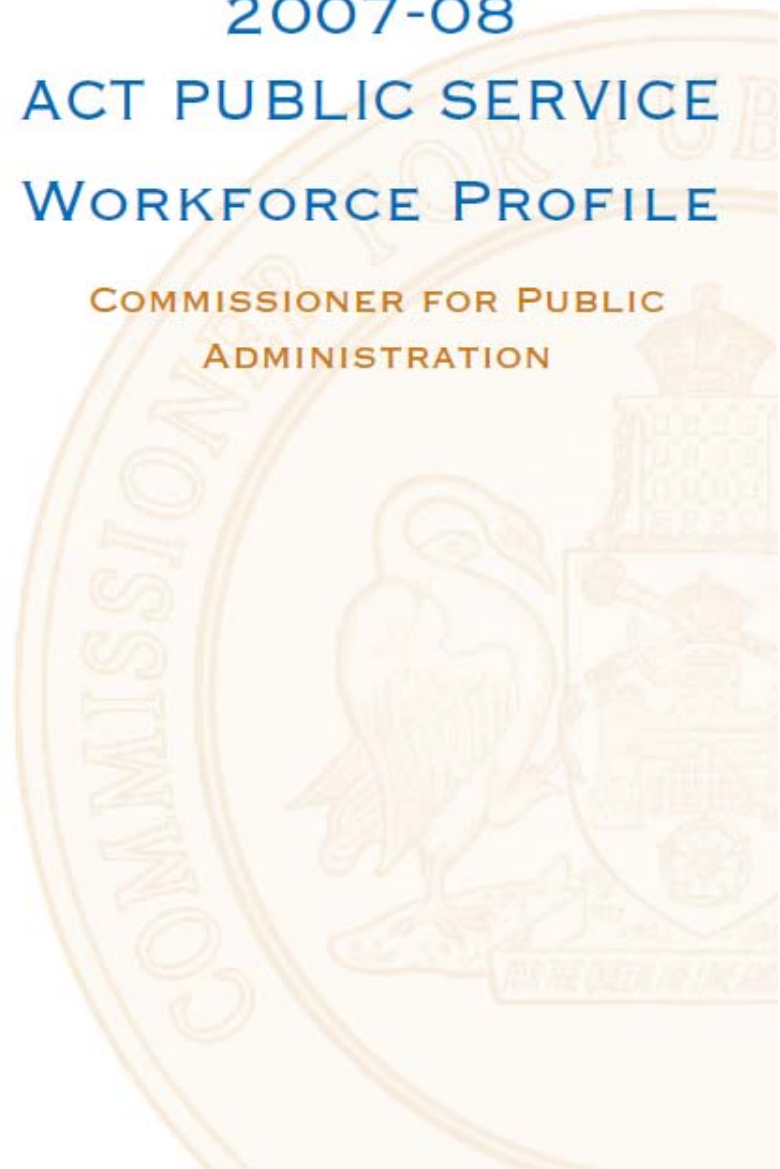


2007-08
ACT PUBLIC SERVICE
WORKFORCE PROFILE

COMMISSIONER FOR PUBLIC
ADMINISTRATION



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Foreword

This is the third 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 2008. As well as 2007 - 2008 workforce statistical data, this document identifies broader workforce trends that are likely to impact upon the ACTPS in the coming years.

In the past twelve months the Chief Minister's Department has worked with agencies to strengthen and build public service capacity, under a three year budget initiative, particularly addressing the challenges the ACTPS faces in attracting and retaining staff. The ACTPS needs to be well positioned to respond to these challenges, in order to maintain and recruit a workforce that continues to deliver quality services for the community and to help take the Territory forward.

The Workforce Profile provides both a snapshot of the Service as at the last pay date in the 2008 financial year (23 June 2008) and the financial year (July 2007 to June 2008). This report builds on the first two Workforce Profiles. Every Workforce Profile published serves to enhance data comparability and identify trends in relation to the shape and size of the ACTPS.

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 and not employment over the twelve month period. Where the Profile provides detail over periods of time, these occurrences are referenced appropriately.

I would like to acknowledge the staff of the Systems Data and Reporting team within the Shared Services Centre, Non-Chris21 reporting entities and the Public Sector Management Group in the Chief Minister's Department, for their continued dedication to providing workforce data for inclusion in this report.



Liesl Centenera
A/g COMMISSIONER FOR PUBLIC ADMINISTRATION

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Introduction

About the 2007-08 ACT Public Service Workforce Profile

The 2007-08 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. It provides a snapshot of the ACTPS as at the last pay date in the 2007/08 financial year (referred to throughout the report as 'June 2008').

The Workforce Profile provides in-depth analysis of the ACTPS workforce and builds on the foundations laid by the two earlier workforce profiles. Data for the Workforce Profile is analysed for all departments, entities and enterprises¹ against a number of employee and human resource related measures. Employees are charted against demographics, employment patterns and arrangements, remuneration, length of service and turnover.

The Workforce Profile provides comparative generational analysis. Many theories exist on generational boundaries. For the purpose of this report, generational boundaries reflect the following:

Generation	Year span	Approximate age (years)
Veterans	Born prior to 1946	63 or more
Baby Boomers	Born 1946 to 1964	44-62
Generation X	Born 1965 to 1979	29-43
Generation Y	Born from 1980	28 or less

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

The ACT Skills Commission was established in November 2006 to provide high level, strategic advice to the Government on skills issues and the strategies required to meet the Territory's skills needs now and into the future. The ACT Skills Commission determined that the ACT needs more people, and more people with higher level skills.

The ACT Government is responding strategically to the skills challenge through a comprehensive package of initiatives under the banner of '*ACT Skills Future*'². The package provides immediate responses to some of the more pressing shortages and sets a sustainable path toward long-term change.

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

² ACT Skills Future – Key Initiatives in a long term strategy to address the skills challenge, ACT Skills Commission <http://www.cmd.act.gov.au>

About the 2007-08 Data

Statistical analysis in this report has been derived from the Chris21 system which encompasses 88.7% of the ACTPS. Information is also gathered from agencies using separate Human Resource/Payroll systems (2,129 employees) including:

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

The figures presented in this report, unless otherwise indicated, reflect 'paid headcount' - defined as the number of employees that have received payment at a given point in time (23 June 2008).

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 agencies between 2005-06 and 2006-07 may not give an accurate representation of actual fluctuations within each agency.

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. 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 retrospective updating of an individual record.

Enquiries

For more information, contact Public Sector Management, ACT Chief Minister's Department psm@act.gov.au

Executive Summary

Table 1: Key Facts about the ACT Public Service Workforce

As at June 2008				
Agency ³	Employees June 2007		Employees June 2008	
ACT Health	4,884		5,015	
ACT Planning and Land Authority (ACTPLA)	263		277	
Auditor General's Office (AGO)	39		37	
Calvary Public Hospital (CPH)	928		998	
Canberra Institute of Technology (CIT)	983		994	
Chief Minister's Department (CMD) [*]	147		185	
CIT Solutions	122		94	
Cultural Facilities Corporation (CFC)	127		133	
Department of Education and Training (DET)	5,347		5,298	
Department of Treasury (DT)	937		1,049	
Disability, Housing and Community Services (DHCS)	1,062		1,133	
Exhibition Park In Canberra (EPIC)	19		10	
Gambling and Racing Commission (GRC)	34		31	
Justice and Community Safety (JACS)	1,306		1,443	
Land Development Agency (LDA)	44		74	
Legal Aid Commission ACT	57		56	
Legislative Assembly Secretariat	44		41	
Territory and Municipal Services (TAMS)	1,136		1,230	
Territory and Municipal Services – Action Buses	784		797	
Total	18,263		18,895	
Gender				
Female	12,103	66%	12,463	66%
Male	6,160	34%	6,432	34%
Total	18,263		18,895	
Employment Status				
Permanent	13,763	75%	14,242	75%
Temporary	2,426	13%	2,578	14%
Casual	2,074	11%	2,075	11%
Total	18,263		18,895	
Remuneration				
Average annual salary (female)	\$54,660		\$56,478	
Average annual salary (male)	\$63,107		\$65,419	
Average annual salary	\$57,542		\$59,518	
Age of employees				
Average age in years	43.4		42.7	
Proportion of staff 45 years or more	49%		47%	
Proportion of staff under 30 years	15%		17%	
Aboriginal Person and/or Torres Strait Islander	109		143	
Culturally and Linguistically Diverse	1,936		2,133	
Person with a Disability	271		274	
Length of Service				
Average length of service	8 years		7.4 years	

