%	3%
Casual	1,486	588	2,074	72%	28%	11%
Total	12,105	6158	18,263	66%	34%	100%

The total number of part-time employees was 3,931 or 21.5 percent of the workforce with the majority of part-time employees being women. Women comprised 85.4 percent of permanent part-time employment and 83.5 percent of temporary part-time employment. Casual employment comprised 11.4 percent of the workforce with 71.6 percent of casual employees being women.

Overall, there were 13,763 permanent, 2,426 temporary and 2,074 casual employees totalling 18,263 employees at June 2007. Of the total number of employees, 12,258 were full-time, 3,931 were part-time. There has been a 1 percent increase in the number of incidences of part-time employment since June 2006. In the 10 years since 1996-97, full-time employment has decreased by nearly 4 percent.

The two Agencies with the highest rates of casual employees are CIT with 36.1 percent and DET at 18.1 percent. These rates of casual employment in education related departments is reflective of the needs of the teaching industry. However, across the ACTPS the extent of 'casualisation' does not appear to be increasing as is the case across the labour market generally.⁴

⁴ Australian Bureau of Statistics, 4102.0 - Australian Social Trends, 2005: Employment Arrangements: Casual Employees

Age Profile

The average age of ACTPS employees at June 2007 was 43.42 years. The average age for women across the service was 43.27 and 43.72 for men. The median age of ACTPS employees was 44 years.

At June 2006, 47.5 percent of the ACTPS were at least 45 years old, however, that figure increased to 49 percent at June 2007. 15 percent of employees were 30 years or younger.

Table 6: Average Age by Agency and Gender at June 2007

Agency	Women	Men	Total
ACT Health	42.9	41.9	42.7
ACT Planning and Land Authority	39.0	44.7	42.0
Auditor General's Office	31.9	39.4	36.7
Calvary Public Hospital	44.0	38.7	43.0
Canberra Institute of Technology	46.0	46.5	46.2
Chief Minister's Department*	41.8	46.7	43.7
CIT Solutions	42.7	48.5	44.8
Cultural Facilities Corporation	39.9	37.8	39.1
Department of Education and Training	44.7	43.8	44.5
Department of Treasury	39.2	40.8	40.0
Disability, Housing and Community Services	41.7	41.7	41.7
Exhibition Park In Canberra	29.6	48.7	40.7
Gambling and Racing Commission	36.1	44.3	39.9
Justice and Community Safety	39.6	42.6	41.3
Land Development Agency	43.7	45.1	44.4
Legal Aid Commission of the ACT	36.9	41.7	38.2
Legislative Assembly Secretariat	47.8	54.9	50.8
Territory and Municipal Services	43.2	44.9	44.1
Territory and Municipal Services – Action Buses	42.7	48.5	47.8
Service-wide Average	43.3	43.7	43.4

The ACTPS continues to age in parallel with the greater employment population in Australia. Australia's population, like that of most developed countries is ageing as a result of sustained low fertility rates and increasing life expectancy.⁵

According to an Australian Bureau of Statistics June 2007 report, Tasmania had the oldest general population of all the states and territories with a median age of 39.1 years. The second oldest was South Australia with a median age of 38.9 years. The ACT had the second youngest population with a median age 34.6 years and the Northern Territory at 31.1 years.⁶

* The Chief Minister's Department listing includes 10 members of the Long Service Leave Board. Attachment A provides a detailed summary of sub-units within administrative units.

⁵ Australian Bureau of Statistics, 3201.0 - *Population by Age and Sex*, Australian States and Territories, June 2007.

⁶ Australian Bureau of Statistics, 3201.0 - *Population by Age and Sex*, Australian States and Territories, June 2007.

During 2006-07 the ACT recorded a growth rate lower than the national average for the working age population. The ACT also recorded the second highest growth in the number of persons aged 65 years or more.⁷

Figure 2 shows the age distribution of male and female employees with a notable spike in the number of women aged between 46 and 52, the modal age for men is 45 years.

