



TASMANIAN STATE SERVICE

Commissioner for Public Employment

15th Annual Report

1 July 1999 - 30 June 2000

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ANNUAL REPORT FOR THE YEAR 1 JULY 1999 to 30 JUNE 2000

COMMISSIONER FOR PUBLIC EMPLOYMENT

I have pleasure in presenting the Annual Report of the Commissioner for Public Employment for the twelve month period ending 30 June 2000 pursuant to Section 15 of the *Tasmanian State Service Act 1984*. This report is also available on the Internet at:

<http://www.dpac.tas.gov.au/divisions/ep/cpe/annualreport/1999-2000/>

1. INTRODUCTION

My appointment as Commissioner commenced on 1 February 2000 following the resignation of Rebekah Burton as Acting Commissioner.

The highlights and issues that were dealt with during the 1999/00 period are detailed in this report.

2. EMPLOYMENT PRINCIPLES

Employment decisions within the Tasmanian State Service are based on the fundamental principles of merit, fairness and equity.

2.1 Merit

Section 4 of the *Tasmanian State Service Act 1984* (the Act) establishes the basis for State Service employment as follows:

- 4- (1) *All permanent employment in the State Service shall be in accordance with the merit principle which is as follows - the appointment of persons as permanent employees and the promotion of permanent employees shall be on the basis of the individual capacity of those persons or permanent employees notwithstanding any disability of those persons or employees in relation to performing the work associated with the position for which those persons or employees are seeking to be appointed or promoted, and having particular regard to the knowledge, skills, qualifications, experience and potential for future development of those persons or permanent employees in their employment in the State Service.*
- (2) *All employees shall receive fair and equitable treatment in their employment in the State Service.*

- (3) *For the purposes of subsection (1), “disability”, in relation to any person or permanent employee, means any degree of infirmity, malformation or disfigurement from which that person suffers, whether arising from a condition subsisting at birth or from an illness or injury, and, in particular, includes -*
- (a) any degree of paralysis or lack of co-ordination from which that person suffers; and*
 - (b) the loss of any part of the body, whether by amputation or otherwise; and*
 - (c) any loss or impairment of any of the faculties of sight, hearing or speech; and*
 - (d) any impairment of intellectual faculties unless such impairment would prevent the person or employee performing the work associated with the position for which that person or employee is seeking to be appointed or promoted; and*
 - (e) any physical reliance on a guide dog or wheel chair or any remedial appliance or device; and*
 - (f) any epilepsy from which that person suffers.*

The merit principle is dual-faceted in nature – requiring Agencies to make the best use of human resources by filling vacancies with the most suitable available person, and ensuring employees that suitability for appointment or promotion will be assessed in a fair, equitable and non-discriminatory fashion. It demands not only that the most suitable person be chosen from the field of applicants, but also that the field be assembled free of any artificial or contrived limitations.

It is important to note that a necessary precondition of effective implementation of the merit principle is that individuals be afforded the same opportunity to compete fairly and equitably for selection, appointment or promotion solely on the basis of their capacity to further the objectives of the Service through the performance of the duties assigned to the position for which they are competing and their potential for future development.

2.2 Managing Workplace Diversity

In February 2000 the initiative was taken to reinvigorate the management of workplace diversity activities in the State Service and a project plan was developed with two main priorities areas:

- to re-establish the Managing Workplace Diversity (MWD) Peak Body; and,
- to develop a State Service wide (Managing for) Workplace Diversity Plan consistent with the Government’s policies, in order to assist a focussed and determined approach by Agencies in this area.

In association with the development of a MWD Plan, a number of concurrent and related activities are being undertaken, these include:

- a review and update of Changing Workplace Behaviour Management Plan (CWBMP) to reflect a Managing Diversity focus;
- identification of the action points of the CWBMP that have not been completed and that need to be incorporated into MWD Strategy;
- identification of priority areas to be addressed in Agency MWD plans.

- introduction of Managing Diversity awards for excellence in Managing Diversity initiatives and achievements as reported in Agency Annual Reports; and,
- the MWD Peak Body is to meet at least twice annually, to provide high level input, to set priorities, to ensure consultation with Agencies and to monitor the MWD Plan on a whole-of-government basis.

In the last CPE Annual Report my predecessor reported the release of the Managing Diversity Policy Guidelines for Agencies. I am pleased to report that a number of Agencies have adapted and used this document as the foundation for their own policies within their Agency.

2.3 Aboriginal Employment Policy Guidelines

The Aboriginal Employment Policy Guidelines were released in October 1998 (<http://www.dpac.tas.gov.au/divisions/ep/ae/>). These Policy Guidelines were developed in consultation with the Office of Aboriginal Affairs (OAA). The OAA is responsible for implementing the Aboriginal and Torres Strait Islander Employment and Career Development Strategy, which is a joint Federal and State funded initiative.

The Guidelines are designed to assist Agencies in the recruitment process for Aboriginal Identified positions. Positions that are “identified” or “tagged” have essential requirements that need to be met before these positions can be filled. The Guidelines outline the process for determining position type, recruitment, including methods of establishing a claim of eligibility and grievance procedures. There have been no reviews in relation to a decision of eligibility during this year.

3. ROLE AND STATUTORY FUNCTIONS OF THE COMMISSIONER

The principal statutory functions of the Commissioner are specified in Section 10 of the Act as follows:

In addition to such other functions as are by this Act or any other Act imposed on the Commissioner, the Commissioner has the following functions:-

- (a) *to take such steps as the Commissioner considers necessary to promote, uphold and ensure adherence to the merit principle in the selection of persons or employees to fill vacant positions in the State Service, the appointment of persons as permanent employees, the promotion of permanent employees to vacant positions in the State Service or the employment of employees in the State Service;*
- (b) *to determine practices and procedures relating to the recruitment of persons to the State Service, the appointment of persons as permanent employees, the promotion of permanent employees and the employment, transfer, secondment, redeployment and discipline of employees and to the creation and abolition of positions in Agencies pursuant to section 33 (2);*
- (c) *to review and make recommendations to the Minister on the level of permanent employment and temporary employment in the State Service or in any Agency;*

- (d) *to consult, where the Commissioner considers it appropriate, with the Secretary in relation to the development and application of personnel practices and procedures in the State Service;*
- (e) *to consult with the Secretary and other Heads of Agencies in relation to the application of the public employment policies of the Government of the State;*
- (f) *to determine educational qualifications and other requirements for employment in specified positions or classes of positions in the State Service;*
- (g) *to determine practices and procedures in relation to equal employment opportunity programs and to monitor and evaluate those programs.*

These statutory functions are performed by determining appropriate practices and procedures in relation to:

- Recruitment
- Appointment
- Promotion
- Transfer
- Secondment
- Redeployment
- Inability
- Discipline
- Creation and abolition of positions
- Determination of educational qualifications and other requirements for employment in specific positions in the State Service.