³ The 2007-08 Workforce Profile excludes Territory Owned Corporations as the data is not easily available and given the small number of employees does not affect the ACTPS workforce significantly in terms of trends.

^{*} The Chief Minister's Department listing in this report includes 12 members of the Long Service Leave Board. Attachment A provides a further headcount breakdown by each agency.

Size

The number of employees in the ACTPS at 30 June 2008 was 18,895, representing an increase of 3 percent on the equivalent figure at 30 June 2007. A further headcount breakdown by each agency is included in Attachment A.

Table 2: Headcount data for ACTPS employees at June 2008

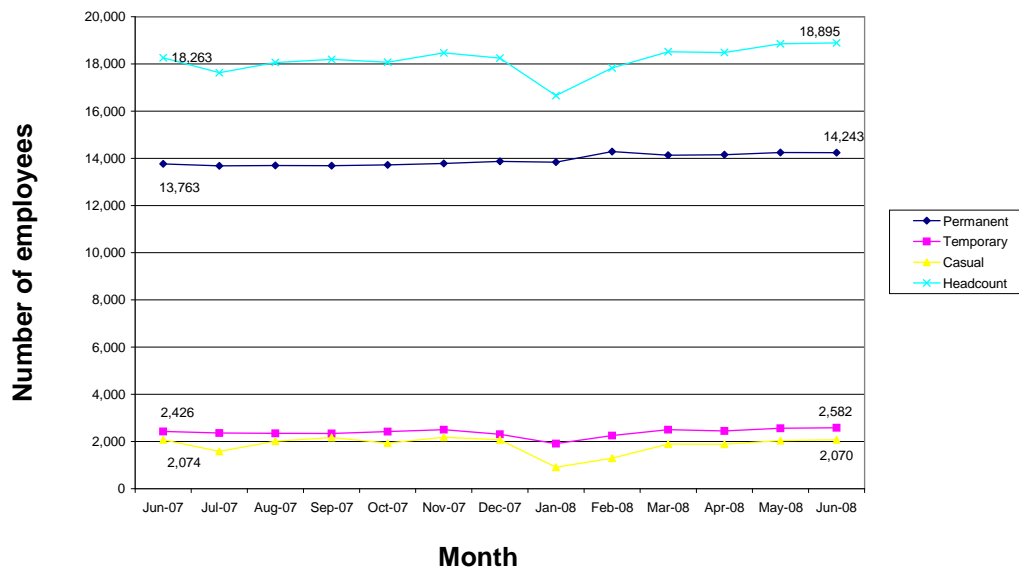
Agency	Employees	% of ACTPS
ACT Health	5,015	26.5%
ACT Planning and Land Authority	277	1.5%
Auditor General's Office	37	0.2%
Calvary Public Hospital	998	5.3%
Canberra Institute of Technology	994	5.3%
Chief Minister's Department	185	1.0%
CIT Solutions	94	0.5%
Cultural Facilities Corporation	133	0.7%
Department of Education and Training	5,298	28.0%
Department of Treasury	1,049	5.6%
Disability, Housing and Community Services	1,133	6.0%
Exhibition Park in Canberra	10	0.1%
Gambling and Racing Commission	31	0.2%
Justice and Community Safety	1,443	7.6%
Land Development Agency	74	0.4%
Legal Aid Commission (ACT)	56	0.3%
Legislative Assembly Secretariat	41	0.2%
Territory and Municipal Services	1,230	6.5%
Territory and Municipal Services – Action Buses	797	4.2%
Total	18,895	100.0%

Service-wide, the net increase in staffing was primarily a result of 479 more permanent employees. In detail this has seen the following major agency level changes:

- ACT Health (131): Operational Nurses in Aged Care & Rehabilitation, the Capital Region Cancer Service and the Canberra Hospital, Clinical Education Nurses and Health Professionals in Mental Health;
- JACS (137): Firefighters, Ambulance Personnel and employees for the Alexander Maconochie Centre; and
- DT (112): increase due to the Shared Services Centre reaching full staffing levels, especially in the area of Information, Communication & Technology agency staff transfers and an increase in Procurement staff associated with a larger capital works program.

Figure 1 is a graphical representation of the fluctuations in employment. During the period there was a decline in numbers experienced at the beginning of 2008, however overall numbers have gradually increased until the end of the financial year. Developments in service-wide data collection will enable a whole of government annual trend analysis in future publications.

Figure 1: Employment fluctuation by employment category during 2007-08



It should be noted that casual and temporary employment numbers are susceptible to fluctuation as a result of seasonal employment changes (eg casual teachers at DET and CIT).

The largest agencies in terms of employees (in the reporting period) were the Department of Education & Training (5,298 employees), ACT Health (5,015 employees) and the Department of Justice & Community Safety (1,443 employees). Consequently figures relating to teachers, health professionals and nurses are prominent in the breakdown of employees by occupation.

Employees of the Emergency Services Agency (ESA) account for approximately 37 percent of all JACS employees. A comprehensive account of each agency can be found in Attachment A.

The smallest agencies were Exhibition Park in Canberra (10 employees), Gambling & Racing Commission (31 employees) and the Auditor General's Office (37 employees).

By gender, females account for approximately 66 percent of the service and men 34 percent. Calvary Public Hospital, ACT Health and DET have a gender breakdown of greater than 78 percent female with ACTION (89 percent), AGO (59 percent) and JACS (60 percent) recording the highest percentages of males.

Full-Time Equivalents (FTE)⁴

Table 3 presents FTE data for the public service workforce by employment category as at June 2008. This table indicates that the composition of agencies as compared to June 2007 remains constant with:

- Eight agencies reporting an FTE of 100 employees or less,
- Nine agencies reporting an FTE of between 100 and 1,500 and
- Two agencies reporting an FTE of greater than 1,500.

