

Human Resources 2010-11

In addition to ongoing program requirements, the Human Resources Branch has concentrated its activities in the following operational activities in this year.



Glen Wadrop, Manager, Human Resources

1. Personal Development Review Program

- This new program was introduced into the Commission in October 2010.
- Managers were given intensive training by an external consultant on both the benefits of this program and the agreed processes to be followed.
- All staff then attended information sessions. As it is a new program, it will be jointly reviewed by staff and management 12 months from implementation.

2. Employment conditions

- An extensive review was undertaken of the impact of the Public Sector Act 2009 on the terms and conditions of employment for Commission staff.
- While it was affirmed that Commission staff are not public sector employees, administrative arrangements were put in place with the Commissioner for Public Employment to ensure that Commission staff have access to public sector positions and transferability of all entitlements.
- Changes were made to Commission Human Resource policies to reflect this situation.

3. Occupational Health, Safety and Welfare

- An on-line OHSW program was also successfully implemented this year. All staff have completed this program.
- A review of OHSW policies and procedures was undertaken to ensure compliance with WorkCover performance standards.
- An external review was also undertaken of the Commission's fire evacuation procedures and recommendations adopted.

4. Student programs

- The Commission has sponsored five indigenous law cadets under the National Indigenous Cadetship program. In addition to undertaking legal studies through to graduation, each cadet undertakes an annual 12 week fulltime placement in differing areas of the Commission.
- In addition to this program, the Commission places a number of final year law students undertaking the Graduate Diploma in Law Practice.
- Each week the Commission also has secondary school students undertaking work experience.

Employee Numbers, Status and Gender

Number of Employees	Total
Persons	205
Full-time equivalent	184.87

Gender	% Persons	% FTE's
Male	27.32	29.59
Female	72.68	70.41

Status of Persons	Total
Separated from the agency during the last 12 months	21
Recruited to agency during 2010-11 financial year	28
Recruited to agency during 2010-11 financial year and were active/paid at June 2011	22
On leave without pay at June 2011	1

Number of Employees by salary bracket

Salary Bracket	Male	Female	Total
\$0 - \$50 399	5	50	55
\$50 400 - \$64 099	14	52	66
\$64 100 - \$82 099	14	27	41
\$82 100 - \$103 599	13	17	30
\$103 600+	10	3	13
Total	56	149	205

Status of Employees in current position

FTEs	Ongoing	Short-term contract	Long-term contract	Casual	Total
Male	37.7	9.0	8.0	0	54.7
Female	113.07	12.5	4.6	0	130.17
Total	150.77	21.5	12.6	0	184.87

PERSONS	Ongoing	Short-term contract	Long-term contract	Casual	Total
Male	39	9	8	0	56
Female	130	14	5	0	149
Total	169	23	13	0	205

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Number of Executives by status in current position, gender and classification 2010-11

Classification	Ongoing		Tenured		Untenured		Other		Male		Female		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Total	% Exec	Total	% Exec	
Executive A	0	0	0	1	4	0	0	0	4	50%	1	13%	5
Executive B	0	0	0	0	0	1	0	0	0	0%	1	13%	1
Executive C	0	0	0	0	1	0	0	0	1	13%	0	0%	1
Executive D	0	0	0	0	1	0	0	0	1	13%	0	0%	1
Total	0	0	0	1	6	1	0	0	6	76%	2	26%	8

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Number of Aboriginal and/or Torres Strait Islander Employees

Salary Bracket	Aboriginal Employees	Total Employees	% Aboriginal Employees
\$0 - \$50 399	0	55	0%
\$50 400 - \$64 099	0	66	0%
\$64 100 - \$82 099	2	41	4.88%
\$82 100 - \$103 599	1	30	3.33%
\$103 600+	0	13	0%
Total	3	205	1.46%

Total days leave taken

Leave Type	2010-11
Sick Leave	1473.99
Family Carer's Leave	138.49
Miscellaneous Special Leave	194.1

Cultural and linguistic diversity

	Male	Female	Total	% of Agency
Number of employees born overseas	13	28	41	20%
Number of employees who speak language(s) other than English at home	10	11	21	10.2%