As Commissioner I am responsible for keeping a record of all permanent employees by age, date of employment, position, classification and salary. I may also review and make recommendations to the Minister administering the Act (the Premier) on the levels of permanent and temporary employment in the Service or in any Agency.

4. POWERS OF THE COMMISSIONER

The principal powers of the Commissioner are set out in Section 11 of the Act as follows:

- 11-** (1) *The Commissioner may do all things necessary or convenient to be done for or in connection with or incidental to the performance of the Commissioner's functions under this Act.*
- (2) *Without limiting the generality of subsection (1), in addition to any power conferred on the Commissioner by any other provision of this Act, the Commissioner may, for the purpose of carrying out the Commissioner's functions under this Act -*
- (a) *conduct such inquiries, investigations or reviews as the Commissioner considers necessary for the purposes of this Act; and*
 - (b) *enter and remain, with such assistants as the Commissioner considers necessary, in any premises at which the functions or activities of an Agency are carried on; and*
 - (c) *summon any person whose evidence appears to be material to any determination of the Commissioner; and*
 - (d) *take evidence on oath or affirmation and, for that purpose, administer oaths and affirmations; and*

- (e) *subject to subsection (3), require any person to produce documents or records in the person's possession or subject to the person's control that relate to matters of administration for the purposes of this Act.*
- (3) *The regulations may prescribe documents or records or classes of documents or records that a person is not required to produce under subsection (2) (e)*

A number of investigations and reviews were undertaken by my Office during this year into employment practices and harassment within Agencies.

5. EMPLOYMENT INSTRUCTIONS

A review of Employment Instruction (EI) 96/2 on Good Character Checks was initiated by my office and consultation with Agencies was undertaken. This information is currently being incorporated into a new version of this EI.

There were two Service-wide Employment Instructions issued this year.

5.1 Employment Instruction 99/1: Employment in the Tasmanian State Service

EI 99/1 was released on 12 July 1999 and is a revision of EI 96/1. The main areas that EI 99/1 cover are:

- Employment categories;
- Citizenship requirements for employment;
- Prerequisites to filling vacant positions;
- Methods of filling vacancies;
- Vacancy notices;
- Redeployment of a permanent employee surplus to requirements of an Agency;
- Appointment of a former invalidity pensioner;
- Secondment of a person or permanent employee;
- Promotion of a permanent employee by direct selection;
- Probation including special probationary arrangements;
- Conversion of temporary employees to permanent status; and,
- Employment registers.

5.2 Employment Instruction 2000/1: Disciplinary and Inability Procedures

EI 2000/1 was released on 22 February 2000 and is a revision of EI 91/3. The main matters that EI 2000/1 cover are:

- Natural justice/procedural fairness;
- Disciplinary and Inability procedures for permanent and temporary employees;
- Suspension made under Sections 53, 55 and 58 of the *Tasmanian State Service Act 1984*; and,
- Disciplinary procedures for temporary employees with reversion rights to permanent status.

6. REPORTING REQUIREMENTS FOR EQUAL EMPLOYMENT OPPORTUNITY

6.1 Agency Annual Reporting

In the previous CPE Annual Report, my predecessor reported that the revised Employment Instruction 98/2 on Managing Diversity was released and included a simplification of the Annual Reporting requirements for Equal Employment Opportunity (EEO). It requires Heads of Agency to include in the Agency Annual Report the following information, as a minimum:

- Target groups identified for specific action in the Agency's current EEO Management Plan;
- details of the initiatives that will be taken to increase the under-representation of the identified target groups; and
- a statistical report on the outcomes of the strategies undertaken within the Agency in a designated format.

A review of the 1998-99 Annual Reports was undertaken with the following results:

Agency	Target groups identified	Details of initiatives	Statistical report of outcomes of strategies
Health and Human Services	Not reported.	Not reported.	Not reported.
Education	Not reported.	Reported the release of the EEO Management Plan 1998.	Not reported.
Primary Industries, Water and Environment	Identified three target groups.	Not reported.	Reported.
Justice and Industrial Relations	One group identified.	Objectives outlined.	Not reported
Police and Public Safety	Two groups specifically identified.	Objectives outlined.	Not reported, although reporting systems being developed.
Premier and Cabinet	All target groups identified.	Reported and operational plan being developed for 1999-00.	Not reported.
Treasury and Finance	Two groups specifically identified.	Objectives outlined and management plan being developed.	Reported.
Infrastructure, Energy and Resources	No groups identified or targeted.	One initiative outlined.	Not reported.
State Development	Two groups specifically identified.	Strategies for these groups outlined.	Reported.
Tasmanian Audit Office	No groups identified or targeted.	General outline, Managing Cultural Diversity document to be released August 1999.	Not reported.

The new reporting requirements were introduced only one month before Agency Annual Reports were due last year, and therefore this table does not provide a full indication of each Agency's commitment to EEO in the year 1998-99.

Section 6.2 gives a more accurate indication of the level of support for Managing Workplace Diversity (including EEO) principles and demonstrates a further improvement in the level and detail of EEO reporting.