Table 3: FTEs by Agency and Employment Status at June 2008

Agency	Permanent	Temporary	Casual	TOTAL FTE
ACT Health	3,459.00	752.0	148.3	4,359.3
ACT Planning & Land Authority	230.2	30.7	1.7	262.6
Auditor General's Office	28.8	6	0.6	35.4
Calvary Public Hospital	603.8	58.1	43.5	705.4
Canberra Institute of Technology	457.1	136.9	0	593.9
Chief Minister's Department	141.1	35.7	0	176.8
CIT Solutions	44.1	0	9	53.1
Cultural Facilities Corporation	33.3	14.8	33	81.1
Department of Education and Training	3,366.8	657	368.2	4,392.0
Department of Treasury	851.3	150.7	8.3	1,010.3
Disability, Housing and Community Services	873.1	150.6	36.7	1,060.4
Exhibition Park In Canberra	7.7	2	0	9.7
Gambling and Racing Commission	25.8	6	0	31.8
Justice & Community Safety	1,195.1	179.3	3.7	1378.1
Land Development Agency	61.4	11.4	0	72.9
Legal Aid Commission	49.9	3	0.2	53.1
Legislative Assembly Secretariat	25.6	1.5	2.5	29.6
Territory and Municipal Services	1,036.8	106.9	17	1,160.7
Territory and Municipal Services - Action Buses	649.6	20.5	22	692.1
Total	13,140.5	2,323.1	694.7	16,158.3

Executive or Equivalent Employment⁵

There were 175 employees comprising the Executive Cohort at June 2008. This continues to represent 1 percent of the ACTPS workforce. Female executives, as a percentage of the total Executive cohort, have increased to 40 percent in 2007-08 after being generally constant at 35 percent in 2006-07 and 34 percent in 2000-01.

⁴ 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.

⁵ These figures apply to chris21 agencies only. As at 30 June 2008 there were 163 Executives (including Chief Executives) employed under the relevant provisions of the *Public Sector Management Act 1994*. The Executive Cohort referred to in this report include 12 full-time statutory office holders and similar categories of employees.

The average remuneration for male executives is higher than females which is in contrast to 2006-07⁶. In June 2008, male executives received an average salary of \$154,258 and the average salary for female executives is \$151,961. Detailed remuneration statistics for the remainder of the service can be found in the Remuneration section of this report.

The average length of service for female executives has increased to 10.0 years from 9.6 years in 2006-07 and is slightly higher than male executives who have an average of 9.6 years in the ACTPS.

⁶ It should be noted that the Executive Cohort consists of a small sample size (163) and therefore some variation is expected. Therefore it is not possible to determine whether this change represent a possible longer term trend.

Employment Status

Employees in the ACTPS are employed on either a permanent, temporary or casual basis. Permanent and temporary employees can be employed on a full-time or part-time basis. Table 4 defines the number of staff employed in each category of employment as well as the percentage of each gender across the whole workforce.

As at June 2008, more than half of all ACTPS employees (58 percent) were employed on a permanent full-time basis. 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 compared to the 2006-07 Profile, an additional 358 women have been employed and there has been an increase in women accessing part-time employment arrangements. Temporary employment has also increased (152).

The percentage of women and men employed across the service remained consistent with the gender ratio of 2006-07.

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 11 percent of the workforce.

Table 4: Employment Category by Gender at June 2008

Employment Category	Female	Male	TOTAL	% of Female	%of Male	TOTAL
Permanent Full-time	6,448	4,461	10,909	59%	41%	58%
Permanent Part-time	2,864	470	3,334	86%	14%	18%
Temporary Full-time	1,156	779	1,935	60%	40%	10%
Temporary Part-time	517	130	647	80%	20%	3%
Casual	1,478	592	2,070	71%	29%	11%
TOTAL	12,463	6,432	18,895	66%	34%	100%

The total number of part-time employees was 3,977 or 21 percent of the workforce with the majority of part-time employees being women. Females comprised 86 percent of permanent part-time employment which is 1 percent higher than 2006-07 and 80 percent of temporary part-time employment which is down by 3 percent from 2006-07. Casual employment comprised 11 percent of the workforce with 71 percent of casual employees being women.

Overall, there were 14,243 permanent, 2,582 temporary and 2,070 casual employees totalling 18,895 employees at June 2008.

The two Agencies with the highest rates of casual employees are CIT at 37 percent and DET at 17 percent. These rates of casual employment are reflective of the needs of the teaching industry. However, across the ACTPS the extent of 'casualisation' does not appear to be increasing, which is not consistent with the Australian labour market generally⁷. In fact, the 2007-08 figures on casual employees differs only by 1 employee in comparison to 2006-07.

⁷ Australian Bureau of Statistics, 1301.00 – Yearbook Australia, 2006: Trends in Casual Employment

Age Profile

The average age of employees by gender and in total has decreased slightly since 2006-07. The average age of ACTPS employees at June 2008 was 42.7 years. The average age for women across the service was 42.6 and 42.9 for men.

Table 5: Average Age by Agency and Gender at June 2008

Agency	Female	Male	TOTAL
ACT Health	42.4	41.5	42.2
ACT Planning and Land Authority	38.6	44.3	41.4
Auditor General's Office	32.2	40.5	37.1
Calvary Public Hospital	43.7	38.5	42.7
Canberra Institute of Technology	44.9	46.5	45.6
Chief Minister's Department	40.2	44.8	41.8
CIT Solutions	42.1	47.3	43.7
Cultural Facilities Corporation	38.8	37.7	38.4
Department of Education and Training	44.0	43.5	43.9
Department of Treasury	38.4	39.4	38.9
Disability, Housing and Community Services	40.9	41.8	41.1
Exhibition Park In Canberra	39.0	44.0	42.5
Gambling and Racing Commission	38.5	40.8	39.7
Justice and Community Safety	38.5	41.6	40.4
Land Development Agency	41.8	46.4	44.1
Legal Aid Commission (ACT)	40.7	34.8	38.7
Legislative Assembly Secretariat	49.6	52.7	49.6
Territory and Municipal Services	42.1	42.9	42.6
Territory and Municipal Services - Action Buses	44.1	47.7	47.3
Service-Wide Average	42.6	42.9	42.7

To provide context, at 30 June 2008 the ACT and the Northern Territory represented the youngest population being 34.7 years and 31.1 years respectively. Tasmania had the oldest population of all the states and territories with a median age of 39.4 years

During 2007-08 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.⁸

The ACTPS does not appear to be ageing, however, as compared to 2006-07. The service-wide average for June 2008 is 42.7 years which is a decrease on the 43.4 years for June 2007.

⁸ Australian Bureau of Statistics, 3201.0 - *Population by Age and Sex*, Australian States and Territories, June 2002 – June 2008 (available from www.abs.gov.au)

Figure 2 shows the age distribution of male and female employees with a notable spike in the number of women aged between 46 and 53. The modal age for men is 51 years while for women is it 48 years.