Figure 2: Age by Gender

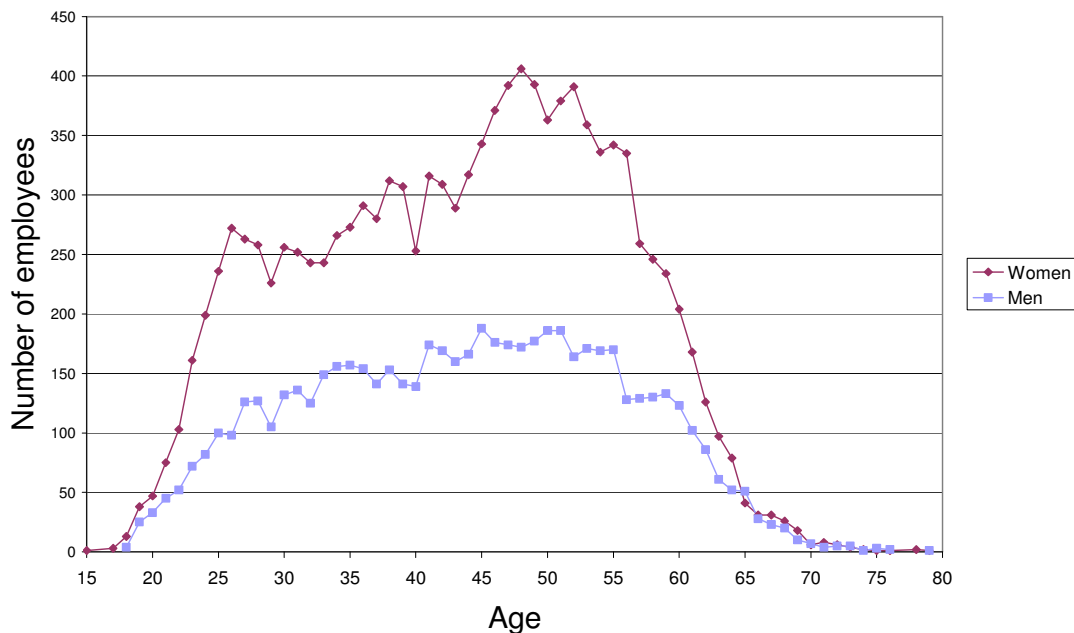
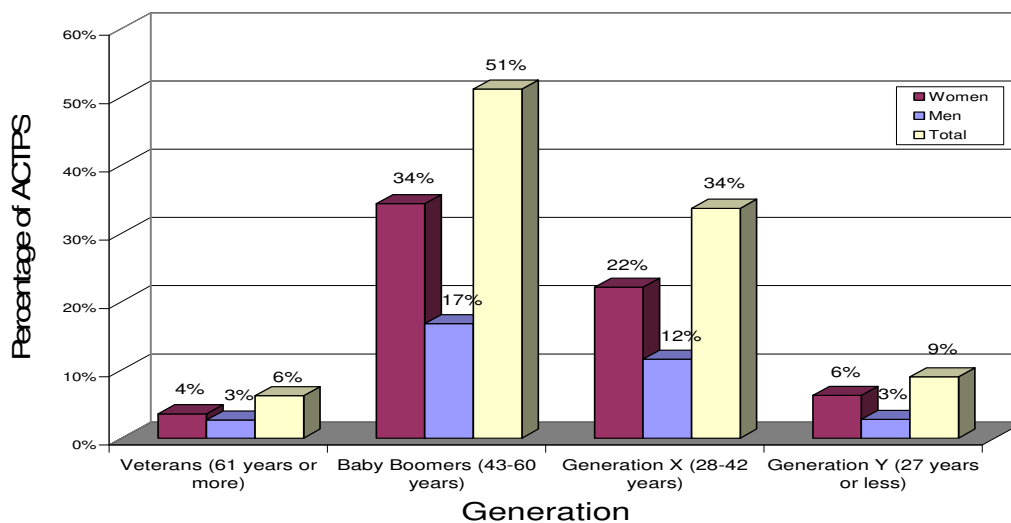


Figure 3 is a generational depiction of the high percentage of the ACTPS workforce born between 1946 and 1964, popularly termed baby boomers. The baby boomer generation currently accounts for more than 50 percent of the ACTPS. Also worth noting is the low percentage of Generation Y employees (9 percent).

Figure 3: ACTPS by Generation



⁷ Australian Bureau of Statistics, 3201.0 - *Population by Age and Sex*, Australian States and Territories, June 2007

All Available from www.abs.gov.au

Tenure

Although employee movement in the non-casual public sector workforce can be measured in a number of ways, the most common and valid method currently being used is tenure which provides a reasonable account of the extent of turnover in the ACTPS.

Table 7 shows the tenure of staff across the ACTPS. Tenure refers to the length of service in the ACTPS. The average length of service across the ACTPS is 8.16 years. The median length of service for employees in June 2007 was 5 years compared with the APS which recorded a median length of service of 7 years⁸.

Table 7: Average Tenure in the ACTPS at June 2007

Agency	Women	Men	Total
ACT Health	7.5	6.6	7.3
ACT Planning and Land Authority	8.8	10.9	9.9
Auditor General's Office	4.3	4.5	4.4
Calvary Public Hospital	6.3	4.6	6.0
Canberra Institute of Technology	7.0	7.3	7.1
CIT Solutions	2.6	2.8	2.7
Chief Minister's Department*	7.4	8.8	8.0
Cultural Facilities Corporation	4.3	6.5	5.2
Department of Education and Training	8.1	8.4	8.2
Department of Treasury	7.7	8.2	8.0
Disability, Housing and Community Services	6.5	6.4	6.5
Exhibition Park In Canberra	4.3	6.1	5.3
Gambling and Racing Commission	4.8	11.5	8.0
Justice and Community Safety	7.1	10.6	9.1
Land Development Agency	7.6	11.0	9.3
Legal Aid Commission of the ACT	5.9	6.3	6.0
Legislative Assembly Secretariat	7.0	10.7	8.5
Territory and Municipal Services	8.7	10.5	9.7
Territory and Municipal Services – Action Buses	6.4	15.2	14.2
Service-wide Average	7.5	9.0	8.0