6.2 Agency Status Reporting

Employment Instruction 98/2 on Managing Diversity also simplified Agency Status Reporting requirements for Equal Employment Opportunity (EEO). The simplification includes a move to a 6 month reporting cycle:

- Agencies are required by the Changing Workplace Behaviour Management Plan (CWBMP) to provide Agency Status Reports on their progress towards implementing the outcomes of the CWBMP twice a year in June and December. This information is consolidated and forwarded to Cabinet.
- Each Agency must forward to the Commissioner a copy of the current EEO Management Plan and the outcomes of strategies undertaken in the previous financial year by 31 July each year.

Agency	CWBMP Status Report	MWD/EEO Management Plan	OTHER INITIATIVES
Health and Human Services	Report indicates progress in some areas.	No Plan forwarded.	<ul style="list-style-type: none"> • EEO Reference Group operates.
Education	Comprehensive report, including full assessment of progress of each CWBMP actions.	1999-2001 Comprehensive Management Plan, including Targets and Performance Indicators.	<ul style="list-style-type: none"> • Brochures, Posters, Newsletter; • HR Handbook – Grievance and Appeals procedures; • MWD Consultative Committee operating since 1991.
Education - TAFE	Comprehensive report with all CWBMP actions addressed and evaluated as achieved or current.	Workplace behaviour framework, identifying key policies and processes in place; MWD matrix being implemented.	<ul style="list-style-type: none"> • Customised Discrimination and Harassment Incident Form; • High standard of in-house training and development.
Primary Industries, Water and Environment	Amalgamation of DPIF and DELM policies underway.	New program to be developed by recently appointed project officer.	
Justice & Industrial Relations	No specific report on CWBMP actions, although some target groups and actions included in EEO Plan report.	EEO Plan being developed - five EEO strategy areas identified and actions reported.	
Police and Public Safety		Comprehensive Access and Equity Management Plan.	<ul style="list-style-type: none"> • Project Officer appointed; • Women in Policing Consultative Committee established. • Awareness programs run

Agency	CWBMP Status Report	MWD/EEO Management Plan	Other Initiatives
Premier and Cabinet	Brief report lists achievements against CWBMP actions and outcomes not included.	Draft document only.	<ul style="list-style-type: none"> Disability Policy Steering Committee;
Treasury and Finance	Report indicates CWBMP actions and ongoing progress.	1999-2000 Plan developed. Comprehensive, details priorities.	
Infrastructure, Energy and Resources	Comprehensive report, including assessment of progress of each CWBMP actions. All either completed or ongoing.	Detailed Report including long term approach to CWBMP requirements, included in Agency Management Plan.	
State Development	Report indicates assessment of the progress of CWBMP actions.	No Plan forwarded.	

The benefits of diversity management can not be overstated. These benefits include:

- effective adjustment to changes in culture and demography;
- increased productivity arising from diverse team composition;
- new ideas and different problem solving approaches;
- wider selection pools;
- increased access to wider client bases; and,
- development of a culturally diverse organisation.

Those Agencies which are effectively applying Managing Workplace Diversity principles are reaping the benefits whereas others need to demonstrate a greater commitment.

7. www.jobs.tas.gov.au

On the 16 May 2000 the Premier launched the new *jobs.tas* website. This site was developed by the Department of Premier and Cabinet in consultation with a group of key human resource practitioners from Agencies in the State Service, the Printing Authority of Tasmania and my Office.

It provides a single point of access to whole-of-government career and job seeking information including each aspect of finding and getting a job in Tasmanian State Service. Vacancies are fully searchable using jobs type, Department, occupation, salary or location.

One of the strengths of the site is the ability to download a job-kit. This kit provides everything needed to apply for the advertised position, including the position description and application forms. The user of the site has the choice of downloading the job-kit, having it emailed, faxed or mailed to them.

June 2000 was the site's first full month of operation and it received an exceptionally high number of visits with 470,000 requests for information. Breaking this down it represents 5000 people accessing the site and they viewed 220,000 pages in the month. The average visit length was 5 minutes.

The compilation of the vacancy notices that appear in the State Service Notices section of the Government Gazette is now done electronically by the site and provides a substantial improvement in the placement and consistency of vacancy notices.

This new site supports my merit protection role by giving more people greater access and opportunity to gain employment in the Tasmanian State Service.

8. DIRECT SELECTIONS

Under the Act (section 36(1)(b)), a Head of Agency (or delegate) can, with the approval of the Commissioner, select, without advertising a vacancy, a permanent employee who satisfies the requirements of the position and who the Head considers most capable of filling the position.

The protection of merit in these cases is outlined in Employment Instruction (EI) 99/1 section 11. There are four circumstances in which direct selection requests will be considered:

- 11.1.1 *"a major reorganisation has taken place, jobs have been redesigned, and where it is proposed existing staff be accommodated within the new organisational structure; or*
- 11.1.2 *a position requires a high degree of specialist knowledge or skill not otherwise available from within the State Service or the labour market. As a rule, only a few positions of a highly technical, scientific or otherwise unique nature will come into this category; or*
- 11.1.3 *an employee has been acting in a position for in excess of 12 months, was selected on merit for the position following advertisement in the State Service Notices Section of the Tasmanian Government Gazette, and meets all the requirements of the position; or*

11.1.4 *where a position is re-designed such that the essential nature of the position is retained but the outcome is a higher classification level, and, the occupant meets all the requirements of the newly designed position.*”

I am satisfied that the application of merit in these type of processes is safeguarded. My Office, in conjunction with Agencies will ensure that the tests of merit are met in all the circumstances in which direct selection is used.

Table 1 indicates the number of direct selections for each agency for the financial years ending 30 June.