Figure 2: Age by Gender

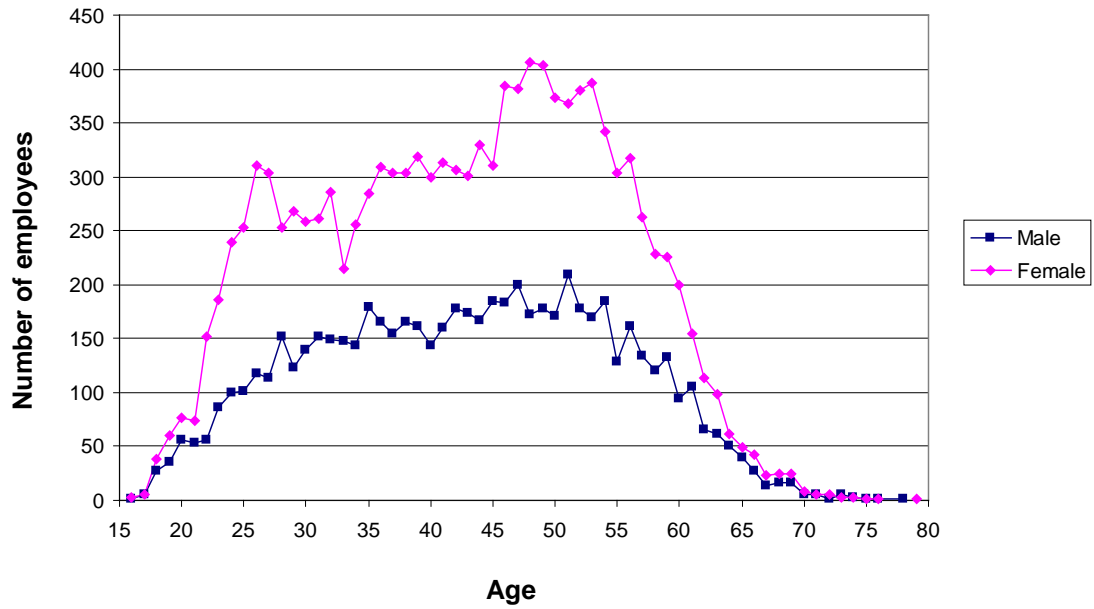


Figure 3 is a generational representation of the high percentage of the ACTPS workforce born between 1946 and 1964, popularly termed baby boomers. The baby boomer generation currently accounts for just under 50 percent of the ACTPS. Also worth noting is the decrease in Veterans by half as compared to 2006-07 and an increase in Generation Y across the service (an increase of 4 percent for females and 2 percent for males) which indicates that the ACTPS is attracting a younger workforce.

Figure 3: ACTPS by Generation

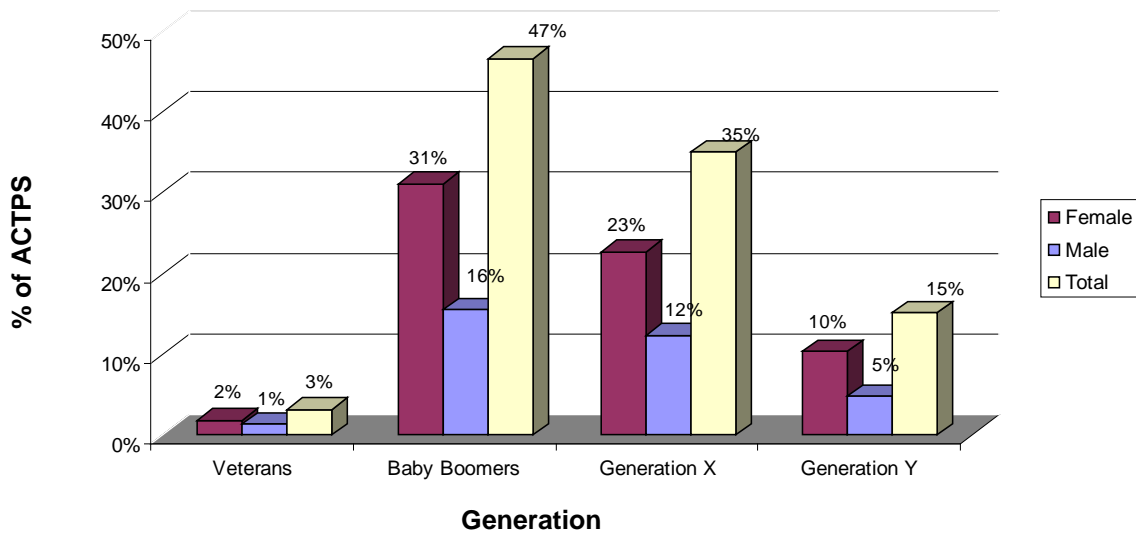
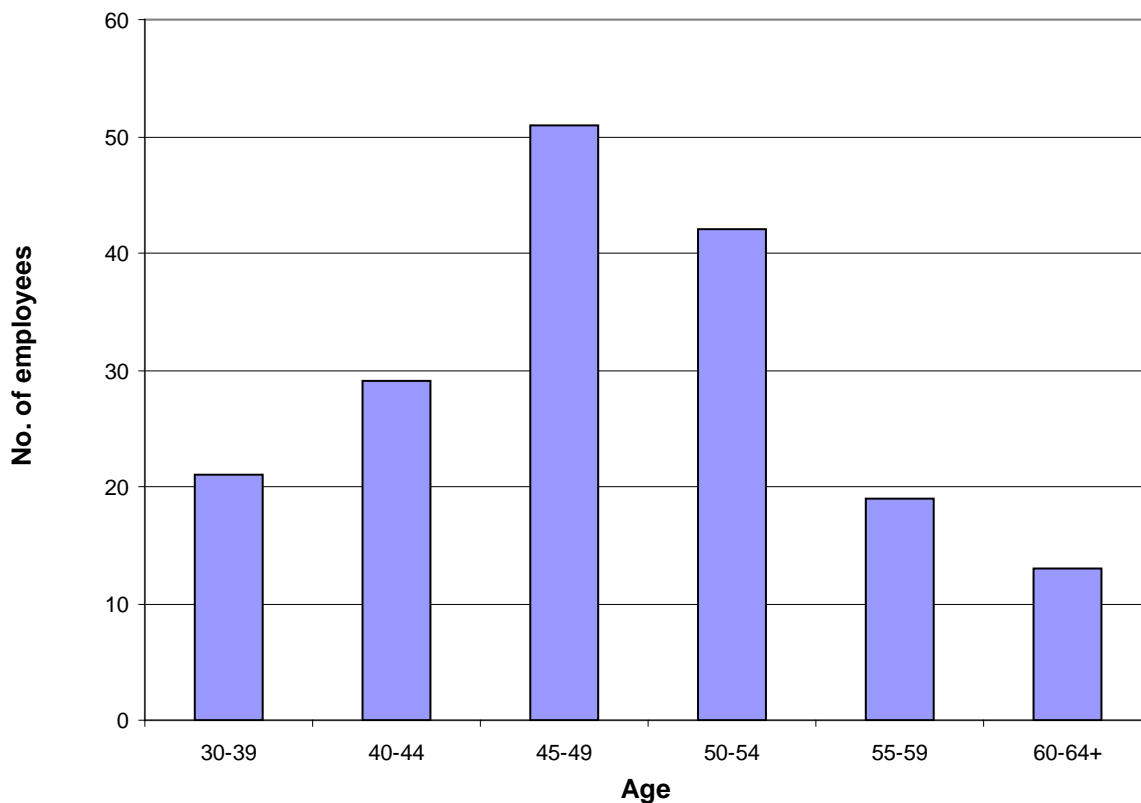


Figure 4 below identifies the age profile for the Executive Cohort. The age cohorts 45-49 and 50-54 represent 53 percent of the total executive cohort. A total of 29 percent are aged between 30 and 44 which is encouraging for succession and workforce planning purposes in the ACTPS.

The average age of the Executive cohort is 48.5 years. Female executives had an average age of 48.0 years compared with the average age of male executives being 48.8 years. Overall the Executive Cohort is slightly younger than in 2006-07. The 30-34 and 35-39 age cohorts have been collapsed into one cohort (30-39) to ensure anonymity of executive employees within these cohorts.

Figure 4: Age Profile for Executive Cohort



Length of Service

Although employee movement in the non-casual workforce can be measured in a number of ways, the most common and valid method currently being used is length of service.

Table 6 shows the average length of service of staff across the ACTPS. The average length of service across the ACTPS is 7.4 years. The median length of service for ACTPS employees in June 2008 was approximately 5 years (which is the same as 2006-07) compared with the Australian Public Service (APS) which recorded a median length of service of 8 years⁹.