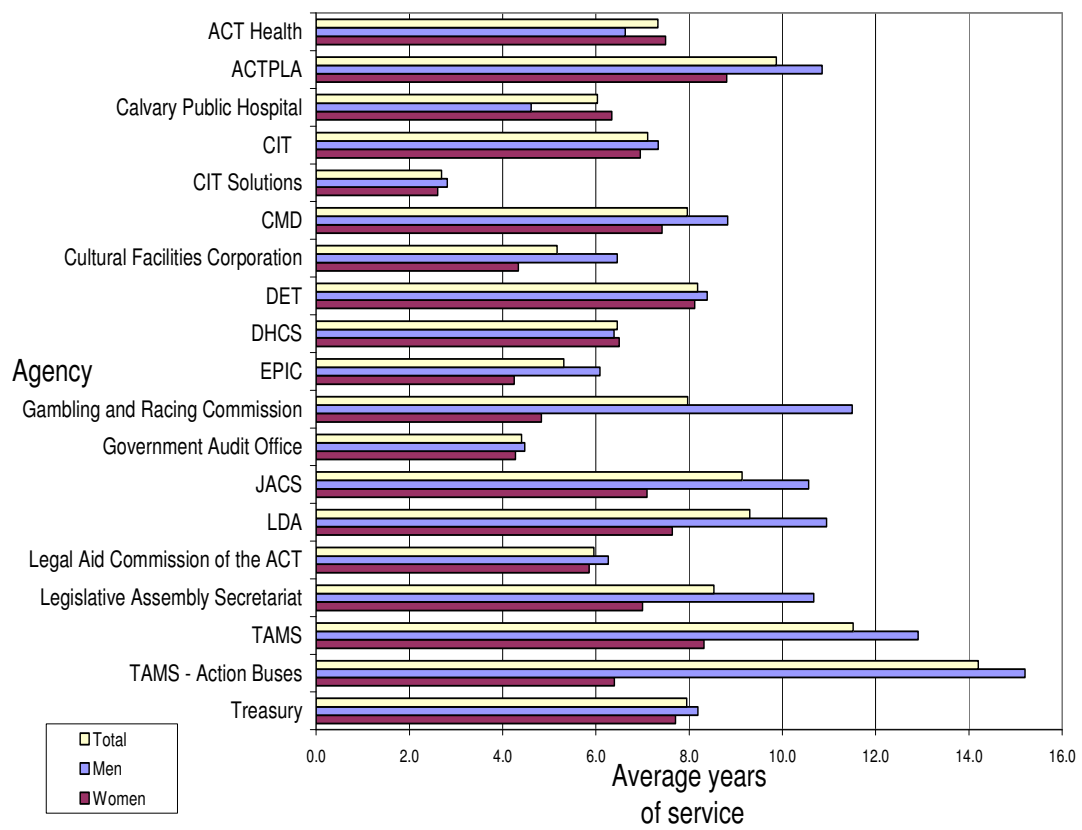
The ACTPS is a relatively new service which originally brought together people from a number of different backgrounds and as such limitations exist around employee data prior to 1994. Agency average length of service is an estimated account on the best historical information available on employee commencement in the ACTPS (Figure 4).

⁸ State of the Service Report 2006-07, Australian Government, Australian Public Service Commission

Note: Some non-chris21 agencies have provided data around length of tenure within their agency only.

* The Chief Minister's Department listing includes 10 members of the Long Service Leave Board. Attachment A provides a detailed summary of sub-units within administrative units.

Figure 4: Average Tenure by Agency



Remuneration

The average annual salary⁹ among staff employed in agencies was \$57,542, with a standard deviation of \$25,500, indicating that approximately two-thirds of the service have an annual salary of between \$32,000 and \$83,000. The average male salary was \$63,107 compared with women who on average earned \$54,660 meaning that men earned on average \$8,447 more than women.