TABLE 1: Direct Selection totals for each Agency for the financial years ending the 30 June:

Agencies	1997¹	1998¹	1999	2000
Department of Health and Human Services	32	62	101	123
Department of Education	18	117	61	52
Department of Primary Industries, Water and Environment	120	109	21	23
Department of Justice and Industrial Relations	41	56	54	25
Department of Police and Public Safety	21	2	29	4
Department of Premier and Cabinet	15	7	9	32
Department of Treasury and Finance	11	7	3	
Department of Infrastructure, Energy and Resources	72	37	10	14
Department of State Development	6	2		2
Tasmanian Audit Office			1	
Authorities				
Egg Marketing Board				
Motor Accidents Insurance Board				
Retirement Benefits Fund Board				
Rivers and Water Supply Commission	6			
Tasmanian Dairy Industry Authority				
Tasmanian Grain Elevators Board				
The Public Trustee	2	5	1	1
Total:	344	404	290	276

The Department of Health and Human Services finalised its restructure in this financial year and this accounts for nearly half of the direct selections. The Telecommunications Management Division of the Department of Premier and Cabinet redesigned positions in its TASINET communications area and this accounts for the large number of direct selections in that Agency. Redesign of positions in the Human Resource Branch accounted for most of the Department of Education’s direct selections.

¹ Previous State Service Agency structure has been converted to the current Agency structure for comparison purposes.

9. TEMPORARY EMPLOYMENT

The CPE makes recommendations to the Premier for the conversion of employees from temporary to permanent. Conversions are only made at the “base grade” level and only after it can be demonstrated that a merit process was used to originally employ the person. The Head of Agency must certify that funding is available and the person is unlikely to be declared surplus to the requirements of the Agency.

My Office provided assistance to a number of Agencies to develop strategies to address the issue of temporary employment. These Agencies have developed and implemented specific guidelines on temporary employment that will eliminate previous untenable practices. As part of the exercise a considerable number of employees were identified as being eligible for conversion from temporary to permanent in the teacher aide and school based library technician occupational groups. This accounts for the large number of conversions in the Department of Education.

The use of temporary employment will be closely monitored by my Office to ensure that it is only being used, in preference to permanent employment, in appropriate circumstances.

While there has been a small reduction in the number of temporary employees over the past twelve months, it must be pointed out that the State Government is the largest employer in the State and there will always be a need for temporary employment in an organisation of the size and diversity of the State Service.

Table 2 indicates the number of conversions for each agency for the financial years ending 30 June.

TABLE 2: Conversions to Permanency totals for each Agency for the financial years ending the 30 June:

Agencies	1997²	1998²	1999	2000
Department of Health and Human Services	115	26	260	171
Department of Education	324	54	334	850
Department of Primary Industries, Water and Environment	4	9	12	20
Department of Justice and Industrial Relations	7	6	15	7
Department of Police and Public Safety	1		30	7
Department of Premier and Cabinet	1	3	13	7
Department of Treasury and Finance		1		
Department of Infrastructure, Energy and Resources		4		2
Department of State Development		1		
Tasmanian Audit Office				
Authorities				
Egg Marketing Board				
Motor Accidents Insurance Board				
Retirement Benefits Fund Board				
Rivers and Water Supply Commission				
Tasmanian Dairy Industry Authority				
Tasmanian Grain Elevators Board				1
The Public Trustee			1	
Total:	452	104	665	1065

10. TEMPORARY EMPLOYMENT REGISTERS

My Office continues to give advice and assistance to Agencies with the establishment of temporary employment registers. The use of registers is increasing. Employment registers are particularly advantageous for Agencies in circumstances where there is a history of high turnover or in areas where recruitment is difficult, for example, specialist functions.

The review of the operation of temporary employment registers in light of the recent Federal Government's move to the Job Network was completed. The review recommendations were incorporated into Employment Instruction 99/1 section 15. A listing of currently approved employment registers is available at:

<http://www.dpac.tas.gov.au/divisions/ep/registers.html>

² Previous State Service Agency structure has been converted to the current Agency structure for comparison purposes.

11. REDEPLOYMENT REGISTER

Section 48 of the Act establishes the Redeployment Register of names of permanent employees who, for reasons prescribed in Section 47 of the Act, have been declared by the Head of Agency to be surplus to the requirements of that Agency.

An employee can be listed on the Register for a period of up to 12 months following exhaustion of the relevant appeal provisions.

The Commissioner may transfer an employee on the Redeployment Register to any vacant position which a Head of Agency is seeking to fill and the duties of which the Commissioner considers the employee capable and competent to perform

If, at the expiration of 12 months from the date of registration on the Redeployment Register an employee has not been transferred, or otherwise had their name removed from the Register, then the Act requires that the Commissioner advise the Head of Agency who must call on the employee to resign or retire from the State Service or be subject to dismissal.

The process of job matching is carried out in conjunction with the Division of Employment Policy of the Department of Premier and Cabinet (DEP) which circulates a Register of employees' names to Agencies who consider those listed before advertising vacancies. In addition, the proof copy of the State Service Notices Section of the Tasmanian Government Gazette is scrutinised via the *jobs.tas* system prior to publication for vacancies that Agencies may have overlooked. In such cases, the Agency is contacted and the matter considered before the Gazette is published.

This year there were no employees formally declared surplus to the requirements of Agencies. However, the Government's policy of no redundancies continues to mean that redeployment is the preferred mechanism for dealing with surplus staff.

12. APPOINTMENT OF FORMER INVALIDITY PENSIONERS

The Commissioner may receive a report from the Retirement Benefits Fund (RBF) Board stating that the Board is of the opinion that the health of an invalidity pensioner is so restored to enable that person to perform the duties of any office or position. The Commissioner may then take such action as is considered reasonable and practicable to identify a vacant position in the State Service in which the person would be capable of satisfactorily performing.

After notification by the RBF Board, the process of job matching is carried out in conjunction with DEP in the same manner as elaborated in Section 11 of this report.

TABLE 3: Number of former invalidity pensioners as at the 30 June on the financial years shown:

Year	Number of former invalidity pensioners as at 30 June.
1997	8
1998	15
1999	23
2000	23

It is a welcome sign that the number has not increased. This may indicate that Agencies are appreciating their responsibility in this area. The placement of employees back into the workforce continues to prove difficult with a number of invalidity pensioners still awaiting placement.

13. INABILITY TO DISCHARGE DUTIES

Part VIII of the Act provides for inability procedures concerning permanent employees who the Head of Agency believes are unable to efficiently discharge their duties in the best interests of the State. The provisions are consistent with the rules of procedural fairness/natural justice.