Table 6: Average Length of Service in the ACTPS at June 2008

Agency	Female	Male	Total
ACT Health	7.1	6.1	6.9
ACT Planning and Land Authority	7.5	9.9	8.7
Auditor General's Office	4.3	5.0	4.7
Calvary Public Hospital	6.2	4.1	5.8
Canberra Institute of Technology	6.1	7.2	6.6
CIT Solutions	2.7	3.1	2.8
Chief Minister's Department*	6.2	7.9	6.8
Cultural Facilities Corporation	4.0	5.5	4.6
Department of Education and Training	7.8	8.2	7.9
Department of Treasury	7.0	7.2	7.1
Disability, Housing and Community Services	5.7	5.9	5.8
Exhibition Park In Canberra	8.0	6.3	6.8
Gambling and Racing Commission	5.4	9.5	7.6
Justice and Community Safety	6.0	9.2	7.9
Land Development Agency	5.4	8.7	7.0
Legal Aid Commission (ACT)	6.2	5.5	5.9
Legislative Assembly Secretariat	5.6	11.4	7.9
Territory and Municipal Services	7.2	8.6	8.0
Territory and Municipal Services – Action Buses	7.1	13.6	12.8
Service-wide Average	7.0	8.2	7.4

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 estimate based on the best historical information available on employee commencement in the ACTPS (Figure 5).

⁹ State of the Service Report 2007-08, 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 12 members of the Long Service Leave Board. Attachment A provides a detailed headcount summary of each agency.

Figure 5: Average length of service by agency

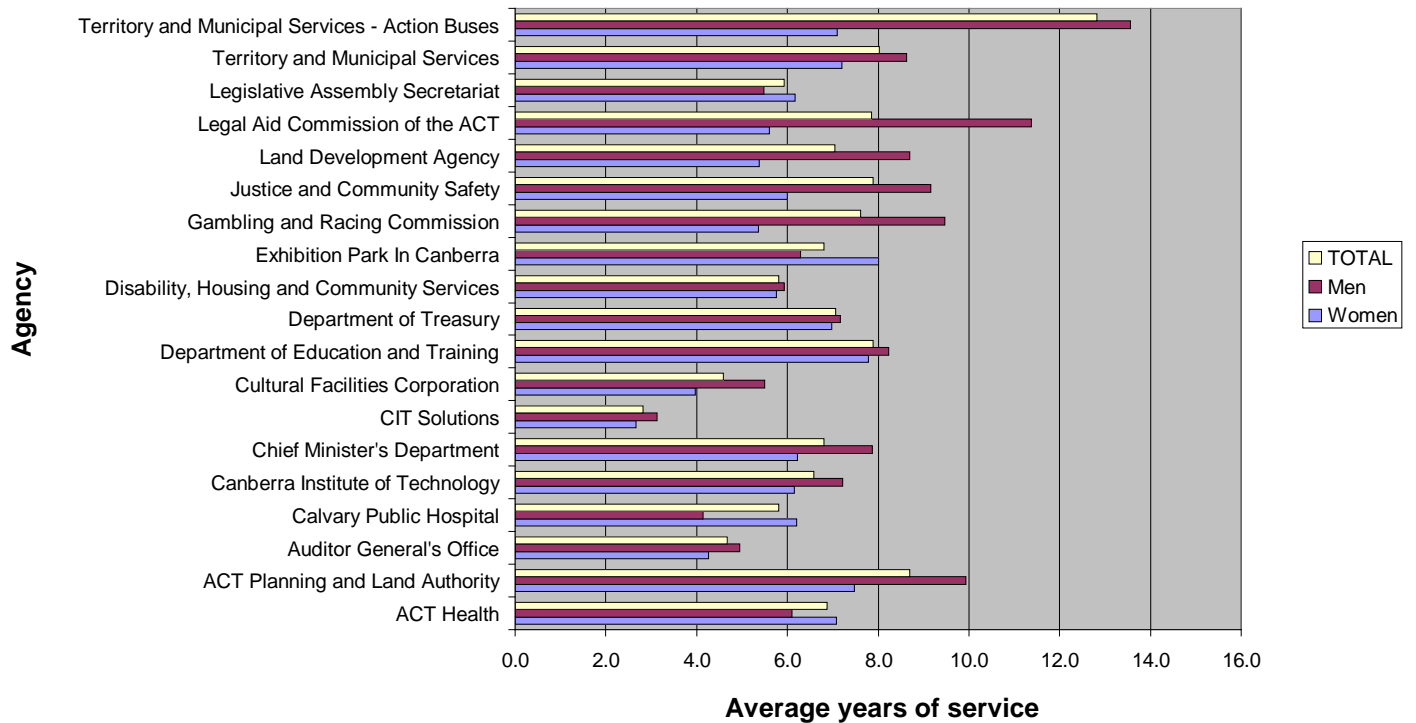


Figure 6: Length of service by generation as a percentage

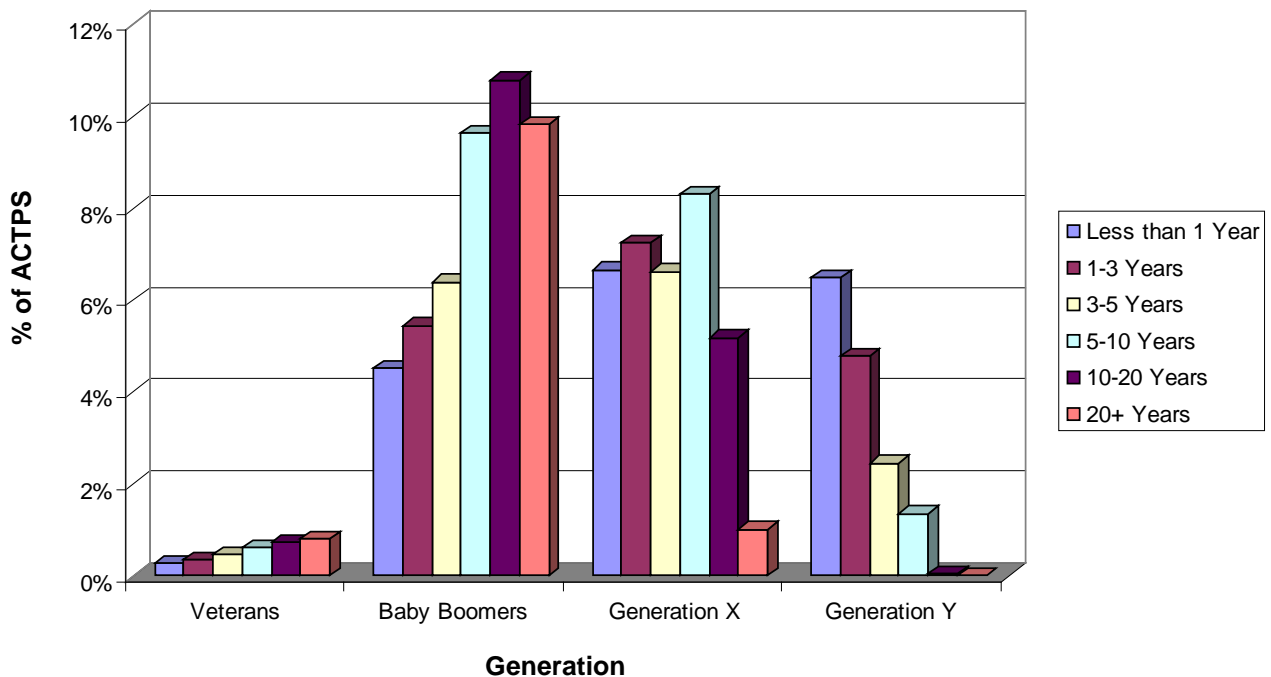


Figure 6 represents the length of service against each generation. Sixty-seven percent of veterans have five or more years of service. However, Veterans only represent 3% of the ACTPS workforce. Baby Boomers account for the highest number of employees serving 10-20 years. Generation X has the highest number of employees with a length of service of 1-3 years while Generation Y only has 7 employees who have ten or more years service.