Table 8: Remuneration statistics for Agencies at June 2007

Annual Salary	
Women	\$54,660
Men	\$63,107
Average	\$57,542
Generation	
Veterans	\$53,500
Baby boomers	\$60,729
Generation X	\$56,602
Generation Y	\$44,993
Average	\$57,542
Tenure	
3years or less	\$52,548
3-6years	\$55,698
6-9years	\$59,815
9-12years	\$60,283
13+ Years	\$63,019
Executive Level	
Female	\$146,218
Male	\$145,962
Average	\$146,053

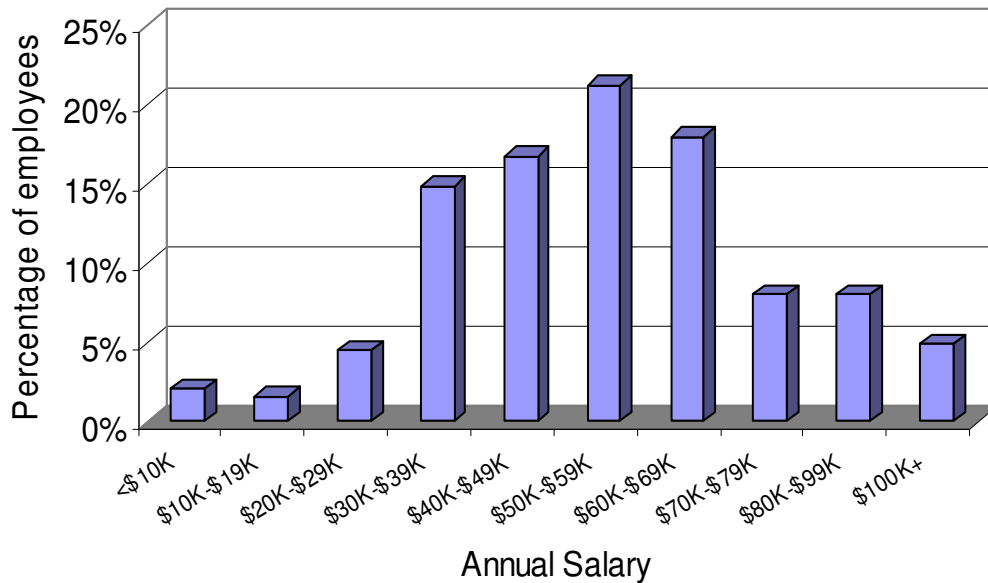
Overall, female Executives receive slightly higher average remuneration than their male counterparts earning \$146,218 compared with \$145,962 for males.

Employee groups with less than three years tenure received the lowest remuneration at \$52,548. There was a positive correlation between length of service and annual salary with those employed for thirteen years or more with the highest remuneration at \$63,019.

⁹ 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 exactly what the employee is being paid rather than the award rate of pay and in this context is the best figure to provide an indicative account of annual salaries.

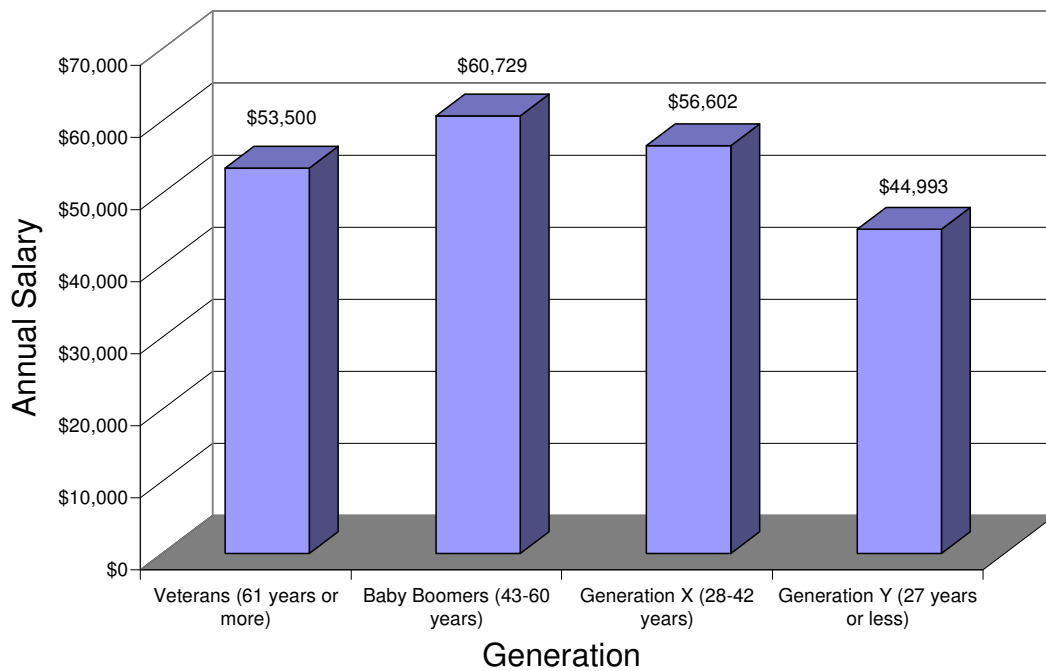
The overall annual salary profile is illustrated in Figure 5.