The role of the Commissioner is to appoint an inquirer to investigate a claim of inability. The inquirer's findings are reported to the relevant Head of Agency, who determines what action if any is to be taken.

In the 1999-00 year, I received two requests from one Head of Agency for the appointment of a person to conduct an inquiry following the Head forming a view that a permanent employee was not able to perform their duties. I appointed inquirers from outside the State Service in each case. During this year these two inquiries concluded along with three inability inquiries started in the previous financial year. In one case the inquiry substantiated all claims of inability by the Head of Agency. In another case the inquiry substantiated one claim of inability, rejected the second claim of inability and did not make a finding on the third claim of inability. In another case the inquirer did not make a finding. In another case the inquirer rejected the Agency's claim of inability and in the final case the employee conceded inability.

14. CONDUCT AND DISCIPLINE

Part IX of the Act provides for the conduct of disciplinary procedures in relation to permanent employees who may have committed offences as defined in Section 54 of the Act. The provisions are generally consistent with the rules of procedural fairness/natural justice.

In the 1999-00 year, I received six requests from a Head of Agency for the appointment of a person to conduct an inquiry following the charging of a permanent employee. In each case I appointed an inquirer. As at 30 June 2000 five of the six inquiries had been completed.

In two inquiries the inquirer found that there was substance in all charges laid. The action taken by the Head of Agency in relation to the recommendations of the inquirer was counselling in both cases. There were two inquiries where the inquirer found that there was substance in some of the charges laid by the Head of Agency and this resulted in the Head of Agency taking the action of counselling and in one case transferring the employee to another position. One employee resigned before the inquiry started and one inquiry is continuing.

15. CONSULTANCY WORK

The Office continued to provide a consultancy service to Agencies throughout the year. This service ranged from answers to enquires over the telephone or in writing, to planned visits to Agencies. The Office continues to receive positive feedback from Agencies on those matters for which advice was provided.

16. HUMAN RESOURCE DATA

State Service employment statistics, information and comment is attached as the Appendix.

The information contained in the Appendix is provided to this Office by the Division of Employment Policy.

17. ADMINISTRATION AND STAFFING

Administrative support is supplied by staff in the Division of Employment Policy in the Department of Premier and Cabinet.

Both the outgoing Acting Commissioner, Ms Rebekah Burton, and I would like to thank the staff in my Office and the Division of Employment Policy for their support and effort throughout the year.

Greg Vines
COMMISSIONER FOR PUBLIC EMPLOYMENT

APPENDIX

State Service Employment Statistics 1999-2000

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The year at a glance

The statistics contained in this report on State Service employment for the period ending 30 June 2000 have been produced from standard electronic data returns provided by sixteen Agencies and Authorities. Please note that the Rivers and Water Supply Commission has been included in the statistics for the Department of Primary Industries, Water and Environment.

- Tasmanian Audit Office
- Department of Health & Human Services
- Department of Premier & Cabinet
- Department of Infrastructure Energy & Resources
- Department of Primary Industries Water & Environment
- Department of Education
- Egg Marketing Board
- Grain Elevators Board
- Department of Justice & Industrial Relations
- Motor Accidents Insurance Board
- Department of Police & Public Safety
- The Public Trustee
- Retirement Benefits Fund Board
- Department of State Development
- Tasmanian Dairy Industry Authority
- Department of Treasury & Finance

During 1999-2000 a common reporting methodology was adopted to improve the reliability of information provided. The main impact of the revised approach was that casual employees were removed from the main head count and full time equivalent (FTE) reporting tables and shown separately. This was done because of the high level of fluctuation typical of casual employment and the distorting effect this has on overall statistics. Consequently the overall head count and FTE figures have decreased and the emphasis on reporting is now on those employees who have regular employment tenure in the Tasmanian State Service.

In addition to the minor reporting changes, the Department of Health & Human Services has changed its Human Resource Information Management system. During the implementation process the Department has validated HR data resulting in a more accurate standard of reporting.

At the end of June 2000 there were **19,092.43 Full Time Equivalent** Employees employed under the Tasmanian State Service Act, comprising **22,143** actual employees by **Headcount**. Compared with 30 June 1999 this represents a decrease of **2,712**. However, since that reporting period casual employees have been removed from headcount and FTE figures so that in real terms (not including casuals) the reduction is **331** employees.

At the end of the June 2000 quarter there were **2,381** casuals paid by State Service agencies.

The number of youth employed (people between the ages of 15-24) was **943** or 4.26% of total State Service employees.

There were 131 young people employed by Group Employment Organisations during the 1999-2000 financial year in traineeship and apprenticeships, undertaking work within State Service Agencies. These employment figures have not been included in the State Service Employment Statistics.

Definitions

The following definitions apply to subsequent Figures and Tables:

Permanent employees are appointed under section 34 of the *Tasmanian State Service Act 1984*.

Temporary employees are appointed under one of the following:

- | | |
|------------------|-------------------------------|
| Section 38(1)(a) | A general contract of service |
| Section 38(1)(b) | A special contract of service |

Note: A special contract of service may only be used to employ persons in positions determined by the Commissioner for Public Employment to be of a senior executive or equivalent specialist nature.

Casual Employees are a subset of temporary employees and work on an “as and when required basis” and are paid a loaded rate in lieu of receiving leave entitlements. Casual employees fall into two main categories, those that work less than a full day or those that work less than 52 weeks of the year (seasonal).

Prescribed Office Holders are appointed under section 29 of the *Tasmanian State Service Act 1984*.

PLEASE NOTE: The employment statistics contained in this report are based on the last pay period in the financial year as supplied by the Remus Consortium and do not include any final adjustments that Agencies may have performed. Therefore Agency Annual Reports may contain variations in their employment statistics.

State Service Numbers

The number of Full Time Equivalents has fallen by **609.49** since June 1999. This reduction is largely attributed to casual employees no longer being included in this count.