Number of Employees by age bracket by gender

Age Bracket	Male	Female	Total	% of Total
15 - 19	0	1	1	0.5%
20 - 24	4	4	8	3.9%
25 - 29	8	10	18	8.8%
30 - 34	5	21	26	12.7%
35 - 39	1	12	13	6.3%
40 - 44	4	16	20	9.8%
45 - 49	11	24	35	17.1%
50 - 54	10	24	34	16.6%
55 - 59	5	25	30	14.6%
60 - 64	6	9	15	7.3%
65+	2	3	5	2.4%
Total	56	149	205	100%

Total number of employees with disabilities

according to Commonwealth DDA definition

Employees	Number
Male	0
Female	3
Total	3
% of Agency	1.46%

Types of disability *where specified*

Disability	Male	Female	Total	% Agency
Requiring workplace adaptation	0	1	1	0.5%
Physical	0	1	1	0.5%
Intellectual	0	0	0	0%
Sensory	0	1	1	0.5%
Psychological/ Psychiatric	0	0	0	0%

Number of Employees using voluntary flexible working arrangements by gender

Leave type	Male	Female	Total
Purchased Leave	0	0	0
Flexitime	16	99	115
Compressed weeks	0	2	2
Part-time	4	54	58
Job share	0	0	0
Working from home	0	0	0

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Occupational Health Safety and Injury Management

Table 1: OHS Notices and corrective action taken	Total
• Number of notifiable occurrences pursuant to OHS&W Regulations Division 6.6	Nil
• Number of notifiable injuries pursuant to OHS&W Regulations Division 6.6	Nil
• Number of notices served pursuant to OHS&W Act s35, s39, and s40 (Default, improvement and prohibition notices)	Nil

Note: The Commission is not an SA government exempt employer but has based its Occupational Health Safety & Welfare Programme 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 any injury.

For workers compensation purposes the Commission has been assessed as a low risk employer and accordingly pays a low workers compensation premium. For 2010-11, the premium cost was 0.54% of total salary remuneration. This amounted to \$80 324 for the 2010-11 year.

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Table 2: Agency gross workers compensation expenditure 2010-11 (compared with 2009-10)	2010-11 \$m	2009-10 \$m	Variation \$m + (-)	% Change \$m + (-)
• Income maintenance	Nil	Nil	Nil	Nil
• Lump Sum Settlement Redemption - Sect 42	Nil	Nil	Nil	Nil
• Lump Sum Settlement Permanent Disability - Sect 43	Nil	Nil	Nil	Nil
• Medical/Hospital Costs combined	Nil	Nil	Nil	Nil
• Other	Nil	Nil		
• Total Claims Expenditure	Nil	Nil	Nil	Nil

Table 3: Meeting Safety Performance Targets	Base: 2005-06 Numbers or %	Performance: 12 months to end of June 2011*			Final Target Numbers or %
		Actual	Notional quarterly target**	Variation	
1. Workplace Fatalities	Nil	Nil	N/A		
2. New Workplace Injury Claims	2	Nil	N/A		Nil
3. New Workplace Injury Claims Frequency Rate					
4. Lost Time Injury Frequency Rate***					
5. New Psychological Injury Claims	Nil	Nil	N/A		
6. Rehabilitation and Return to Work	Nil	N/A	N/A		
6a. Early Assessment within 2 days	2	N/A	N/A		
6b. Early Intervention within 5 days	2	N/A	N/A		
6c. RTW within 5 days	1	N/A	N/A		
7. Claims determination	2	N/A	10 days		
7a. Claims determined in 10 business days	2	N/A	N/A		
7b. Claims still to be determined after 3 months	Nil	N/A	N/A		
8. Income maintenance payments for recent injuries	Nil	Nil	N/A		
2008-09 Injuries at 24 months development	Nil	N/A	Nil		
2009-10 Injuries at 12 months development	Nil	N/A	Nil		

* Except for Target 8, which is YTD, for Targets 5, 6c, 7a and 7b, 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): $\frac{\text{Number of new cases of lost-time injury/disease for year} \times 1\,000\,000}{\text{Number of hours worked in the year}}$