Figure 5: Annual Salary Profile at June 2007



In terms of remuneration, the baby boomer generation average salary exceeds the service-wide average by more than \$3000. Baby Boomers received the highest average remuneration across the generations with an average salary of \$60,729 compared with Generation Y receiving the lowest average remuneration of \$44,993 (Figure 6).

Figure 6: Average salary by Generation at June 2007



Equity and Diversity

Gender

Consistent with previous years, the ACTPS is approximately two-thirds female; comparatively the APS comprises 57 percent female employees. The APS State of the Service Report for 2006-07¹⁰ suggests that should the current employment trend continue in the APS, 'women's representation in the SES will equal that of men in a decade'. Given that in 1997-98 the number of women Executives in the ACTPS was below 30 percent, a similar representation of women at the Executive level is achievable in the same period of time.

Occupation group analysis indicates that women are highly represented in the field of nursing and health professionals, across all levels of administrative service officers and as teachers. Notably high percentages of male representation exist in fire brigade officers (98 percent), bus operator's (91 percent), general service officers (74 percent) and information technology officers (80 percent).

Table 9: Gender by Agency at June 2007

Agency	Women	Men	Total	Women	Men
ACT Health	3,808	1,076	4,884	78%	22%
ACT Planning and Land Authority	127	136	263	48%	52%
Auditor General's Office	14	25	39	36%	64%
Calvary Public Hospital	762	166	928	82%	18%
Canberra Institute of Technology	577	406	983	59%	41%
Chief Minister's Department	90	57	147	61%	39%
CIT Solutions	78	44	122	64%	36%
Cultural Facilities Corporation	77	50	127	61%	39%
Department of Education and Training	4,149	1,198	5,347	78%	22%
Department of Treasury	467	470	937	50%	50%
Disability, Housing and Community Services	724	338	1,062	68%	32%
Exhibition Park In Canberra	8	11	19	42%	58%
Gambling and Racing Commission	18	16	34	53%	47%
Justice and Community Safety	535	771	1,306	41%	59%
Land Development Agency	22	22	44	50%	50%
Legal Aid Commission of the ACT	42	15	57	74%	26%
Legislative Assembly Secretariat	24	20	44	58%	42%
Territory and Municipal Services	491	645	1,136	43%	57%
Territory and Municipal Services – Action Buses	90	694	784	11%	89%
Total	12,103	6,160	18,263	66%	34%

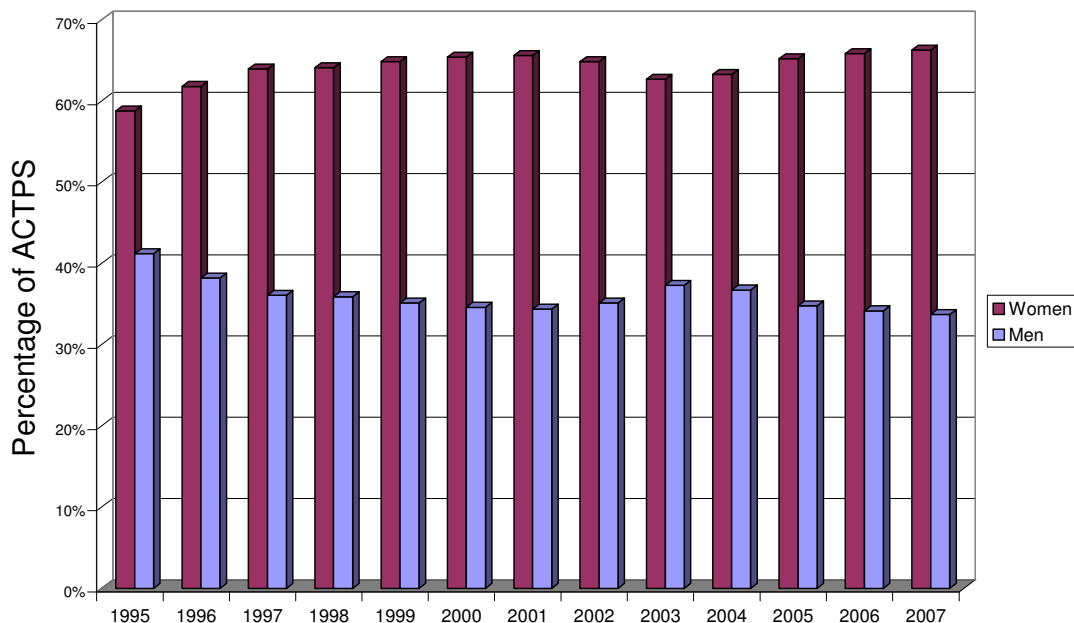
¹⁰ Australian Government, Australian Public Service Commission, State of the Service Report 2006-07

* The Chief Minister's Department listing includes 10 members of the Long Service Leave Board. Attachment A provides a detailed summary of sub-units within administrative units.