Table 1: Full Time Equivalents by Agency - 30 June 2000

Agency	Prescribed	Permanent	Temporary	Total
Tasmanian Audit Office	1	31	3	35.00
Department of Infrastructure Energy & Resources	2	540.32	77.28	619.60
Department of Infrastructure Energy & Resources - Private Forests	1	9	8.8	18.80
Department of Premier and Cabinet	3	196.27	74.13	273.40
Department of Primary Industry Water & Environment	2	1067.47	280.81	1350.28
Department of Education	1	5053.56	2666.28	7720.84
Department of Education - TAFE	0	718.71	237.74	956.45
Department of Health and Human Services	1	4835.27	1129.47	5965.74
Health & Human Services - Fire Service	1	369.0	32.20	402.20
Egg Marketing Board	0	4.00	0	4.00
Grain Elevators Board	1	3.00	3.00	7.00
Department of Justice & Industrial Relations	2	510.63	122.74	635.37
Public Trust Office	0	40.00	5.14	45.14
Motor Accident Insurance Board	1	28.70	6.00	35.70
Department of Police & Public Safety	1	300.93	46.9	348.83
Retirement Benefits Fund	0	34.82	16.80	51.62
State Development	1	102.60	42.03	145.63
State Development - Tourism Tasmania	1	0	193.83	194.83
Tasmanian Dairy Industry Authority	0	3.00	1.00	4.00
Department of Treasury and Finance	3	204.00	71.00	278.00
Total	22	14,052.28	5,018.15	19,092.43

Table 2: Full Time Equivalents by Agency - 30 June 1999

Agency	Prescribed	Permanent	Temporary	Total
Tasmanian Audit Office	1	29.00	10.0	40.0
Department of Infrastructure Energy & Resources	2	504.33	48.5	554.83
Department of Infrastructure Energy & Resources - Private Forests	1	9.0	3.54	13.54
Department of Premier and Cabinet	3	194.8	66.4	264.2
Department of Primary Industry Water & Environment	3	1062.86	286.05	1351.91
Department of Education	1	5041.44	2537.54	7579.98
Department of Education - TAFE	0	658.82	250.78	909.6
Department of Health and Human Services	8	5131.04	1605.91	6744.94
Health & Human Services - Fire Service	1	361.7	24.10	386.8
Egg Marketing Board	0	4.0	0.5	4.5
Grain Elevators Board	1	3.0	5.8	9.8
Department of Justice & Industrial Relations	3	520.0	210.0	733.0
Public Trust Office	0	43.0	4.65	47.65
Motor Accident Insurance Board	1	23.6	9.6	34.2
Department of Police & Public Safety	1	282.0	60.98	343.98
Retirement Benefits Fund	0	39.0	12.0	51.0
State Development	1	81.15	50.89	133.04
State Development - Tourism Tasmania	1	0	237.0	238.00
Tasmanian Dairy Industry Authority	1	15.10	2.4	18.5
Department of Treasury and Finance	4	190.61	47.83	242.44
Total	33	14,194.45	5,474.47	19,701.92

The overall Headcount has fallen by **2712**, this is also largely attributed to casuals now being reported separately. As there were **2381** casuals paid in the period ending 30th June 2000 the overall reduction is **331**.

Table 3: Head Counts by Agency - 30 June 2000

Agency	Prescribed		Permanent		Temporary		Total
	Male	Female	Male	Female	Male	Female	
Tasmanian Audit Office	1	0	24	7	2	1	35
Department of Infrastructure Energy & Resources	2	0	347	198	43	43	633
Department of Infrastructure Energy & Resources - Private Forests	1	0	10	3	4	1	19
Department of Premier and Cabinet	1	2	95	113	30	48	289
Department of Primary Industry Water & Environment	2	0	723	405	175	161	1466
Department of Education	1	0	1600	3947	967	2895	9410
Department of Education - TAFE	0	0	389	388	135	138	1050
Department of Health and Human Services	1	0	1290	4273	511	904	6979
Health & Human Services - Fire Service	1	0	334	37	28	6	406
Egg Marketing Board	0	0	2	2	0	0	4
Grain Elevators Board	1	0	4	0	3	0	8
Department of Justice & Industrial Relations	2	0	314	214	59	79	668
Public Trust Office	0	0	21	23	2	4	50
Motor Accident Insurance Board	1	0	9	20	3	3	36
Department of Police & Public Safety	1	0	122	192	23	36	374
Retirement Benefits Fund	0	0	13	24	6	11	54
State Development	1	0	60	52	22	27	162
State Development - Tourism Tasmania	1	0	0	0	65	152	218
Tasmanian Dairy Industry Authority	0	0	3	0	1	0	4
Department of Treasury and Finance	3	0	107	97	37	34	278
Total by Gender	20	2	5467	9995	2116	4543	22143
Total by Employment Category	22		15462		6659		22143

Table 4: Head Counts by Agency - 30 June 1999

Agency	Prescribed		Permanent		Temporary		Total
	Male	Female	Male	Female	Male	Female	
Tasmanian Audit Office	1	0	22	7	8	2	40
Department of Infrastructure Energy & Resources	2	0	329	172	46	128	677
Department of Infrastructure Energy & Resources - Private Forests	1	0	8	1	3	1	14
Department of Premier and Cabinet	1	2	96	109	40	100	348
Department of Primary Industry Water & Environment	3	0	721	401	219	170	1514
Department of Education	1	0	1612	3899	1103	3462	10077
Department of Education - TAFE	0	0	377	342	390	458	1567
Department of Health and Human Services	4	4	1455	4403	684	1738	8278
Health & Human Services - Fire Service	1	0	321	33	30	6	391
Egg Marketing Board	0	0	2	2	3	0	7
Grain Elevators Board	1	0	3	0	5	2	11
Department of Justice & Industrial Relations	3	0	313	207	81	129	733
Public Trust Office	0	0	22	24	1	5	52
Motor Accident Insurance Board	1	0	7	18	5	5	36
Department of Police & Public Safety	1	0	119	175	38	64	397
Retirement Benefits Fund	0	0	14	25	3	9	51
State Development	1	0	45	40	28	39	153
State Development - Tourism Tasmania	1	0	0	0	67	170	238
Tasmanian Dairy Industry Authority	1		8	8	2	1	20
Department of Treasury and Finance	4		102	97	28	20	251
Total by Gender	27	6	5566	9963	2784	6509	24855
Total by Employment Category	33		15529		9293		24855

