

Human Resources 2013-14

Ergonomic issues, resulting from the relocation of the Commission's head office to new premises, have been a key focus this year as have reviews of staffing levels in selected areas and reviews of human resource policies.



Glen Wadrop, Manager Human Resources.

Personal Development Review Program

During 2013-14, an external facilitator conducted a number of training sessions for new staff in relation to the personal development review program run by the Commission. Refresher training sessions were also offered to staff who had previously undergone training and all Managers attended a refresher program. As a result of consultation, minor changes were made to the underlying Personal Development Review policy document.

Learning and development activities

In this financial year 163 staff (74%) participated in learning and development activities with many staff attending more than one activity. A significant proportion of these attendances were associated with the mandatory continuing professional development activities required for legal staff to practice law. As many of these activities were held in-house, training expenditure fell to 0.7% of total salary expenditure.

As part of its education mandate, the Commission continued to provide work experience for secondary students and for legal students undertaking practical legal training placements.

Work health and safety

Associated with the move of head office to new premises, an externally accredited occupational therapist undertook an individual ergonomic assessment for all staff requiring such assessment – a total of 48 staff (22%). All recommended workstation adjustments, including the provision of specific furniture needs, were provided.

The new office layout also caused a revision of the adequacy of security,

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Employee numbers, status and gender

fire and emergency procedures and the necessary provision of trained first aid officers and WHS employee representatives.

Enterprise bargaining

The Commission is a signatory to the South Australian Government's Enterprise Bargaining Agreement and forms part of the State Government working group that undertakes the review of public sector employment conditions and salary levels. Extensive negotiations in employment matters for consideration as part of the October 2014 Enterprise Agreement commenced in January 2014.

Number of employees	Total
Persons	219
Full-time equivalent	197.64

Gender	% Persons	% FTE's
Male	24.66	26.31
Female	75.34	73.69

Number of persons during 2013-14 financial year who	Total
separated from the Commission	21
were recruited to the Commission	25

Number of persons at 30 June 2014	Total
on leave without pay from the Commission	7

Number of employees by salary bracket

Salary bracket	Male	Female	Total
\$0 - \$54 799	7	73	80
\$54 800 - \$69 699	14	49	63
\$69 700 - \$89 199	12	24	36
\$89 200 - \$112 599	12	15	27
\$112 600+	9	4	13
Total	54	165	219

Status of employees in current position

FTEs	Ongoing	Short-term contract	Long-term contract	Casual	Total
Male	39	8	5	0	52
Female	120.84	19.8	4	1	145.64
Total	159.84	27.8	9	1	197.64

PERSONS	Ongoing	Short-term contract	Long-term contract	Casual	Total
Male	41	8	5	0	54
Female	138	22	4	1	165
Total	179	30	9	1	219

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Executives by gender, classification and status

Classification	Ongoing		Tenured		Untenured		Other		Male		Female		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Total	% Exec	Total	% Exec	
Executive A	0	0	1	0	3	1	0	0	4	50%	1	12.5%	5
Executive B	0	0	0	0	0	1	0	0	0	0%	1	12.5%	1
Executive C	0	0	0	0	0	1	0	0	0	0%	1	12.5%	1
Executive D	0	0	0	0	1	0	0	0	1	12%	0	0%	1
Total	0	0	1	0	4	3	0	0	5	62%	3	38%	8

Aboriginal and/or Torres Strait Islander employees

Salary bracket	Aboriginal employees	Total employees	% Aboriginal employees
\$0 - \$54 799	0	80	0 %
\$54 800 - \$69 699	1	63	1.59 %
\$69 700 - \$89 199	3	36	8.33 %
\$89 200 - \$112 599	1	27	3.7 %
\$112 600+	0	13	0%
Total	5	219	2.28%

Average days leave per full time equivalent employee

Leave Type	2009-10	2010-11	2011-12	2012-13	2013-14
Sick leave	7.37	7.97	6.65	6.94	6.91
Family carer's leave	0.68	0.75	0.87	0.71	0.85
Miscellaneous special leave	3.27	1.05	1.14	0.96	0.77

Personal development review program

% Reviewed	Total
Within last 12 months	19%
Prior to last 12 months	45%
Not reviewed	36%

Leadership and management training expenditure

Training and Development	Cost	% of Total Salary Exp
Total training and development expenditure	\$121 153	0.7%
Total leadership and management development	\$4 735	0.03%

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Cultural and linguistic diversity

Employees	Male	Female	Total	% of Agency
Number of employees born overseas	9	30	39	17.81%
Number of employees who speak a language other than English at home	10	12	22	10%