Equity in terms of classification exists in Senior Officers across all grades. ACT Health and the Department of Education and Training have the highest representation of women across ACTPS agencies.

Figure 7 shows a gradual increase in the percentage of women employed across the ACTPS since 1995 and a corresponding gradual decline in the percentage of men employed.

Figure 7: Historical breakdown by Gender



In terms of employment category, women tend to be employed in part-time employment both on a permanent and temporary basis more than men. Women employed on a permanent part-time or temporary part-time basis account for 18 percent of all employment forms and men of the equivalent categories only 3 percent.

Overall, 72 percent of employees in ACTPS agencies have volunteered their diversity status, with respect to language of origin, Indigenous heritage or whether they have a disability. The information collected may under-estimate the actual proportion of diversity groups in agency and ACTPS populations. However, 2006-07 workforce profile data sees a 6 percent increase in identification of equity and diversity status on the equivalent figure from 2005-06.

Aboriginal People and/or Torres Strait Islanders

Table 10: Aboriginal People and/or Torres Strait Islander Employment

Aboriginal and Torres Strait Islander	Women	Men	Total
	47	62	109
Employment Category			
Permanent Full-time	23	32	55
Permanent Part-time	3	12	15
Temporary Full-time	9	7	16
Temporary Part-time	5	0	5
Casual	7	11	18
Total	47	62	109
Tenure			
Less than 3 Years	28	31	59
3-6 Years	10	14	24
6-9 Years	7	6	13
9-12 Years	1	4	5
13+ Years	1	7	8
Total	47	62	109
Average Remuneration	\$56,147	\$57,112	\$56,708
Generation			
Veterans	1	1	2
Baby Boomers	16	26	42
Generation X	19	27	46
Generation Y	11	8	19
Total	47	62	109

As at June 2007, 109 employees (0.6 percent) of the ACTPS identified as an Aboriginal or Torres Strait Islander. This is consistent with the 2005-06 figure which equated to 0.57 percent of the service having identified as an Indigenous Australian. Since 2002 (0.38 percent of the service) there appears to have been a minor increase in Indigenous employment though causation is impossible to determine given the size of the increase. Possible impacts could include fluctuations in the size of the Service, or increased self-identification.

As well as presenting statistical information around gender and employment status, Table 10 details length of service for Indigenous Australians, with 54 percent of employees identified as Aboriginal or Torres Strait Islander having joined the ACT Government in the last three years. 47 percent of Indigenous employees are classified as administrative service officers with 18 percent classified as teachers and 10 percent as senior officers. The average annual salary for Indigenous employees is \$56,708, which is slightly below the average annual salary for all staff.

Linguistic Diversity

Employees from a culturally diverse background are those persons born in countries not classified as Main English Speaking (MES) countries (ie Australia, United Kingdom, Ireland, New Zealand, Canada, United States of America and South Africa).¹¹

As at June 2007, 10.6 percent (or 1,936 persons) of employees identified as having a first language other than English. Apart from the 2005-06 reporting period (9.9 percent), representation in the ACTPS has remained around 12 percent over the last decade.

In comparison to the number of baby boomers in the ACTPS population (50.9 percent), baby boomers represented a relatively high percentage of employees from a non English speaking background (53.4 percent).

The representation of people from a linguistically diverse background parallels the ACTPS population in job category, occupation and remuneration.

Table 11: Linguistically Diverse employees

Linguistically Diverse	Women	Men	Total
	1,217	719	1,936
Employment Category			
Casual	124	44	168
Permanent Full-time	634	455	1,089
Permanent Part-time	264	107	371
Temporary Full-time	135	93	228
Temporary Part-time	60	20	80
Total	1,217	719	1,936
Tenure			
Less than 3 Years	369	223	592
3-6 Years	295	179	474
6-9 Years	148	81	229
9-12 Years	100	41	141
13+ Years	305	195	500
Total	1,217	719	1,936
Average Remuneration	\$53,385	\$59,320	\$55,622
Generation			
Veterans	60	70	130
Baby Boomers	654	380	1,034
Generation X	443	237	680
Generation Y	60	32	92
Total	1,217	719	1,936

¹¹ Australian Bureau of Statistics, 6105.0 - Australian Labour Market Statistics, Jan 2006, LABOUR OUTCOMES OF MIGRANTS

People with a Disability

Table 12: Employees with a Disability

People with a Disability	Women	Men	Total
	162	109	271
Employment Category			
Casual	16	11	27
Permanent Full-time	75	71	146
Permanent Part-time	46	13	59
Temporary Full-time	17	10	27
Temporary Part-time	8	4	12
Total	162	109	271
Tenure			
Less than 3 Years	52	32	84
3-6 Years	19	15	34
6-9 Years	20	12	32
9-12 Years	15	10	25
13+ Years	56	40	96
Total	162	109	271
Average Remuneration	\$52,758	\$60,943	\$56,069
Generation			
Veterans	12	13	25
Baby Boomers	99	55	154
Generation X	36	38	74
Generation Y	15	3	18
Total	162	109	271

At June 2007, 1.5 percent of employees identified as having a disability. Although remaining relatively stable at around two percent for the past decade, representation of people with a disability has fallen by 0.8 of a percent since 1999-2000. People with a disability have a higher than average representation at both the administrative service and senior officer level. Highest representation was reported in ACTPLA (3.8 percent) and CMD (3.6 percent). 41 percent of the 2006 ACTPS Graduates identified as having a disability.