Table 5: Variations in Total FTE's and Head Count by Agency (30/6/99 & 30/6/00)

Agency	Total FTE's 1999	Total FTE's 2000	FTE Variation	Total Headcount 1999	Total Headcount 2000	Headcount Variation
Tasmanian Audit Office	40	35	-5	40	35	-5
Department of Infrastructure Energy & Resources	554.83	619.60	64.77	677	633	-44
Department of Infrastructure Energy & Resources - Private Forests	13.54	18.80	5.26	14	19	5
Department of Premier and Cabinet	264.20	273.40	9.20	348	289	-59
Department of Primary Industry Water & Environment	1351.91	1350.28	-1.63	1514	1466	-48
Department of Education	7579.98	7720.84	140.86	10077	9410	-667
Department of Education - TAFE	909.60	956.45	46.85	1567	1050	-517
Department of Health and Human Services	6744.94	5965.74	-779.20	8278	6979	-1299
Health & Human Services - Fire Service	386.80	402.20	15.40	391	406	15
Egg Marketing Board	4.5	4.00	-.5	7	4	-3
Grain Elevators Board	9.8	7.0	-1.8	11	8	-3
Department of Justice & Industrial Relations	733	635.37	-97.63	733	668	-65
Public Trust Office	47.65	45.14	-2.51	52	50	-2
Motor Accident Insurance Board	34.20	35.70	1.50	36	36	0
Department of Police & Public Safety (non uniform staff only)	343.98	348.83	4.85	397	374	-23
Retirement Benefits Fund	51.0	51.62	.62	51	54	3
State Development	133.04	145.63	12.59	153	162	9
State Development - Tourism Tasmania	238	194.83	-43.17	238	218	-20
Tasmanian Dairy Industry Authority	18.5	4.00	-14.50	20	4	-16
Department of Treasury and Finance	242.44	278.00	35.56	251	278	27
Total	19701.91	19092.43	-609.48	24855	22,143	-2712

State Service Profiles

Age and Gender Profiles

The highest number of employees is in the 40-44 ages group with a total of 19.01%. The number of women in all age ranges exceeds men and the age profiles are consistent for both gender groups. Women represent 65.7% of the total head count.