The median length of service for the majority of generations is 5-10 years with the exception of Generation Y (1-3 years).

Remuneration

The average annual salary¹⁰ among staff employed in agencies was \$59,518, with a standard deviation of \$28,382, indicating that approximately two-thirds of the service have an annual salary of between \$31,000 and \$88,000. The average salary for males was \$65,419 compared with females who on average earned \$56,478 meaning that men earned on average \$8,941 more than females during the reporting period. The average annual salary for 2007-08 increased by \$1,976 compared to 2006-07. The salary earned by females increased by \$1,818 and \$2,312 for males.

Employee groups with less than one year tenure received the lowest average remuneration at \$51,246 average annual salary. There was a positive correlation between length of service and annual salary with those employed for twenty years or more with the highest average remuneration at \$70,339.

Table 7: Remuneration statistics for agencies at June 2008

Annual Salary	
Female	\$56,807
Male	\$65,909
Average	\$59,902
Generation	
Veterans	\$50,830
Baby boomers	\$63,593
Generation X	\$60,492
Generation Y	\$49,827
Average	\$59,902
Tenure	
Less than 1 Year	\$51,012
1-3 Years	\$56,086
3-5 Years	\$56,705
5-10 Years	\$63,480
10-20 Years	\$64,886
20+ Years	\$70,296
Executive Cohort	
Female	\$151,961
Male	\$154,258
Average	\$153,340

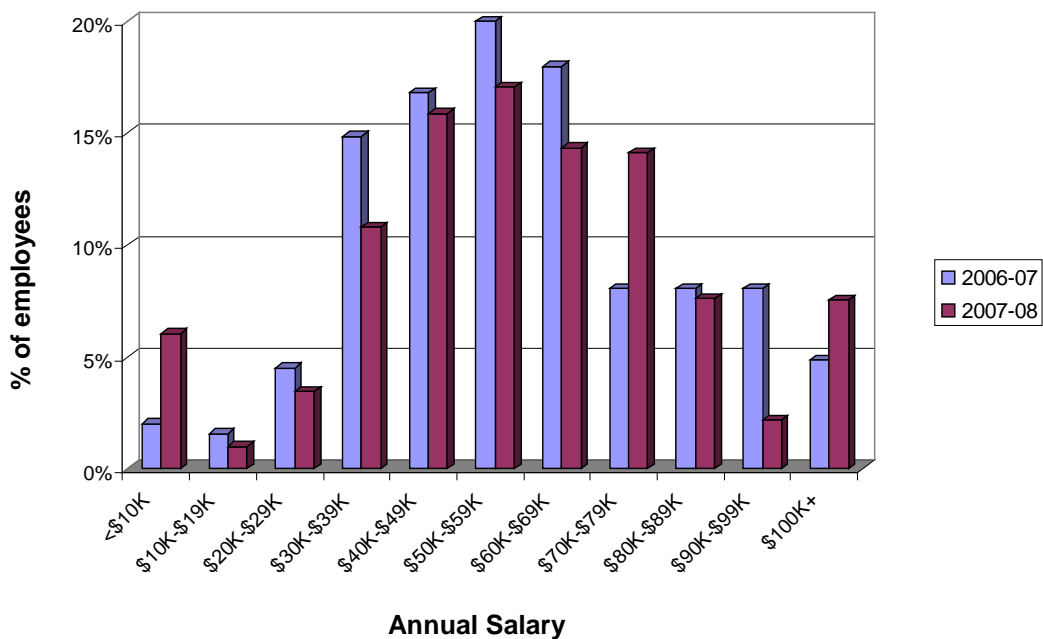
¹⁰ The Annual Salary represents the annual salary as recorded in each individual employee's record. It does not include allowances and other pay components. In the majority of cases, it represents exactly what the employee is being paid rather than the award rate of pay and in this context is the best figure to provide an indicative account of annual salaries.

In terms of remuneration, Generation X and the baby boomer generation average salary exceeds the service-wide average by \$974 and \$4,075 respectively. Baby Boomers continue to receive the highest average remuneration across the generations with an average salary of \$63,593 compared with Generation Y receiving the lowest average remuneration at \$49,827 (Table 7)¹¹.

Veterans received an annual salary of \$50,830 which is below that of Generation X. This is probably reflective of Veterans taking up part time or casual employment arrangements or working at lower level classifications (pre or post retirement).

Figure 7 outlines figures for annual salary across the service in \$10,000 increments for 2007-08 and 2006-07.

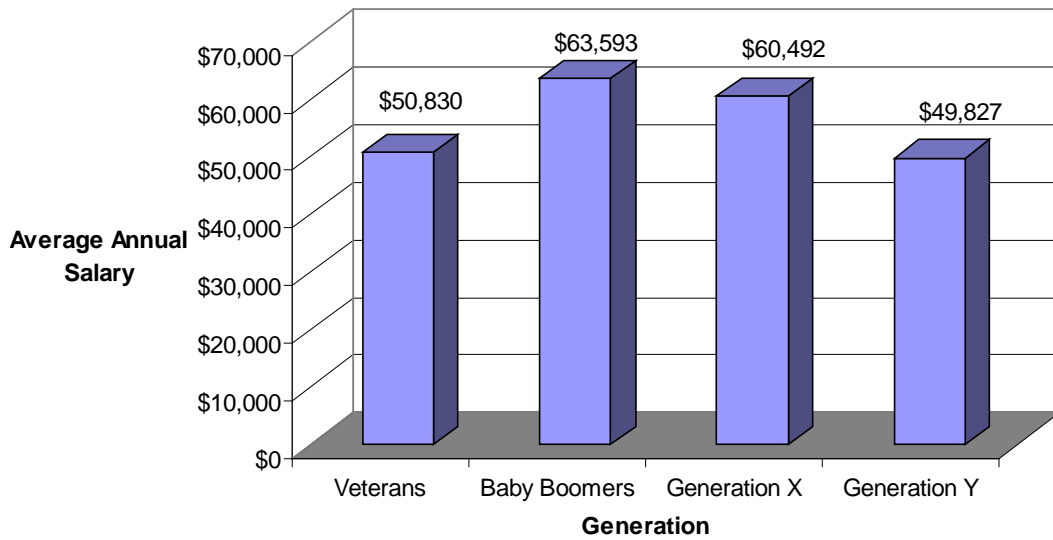
Figure 7: Annual Salary Profile at June 2008



¹¹ Generation Y's average remuneration (\$49,827) can be attributable to lower level classifications (at the Administrative Services Officer Class 3 or equivalent) and to a higher number of casual employees.

The overall annual salary profile by generation is illustrated in Figure 8.

Figure 8: Average salary by Generation at June 2008



Equity and Diversity

Gender

Consistent with previous years, the ACTPS is approximately two-thirds female. This compares with 57.6 percent in the APS as at June 2008¹².

The APS State of the Service Report for 2007-08 indicates at June 2008, females comprised 37.0 percent of the Senior Executive Service (SES) (up from 36.1 percent in 2007) and 45.0 percent of Executive Level (EL) employees (up from 43.5 percent in 2007). The APS State of the Service Report for 2007-08 further indicates that:

“The growth in the representation of women at the EL and SES classifications has been substantially higher than their growth at lower classifications.”