Number of employees by age bracket and gender

Age Bracket	Male	Female	Total	% of Total
15 - 19	0	0	0	0%
20 - 24	3	5	8	3.65%
25 - 29	11	10	21	9.59%
30 - 34	5	22	27	12.33%
35 - 39	1	21	22	10.05%
40 - 44	3	13	16	7.31%
45 - 49	5	24	29	13.24%
50 - 54	8	22	30	13.7%
55 - 59	10	30	40	18.26%
60 - 64	6	11	17	7.76%
65+	2	7	9	4.11%
Total	54	165	219	100%

Total number of employees with disabilities

according to Commonwealth DDA definition

Employees	Number
Male	1
Female	1
Total	2
% of Agency	0.9%

Type of disability *where specified*

Disability	Male	Female	Total	% Agency
Requiring workplace adaptation	0	1	1	0.45%
Physical	0	0	0	0%
Intellectual	0	0	0	0%
Sensory	0	1	1	0.45%
Psychological/ Psychiatric	1	0	1	0.45%

Voluntary flexible working arrangements by gender

Leave type	Male	Female	Total
Purchased Leave	0	0	0
Flexitime	17	114	131
Compressed weeks	0	1	1
Part-time	7	54	61
Job share	0	0	0
Working from home	0	0	0

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Work health and safety management

Table 1: Work Health and Safety Prosecutions, Notices and Corrective Action Taken	Total
• Number of notifiable incidents pursuant to WHS Act Part 3	Nil
• Number of notices served pursuant to WHS Act ss 90, 191, and 195 (Provisional improvement, improvement and prohibition notices)	Nil

Note: The Commission is not a South Australian Government exempt employer but has based its Work Health and Safety Program on prescribed WorkCover requirements.

The Commission is self insured for workers compensation claims and rehabilitation management. It pays an annual premium to an insurance provider from which all income maintenance, medical and rehabilitation costs are met, excepting the first two weeks of salary following an injury.

For workers compensation purposes the Commission has been assessed as a low risk employer and accordingly pays a low workers compensation premium. For 2013-14, the premium cost was 0.7% of total salary remuneration. This amounted to \$96 000 for the 2013-14 financial year.

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Table 2: Agency gross workers compensation expenditure	2013-14 \$'000	2012-13 \$'000	Variation \$'000	% Change
• Income maintenance	96	120	-24	-16.67%
• Lump Sum Settlements Redemptions - s 42	Nil	Nil	Nil	Nil
• Lump Sum Settlements Permanent Disability - s 43	12	Nil	12	100%
• Medical/Hospital costs combined	Nil	Nil	Nil	Nil
• Other	Nil	Nil		
• Total Claims Expenditure	108	120	-12	-10%

Table 3: Meeting Safety Performance Targets	Base: 2009-10 Numbers or %	Performance: 12 months to end of June 2014*			Final Target** Numbers or %
		Actual	Notional quarterly target	Variation	
1. Workplace Fatalities	Nil	Nil	Nil	Nil	Nil
2. New Workplace Injury Claims	Nil	5	Nil	+5	+5
3. New Workplace Injury Claims Frequency Rate	N/A	N/A	N/A	N/A	N/A
4. Lost Time Injury Frequency Rate***	N/A	N/A	N/A	N/A	N/A
5. New Psychological Injury Claims Frequency Rate	Nil	Nil	N/A	N/A	N/A
6. Rehabilitation and return to work					
6a. Early Assessment within 2 days****	N/A	N/A	N/A	N/A	N/A
6b. Early Intervention within 5 days****	N/A	N/A	N/A	N/A	N/A
6c. LTI have 10 business days or less lost time	Nil	2	Nil	+2	90%
7. Claims determination					
7a. New claims not yet determined assessed for provisional liability in 7 days	Nil	Nil	Nil	Nil	100%
7b. Claims determined in 10 business days	Nil	+5	Nil	+5	75%
7c. Claims still to be determined after 3 months	Nil	Nil	Nil	Nil	3%
8. Income maintenance payments for recent injuries		N/A			
2011-12 Injuries at 24 months development	Nil	Nil	Nil	+1	
2012-13 Injuries at 12 months development	Nil	Nil	Nil	Nil	

* Except for Target 8, which is YTD. For Targets 5, 6c, 7b and 7c, performance is measured up to the previous quarter to allow reporting lag.

** Based on cumulative reduction from base at a constant quarterly figure.

*** Lost Time Injury Frequency Rate for new lost-time injury/disease for each one million hours worked. This frequency rate is calculated for benchmarking and is used by the WorkCover Corporation.

Formula for Lost Time Injury frequency rate (new claims): $\frac{\text{Number of new cases of lost-time injury/disease for year}}{\text{Number of hours worked in the year}} \times 1\,000\,000$

**** WorkCover assessment provided through external insurer