In 2003, the ABS reported that one in five people in Australia had a reported disability. A further 21 percent of the population reported a long-term health condition that did not restrict their everyday activities. The survey defined disability as any limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. Examples of an employee who has identified as having a disability include hearing loss which requires the use of a hearing aid, or difficulty dressing due to arthritis.¹²

¹² Australian Bureau of Statistics, 4430.0 - Disability, Ageing and Carers, Australia: Summary of Findings, 2003

Glossary and Explanatory Statements

Casual Staff

Staff engaged on an ad hoc hourly or daily basis with no ongoing tenure of employment.

Chris21

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

Chris21 Agencies

Agencies that report through the Chris21 system include:

- The Chief Minister's Department (CMD)
- The Department of Treasury (Treasury)
- The Department of Justice and Community Safety (JACS)
- The Department of Disability Housing and Community Services (DHCS)
- The Department of Territory and Municipal Services (TAMS)
- ACT Health
- The Department of Education and Training (DET)
- ACT Planning and Land Authority (ACTPLA)
- Canberra Institute of Technology (CIT)
- Gambling and Racing Commission (GRC)
- Auditor General's Office (AG's)
- Land Development Agency (LDA)

Executive

As at 30 June 2007 there were 155 Executives (including Chief Executives) employed under the relevant provisions of the *Public Sector Management Act 1994*. Executive Officers referred to in this report total 174 and includes full-time statutory office holders and similar categories of employees.

Figures contained in this report

The figures contained in this report are 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 (eg, doctors on secondment to regional hospitals).

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.

Generations

For the purposes of this report, generational breakdowns have been made according to the following methodology:

Generation	Year span	Approximate age (years)
Veterans	Born prior to 1946	61 or more
Baby Boomers	Born 1946 to 1964	43-60
Generation X	Born 1965 to 1979	28-42
Generation Y	Born from 1980	27 or less

It is recognised that some slight variations of this particular rationale may exist.

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 30, 2007

30 June 2007 is referred to throughout the report and relates to the last pay day in June 2007 being 27 June 2007.

Mean

Average value

Median

Middle value when arranged in order

Mode

Most frequently occurring value

Non-Chris21 Agencies

Agencies that report through an alternative HRMIS than Chris21 and includes:

- ACTION
- Calvary Public Hospital
- CIT Solutions
- Cultural Facilities Corporation (CFC)
- Exhibition Park in Canberra (EPIC)
- Legal Aid
- Legislative Assembly (LA)

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 *ACT Public Sector Management Act 1994*.

Perspect

The Human Resource Management System preceding Chris21.

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 27 June 2007.

Staff

Includes permanent, temporary and casual employees in the ACTPS.

Tenure

Due to concerns around employee commencement data initially loaded into the previous Human Resource Information System (HRMIS) PERSPECT system in 1994, staff with greater than 13 years service are combined into a single category. Tenure is dated back to 1 July 1994.

Territory Owned Corporation (TOC)

Territory Owned Corporation; these are ACTEW Corporation Ltd, ACTTAB and Rhodium Asset Solutions.

Abbreviations

ACT	Australian Capital Territory
ACTPS	Australian Capital Territory Public Service
ACTPLA	ACT Planning and Land Authority
ACTTAB	ACT Totalisation Agency Board Corporation
ACTEW	ACT Electricity and Water Corporation
AG	ACT Auditor General
AGS	Australian Government Service
APS	Australian Public Service
ASO	Administrative Services Officer
CFC	Cultural Facilities Corporation
CHC	Calvary Health Care
CIT	Canberra Institute of Technology
CIT Solns	CIT Solutions
CMD	Chief Minister's Department
DEP	Disability Employment Program
DET	Department of Education and Training
DHCS	Department of Disability, Housing and Community Services
DPP	Director of Public Prosecutions
EC	ACT Electoral Commission
EPIC	Exhibition Park in Canberra
FTE	Full-time Equivalent
GAA	Graduate Administrative Assistant
GAO	Auditor General's Office
GRC	Gambling and Racing Commission
GSO	Government Service Officers
HR	Human Resources
InTACT	Information Technology ACT
IT	Information Technology
JACS	Department of Justice and Community Safety
LA	ACT Legislative Assembly
LDA	Land Development Agency
Legal	Legal Aid Office
LSLB	Long Service Leave Board (Construction and Cleaning Industries)
RAS	Rhodium Asset Solutions
TAMS	Department of Territory and Municipal Services
Treasury	Department of Treasury