For the ACTPS, occupation group analysis continues to indicate that females are highly represented in the fields of nursing, health professionals, across all levels of administrative service officers and as teachers. Notably high percentages of male representation exist in typically male oriented jobs such as fire fighters (98 percent), bus operators (88 percent), general service officers (85 percent) and information technology officers (82 percent).

Table 8: Gender by Agency at June 2008

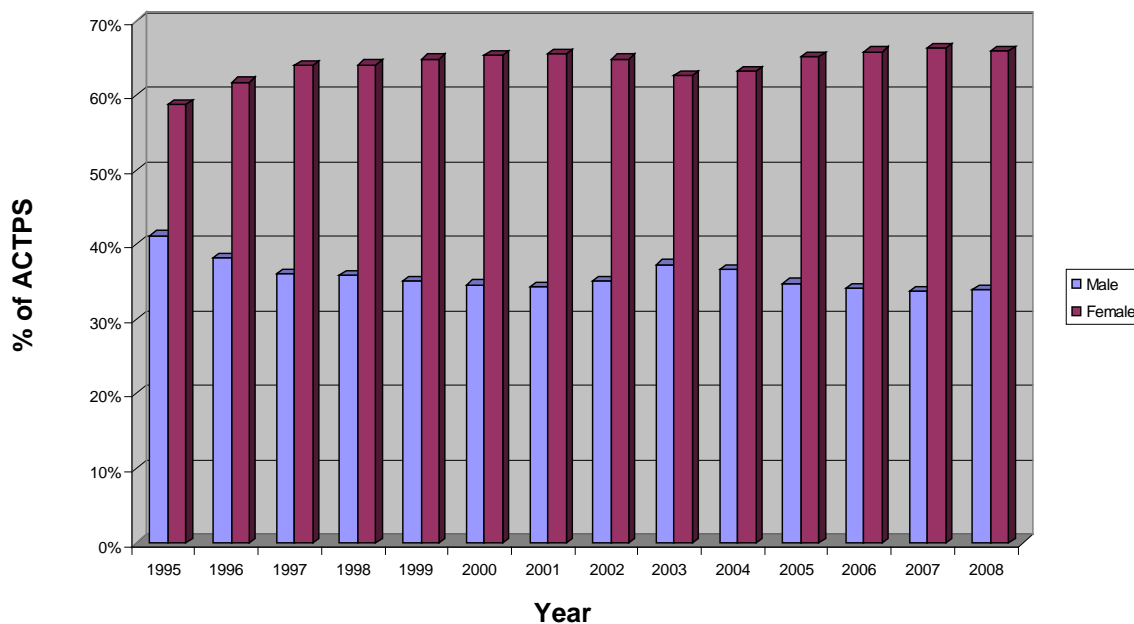
Agency	Female	Male	TOTAL	Female	Male
ACT Health	3,902	1,113	5,015	78%	22%
ACT Planning and Land Authority	141	136	277	51%	49%
Auditor General's Office	15	22	37	41%	59%
Calvary Public Hospital	812	186	998	81%	19%
Canberra Institute of Technology	601	393	994	60%	40%
Chief Minister's Department	119	66	185	64%	36%
CIT Solutions	64	30	94	68%	32%
Cultural Facilities Corporation	79	54	133	59%	41%
Department of Education and Training	4,116	1,182	5,298	78%	22%
Department of Treasury	528	521	1,049	50%	50%
Disability, Housing and Community Services	774	359	1,133	68%	32%
Exhibition Park In Canberra	3	7	10	30%	70%
Gambling and Racing Commission	14	17	31	45%	55%
Justice and Community Safety	581	862	1,443	40%	60%
Land Development Agency	37	37	74	50%	50%
Legal Aid Commission (ACT)	37	19	56	66%	34%
Legislative Assembly Secretariat	25	16	41	61%	39%
Territory and Municipal Services	524	706	1,230	43%	57%
Territory and Municipal Services - Action Buses	91	706	797	11%	89%
Service-Wide Total and Average	12,463	6,432	18,895	66%	34%

¹² State of the Service Report 2007-08, Australian Government, Australian Public Service Commission

There is an equal distribution of men and women across all senior officer grades in the ACTPS. ACT Health and the Department of Education and Training continue to have the highest representation of females across ACTPS agencies.

Figure 9 shows a gradual but steady increase in the percentage of females employed across the ACTPS since 1995 with a slight decline from 2002 to 2003. There has been a corresponding gradual decline in the percentage of men employed since 1995 with a spike in 2003.

Figure 9: Historical breakdown by Gender



Equity & Diversity Reporting

The collection of equity and diversity information is on a voluntary basis.

Overall, 13 percent of employees in ACTPS agencies have identified that they belong to one of the following diversity categories: Aboriginal People and/or Torres Strait Islanders, people with a disability and people identified as coming from a culturally and linguistically diverse background. Given that information is collected voluntarily, these figures may under-estimate the actual proportion of diversity groups in agency and ACTPS populations.

Aboriginal People and/or Torres Strait Islanders

Table 9: Aboriginal People and/or Torres Strait Islander Employment

Aboriginal and Torres Strait Islander	Female	Male	Total
	72	71	143
Employment Category			
Permanent Full-time	27	39	66
Permanent Part-time	0	11	11
Temporary Full-time	24	14	38
Temporary Part-time	8	0	8
Casual	13	7	20
Total	72	71	143
Tenure			
Less than 1 Year	33	20	53
1-3 Years	21	17	38
3-5 Years	10	11	21
5-10 Years	7	13	20
10-20 Years	1	4	5
20+ Years	0	6	6
TOTAL	72	71	143
Average Remuneration	\$56,528	\$56,854	\$56,690
Generation			
Veterans	0	1	1
Baby Boomers	22	24	46
Generation X	23	26	49
Generation Y	27	20	47
Total	72	71	143

As at June 2008, 143 employees (0.8 percent) of the ACTPS identified as an Aboriginal or Torres Strait Islander. This is an increase of 34 employees from the 2006-07 figure of 109 employees. The data indicates the ACTPS has trended towards an increase in Indigenous employment since 2002 when 0.38 percent of the service had identified as an Aboriginal or Torres Strait Islander.

The ACTPS Indigenous Traineeship Program and other minor influences such as fluctuations in the size of the ACTPS, or increased self-identification are likely contributors to increased indigenous employment.

As well as presenting statistical information around gender and employment status, Table 9 details length of service for Indigenous Australians, with 64 percent of employees identified as Aboriginal or Torres Strait Islander having joined the ACT Public Service in the last three years. The average annual salary for Indigenous employees is \$56,690, which is slightly below the average annual salary for all staff but comparable if adjusted for length of service.

Culturally and Linguistic Diversity

As at June 2008, 11 percent (or 2,133 persons) of employees identified as having a first language other than English. Apart from the 2005-06 reporting period (9.9 percent), the 2007-08 representation is consistent with the ratio over the last decade in the ACTPS.

Table 10 details length of service for employees identifying as being from a culturally and linguistically diverse background, with 53 percent having joined the ACT Public Service in the last five years.

Table 10: Culturally and Linguistically Diverse employees

Culturally and Linguistically Diverse	Female	Male	Total
	1,316	817	2,133
Employment Category			
Casual	147	68	215
Permanent Full-time	690	494	1184
Permanent Part-time	264	134	398
Temporary Full-time	157	107	264
Temporary Part-time	58	14	72
Total	1,316	817	2,133
Tenure			
Less than 1 Year	228	200	428
1-3 Years	233	109	342
3-5 Years	207	157	364
5-10 Years	288	140	428
10-20 Years	223	108	331
20+ Years	137	103	240
Total	1,316	817	2,133
Average Remuneration	\$56,898	\$61,989	\$58,848
Generation			
Veterans	31	34	65
Baby Boomers	633	391	1,024
Generation X	520	313	833
Generation Y	132	79	211
Total	1,316	817	2,133

People with a Disability

Table 11: Employees with a disability

People with a Disability	Female	Male	Total
	155	119	274
Employment Category			
Casual	17	14	31
Permanent Full-time	78	76	154
Permanent Part-time	44	10	54
Temporary Full-time	9	16	25
Temporary Part-time	7	3	10
Total	155	119	274
Tenure			
Less than 1 Year	28	23	51
1-3 Years	34	20	54
3-5 Years	9	13	22
5-10 Years	26	18	44
10-20 Years	37	25	62
20+ Years	21	20	41
TOTAL	155	119	274
Average Remuneration	\$57,263	\$64,789	\$60,532
Generation			
Veterans	7	6	13
Baby Boomers	87	59	146
Generation X	41	46	87
Generation Y	20	8	28
Total	155	119	274

At June 2008, 1.5 percent of employees identified as having a disability which is the same as 2006-07. There has been a slight decrease of females (7) however an increase in males (10) as compared to 2006-07.

People with a disability have a higher than average representation at both the administrative service and senior officer level or equivalent. People with a disability are relatively equally represented across the whole service with the highest representation reported in ACTPLA (4 percent) and TAMS (3 percent).

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 range from hearing loss which requires the use of a hearing aid, to difficulty dressing due to arthritis, to advanced dementia requiring constant help and supervision.¹³

¹³ 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 are:

- Chief Minister's Department (CMD)
- Department of Treasury (Treasury)
- Department of Justice and Community Safety (JACS)
- Department of Disability Housing and Community Services (DHCS)
- Department of Territory and Municipal Services (TAMS)
- ACT Health
- 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 2008 there were 163 Executives (including Chief Executives) employed under the relevant provisions of the *Public Sector Management Act 1994*. The Executive Cohort referred to in this report include 12 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 Equivalents (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 2008

June 2008 is referred to throughout the report and relates to the last pay day in June 2008 being 23 June 2008.

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 than Chris21 are:

- ACTION
- Calvary Public Hospital
- CIT Solutions
- Cultural Facilities Corporation (CFC)
- Exhibition Park in Canberra (EPIC)
- Legal Aid Commission (ACT) - an independent statutory corporation
- 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 23 June 2008.

Staff

Includes permanent, temporary and casual employees in the ACTPS.

Tenure/Length of Service

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.

Abbreviations

ACT	Australian Capital Territory
ACTPS	Australian Capital Territory Public Service
ACTPLA	ACT Planning and Land Authority
APS	Australian Public Service
ASO	Administrative Services Officer
CFC	Cultural Facilities Corporation
CIT	Canberra Institute of Technology
CIT Solns	CIT Solutions
CMD	Chief Minister's Department
DET	Department of Education and Training
DHCS	Department of Disability, Housing and Community Services
EPIC	Exhibition Park in Canberra
FTE	Full-time Equivalent
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
LC	Legal Aid Commission (ACT) - an independent statutory corporation)
LSLB	Long Service Leave Board (Construction and Cleaning Industries)
TAMS	Department of Territory and Municipal Services
Treasury	Department of Treasury

Attachment A

(Detailed Paid Headcount by Agency)

Agency	Business Unit	Sub-total	Total
ACT Health			
	Aged Care & Rehabilitation	263	
	Community Health	690	
	Corporate Services	165	
	Capital Region Cancer Service	193	
	Gov Relations & Planning	30	
	Mental Health	375	
	Office of the Chief Executive	61	
	Other work units	45	
	Business & Infrastructure	307	
	Clinical Governance	54	
	Policy Division	28	
	Population Health	124	
	The Canberra Hospital	2,680	
ACT Health Total			5,015
ACT Planning & Land Authority			
	Client Services	95	
	Chief Executive Support	15	
	Development Services	105	
	Planning Services	62	
ACT Planning & Land Authority Total			277
Auditor General's Office			37
Gambling & Racing Commission			31
Calvary Public Hospital			998
Cultural Facilities Corporation			133
Canberra Institute of Technology			
	Building & Environment	76	
	Central Support Centre	52	
	Centre for Business	75	
	Centre for ICT	44	
	Creative Industries	95	
	Education Excellence	31	
	Executives & Support Staff	23	
	Fyshwick Trade Skills Centre	54	
	Health, Community & Wellbeing	98	
	Learning Centre	31	
	Marketing & National Positioning	16	
	Organisational Capability	15	
	Science, Forensic & Engineering	58	
	Student Services Hub	125	
	Tourism & Hotel Management	86	
	Vocational College	107	
	Yurauna Centre	8	
Canberra Institute of Technology Total			994
CIT Solutions			94

Chief Minister's Department			
	Arts, Communications, Events & Protocol	38	
	Business & Projects	41	
	Default Insurance Fund	2	
	Governance Division	33	
	Long Service Leave Board	12	
	Office of the Chief Executive	3	
	Policy Division	56	
Chief Minister's Department Total			185
Disability, Housing & Community Services			
	Children, Youth & Family Support	365	
	Disability ACT	363	
	Housing & Community Services	206	
	Policy, Finance, Facilities and Organisational Governance	98	
	Therapy ACT	101	
Disability, Housing & Community Services Total			1,133
Department of Justice & Community Safety			
	ACT Government Solicitor	60	
	Corrective Services	264	
	Director of Public Prosecutions	56	
	Electoral Commission	12	
	Emergency Services	538	
	Human Rights Commission	19	
	Legislation & Policy	39	
	Law Courts & Tribunals	121	
	Office of the Chief Executive	7	
	Office of Regulatory Services	174	
	Public Advocate of ACT	13	
	Parliamentary Counsel's Office	27	
	Public Trustee for ACT	34	
	Security & Emergency Management	8	
	Strategic Finance	7	
	Strategic Planning & Support	54	
	Victims Support	10	
Department of Justice & Community Safety Total			1,443
Department of Education & Training			
	Office of the Senior Executives	10	
	Ministerial & Strategic Relations	12	
	Media & Communications	7	
	Finance & Facilities	23	
	Governance Regulation & Risk	21	
	Measurement Monitoring a Reporting	17	
	Schools Capital Works	18	
	Schools Directorate	10	
	Human Resources	39	
	Student Service	164	
	Curriculum Support & Professional Learning	65	
	Training & Tertiary Education	36	
	Schools	4815	
	Office of Board of Senior Secondary Studies	15	
	Other work units	46	
Department of Education & Training Total			5,298

Exhibition Park in Canberra Total			10
Land Development Agency			74
Legal Aid Commission ACT			56
Legislative Assembly Secretariat			41
Department of Treasury			
	Finance & Budget	51	
	Investment & Economics	48	
	Executive	5	
	Policy Co-ordination & Develop	12	
	Revenue Management	88	
	Shared Services (HR, Finance & Business Services)	375	
	Shared Services (Procurement)	100	
	Shared Services (InTACT)	370	
Department of Treasury Total			1,049
Territory and Municipal Services			
	Community & Infrastructure Services	466	
	Environment & Recreation	488	
	Enterprise Services Network	200	
	Office of the Chief Executive	76	
Territory and Municipal Services			1,230
Territory and Municipal Services - Action Buses			797
Whole of ACTPS Grand Total			18,895

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