Attachment A

Agency	Agency Unit	Total (Paid Headcount)
ACT Health	Aged Care & Rehabilitation	248
	Capital Region Cancer Service	168
	Community Health	726
	Corporate Services	85
	Gov Relations & Planning	28
	Mental Health ACT	359
	Office of the Chief Executive	70
	Business & Infrastructure Support	336
	Clinical Governance Unit	52
	Other work unit	8
	Operational Finance Support Unit	52
	Policy Division	28
	Population Health	119
	The Canberra Hospital	2605
	ACT Health Total	
ACT Planning and Land Authority	Client Services	92
	Development Services	95
	Land Planning & Projects	3
	Other work units	11
	Planning Services	62
ACT Planning and Land Authority Total		263
Calvary Public Hospital		928
Calvary Public Hospital Total		928
Canberra Institute of Technology	Education Delivery	641
	Division Of Corporate Services	61
	Division Of Learning Services	130
	Other work units	151
Canberra Institute of Technology Total		983
Chief Minister's Department	Arts, Communications, Events & Protocols	27
	Business & Projects	23
	Business and Economic Development	3
	Governance Division	31
	Office of the Chief Executive	3
	Policy Division	50
Chief Minister's Department		137
	Long Service Leave Board	10
Chief Minister's Department Total		147
CIT Solutions		122
CIT Solutions Total		122
Cultural Facilities Corporation		127
Cultural Facilities Corporation Total		127
Department of Education and Training	Chief Executive	7
	Deputy Chief Executives Office	3
	Finance And Facilities	43
	Governance Regulation & Risk	20
	Measure Monitor & Report	16
	Other work unit	18

Agency	Agency Unit	Total (Paid Headcount)
	Training & Tertiary Education	34
	Education	8
	Executive	149
	Belconnen District	713
	Black Mountain District	1189
	Other work unit	1109
	Schools Central	1
	Tuggeranong District	976
	Woden Weston District	1020
	Resource Management	41
Department of Education and Training Total		5347
Department of Treasury	ACT Procurement Solution	81
	Business Operations	1
	Finance & Budget	51
	Intact	3
	Investment & Economics	44
	Other work unit	60
	Operations	194
	Planning & Development	55
	Policy Coordination & Develop	10
	Procurement Policy	1
	Revenue Management	77
	Shared Services	360
Department of Treasury Total		937
Disability, Housing and Community Services	Children, Youth & Family Support	330
	Disability ACT	325
	Housing & Community Services	180
	Other work unit	18
	Office Multicultural Affairs	16
	Policy & Organisational Services	89
	Therapy ACT	104
Disability, Housing and Community Services Total		1062
Exhibition Park In Canberra		19
Exhibition Park In Canberra Total		19
Gambling and Racing Commission		34
Gambling and Racing Commission Total		34
Auditor General's Office		39
Auditor General's Office Total		39
Justice and Community Safety	Corrective Services	204
	Emergency Services Agency	506
	Law Courts & Tribunals	133
	ACT Government Solicitor	53
	Director of Public Prosecutions	54
	Electoral Commission	8
	Human Rights Commission	18
	Legislation & Policy	34
	Other Work Unit	10
	Parliamentary Counsel's Office	25
	Public Advocate Of ACT	13

Agency	Agency Unit	Total (Paid headcount)
	Public Trustee For ACT	29
	Security Emergency Management	4
	Strategic Finance	7
	Office Regulatory Services	164
	Strategic Planning & Support	44
Justice and Community Safety Total		1306
Land Development Agency	Community & Direct Grants Program	5
	Corporate & Finance	12
	Marketing & Sales	5
	Other Work Unit	1
	Residential Development	10
	Urban Development	11
Land Development Agency Total		44
Legal Aid Commission of the ACT		57
Legal Aid Commission of the ACT Total		57
Legislative Assembly Secretariat		43
Legislative Assembly Secretariat Total		44
Territory and Municipal Services	Other Work Unit	1
	Community & Infrastructure Services	418
	Enterprise Services	185
	Enterprise Services Network	3
	Environment & Recreation	88
	Executive	1
	Government Policy	1
	Chief Executive	1
	Community Engagement	14
	Government Liaison	6
	Strategic Coordination and Continuous Improvement	11
	Strategic Finance	17
	Strategic Human Resources	23
	Recreation & Land Management	349
	Review Pool	18
	Action Buses	784
Territory and Municipal Services Total		1136
Territory and Municipal Services - Action Buses		784
Territory and Municipal Services - Action Buses		784
Grand Total		18263

Note: 'Other Work Unit' represents a portion of an agency that is not classified at the agency or branch level in the Chris21 system.