Figure 1: Percentage of Total Head Count by Age

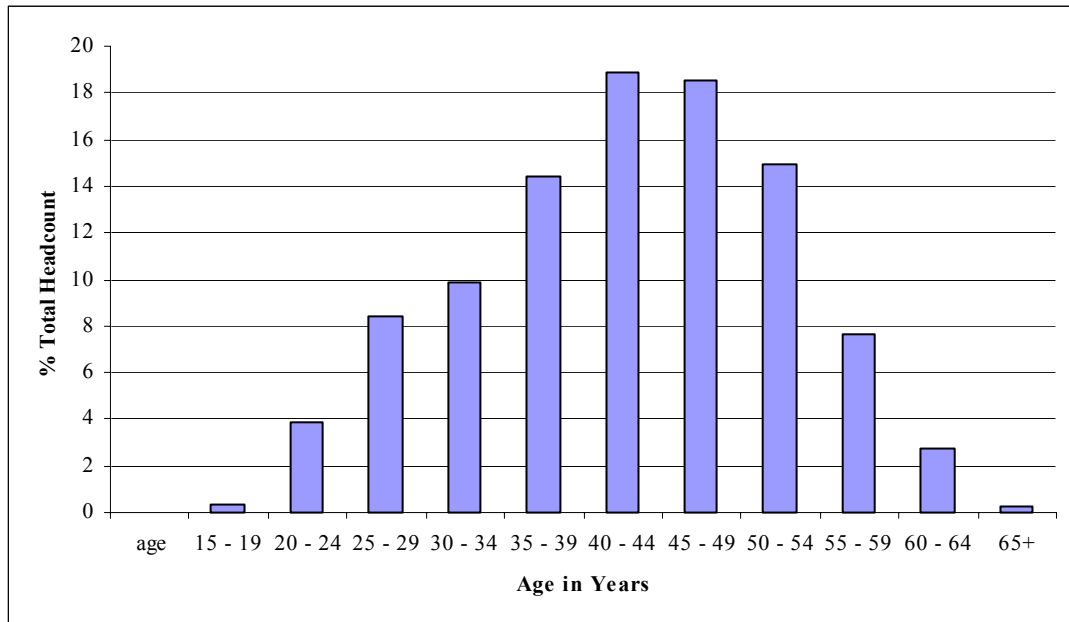


Figure 1 is derived from data contained in the last column of Table 6

Figure 2: Percentage Male and Female Headcount by Age

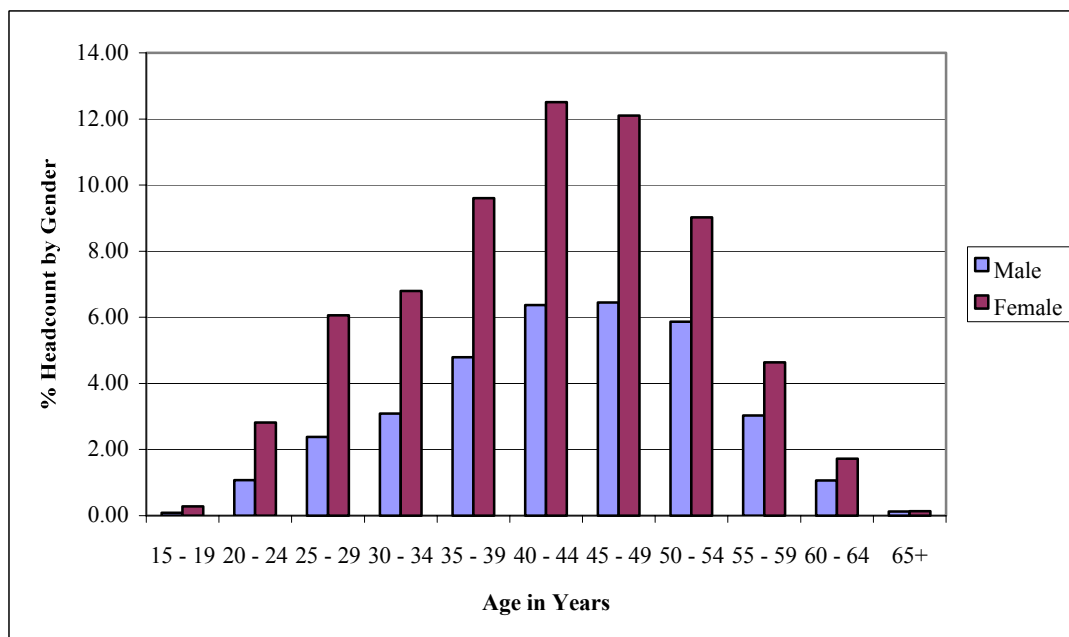


Figure 2 is derived from data contained in Table 6

Figure 3: Age Distribution of Tasmanian State Service Employees, 1998 - 2000

The basic distribution over the last three years has changed very little and reflects a stable environment.

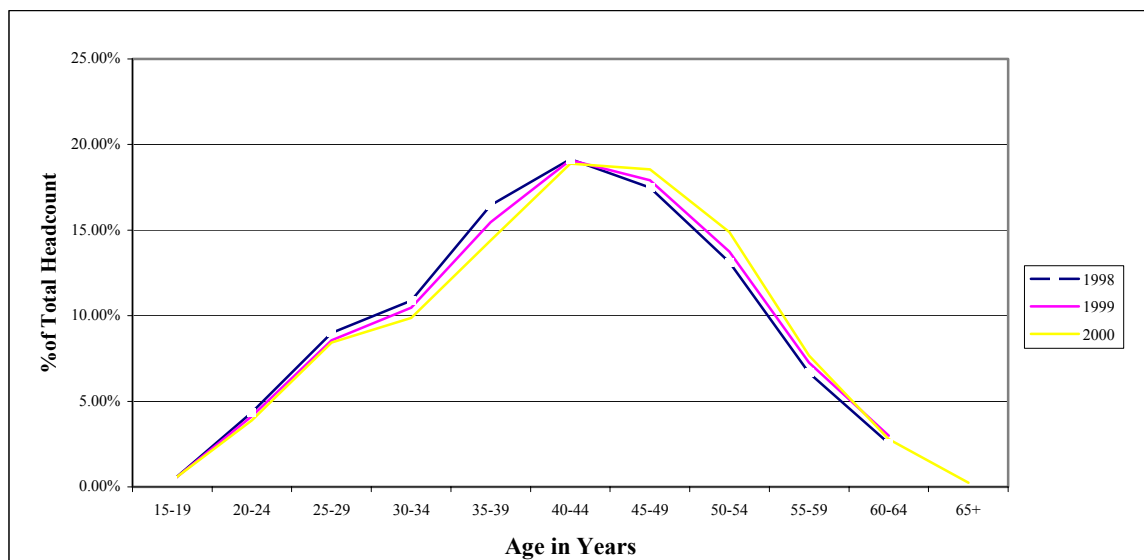


Figure 3 is derived from data contained in Tables 6 – 8.

Figure 4: Age Distribution of Male Tasmanian State Service Employees, 1998 – 2000

There is a small amount of age creep in the male distribution, in that the age groups from 50 onwards are growing in number and indicates the male population is ageing.

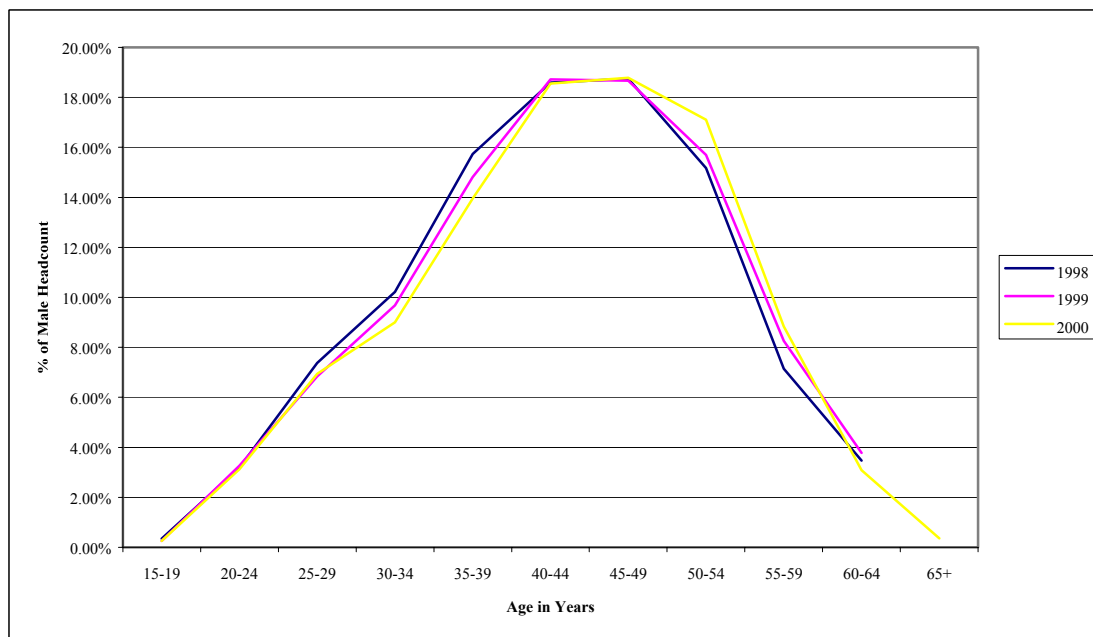


Figure 4 is derived from data contained in Tables 6 – 8.

Figure 5: Age Distribution of Female Tasmanian State Service Employees, 1998 - 2000

The female age distribution reflects a similar trend to the males with a small age creep.

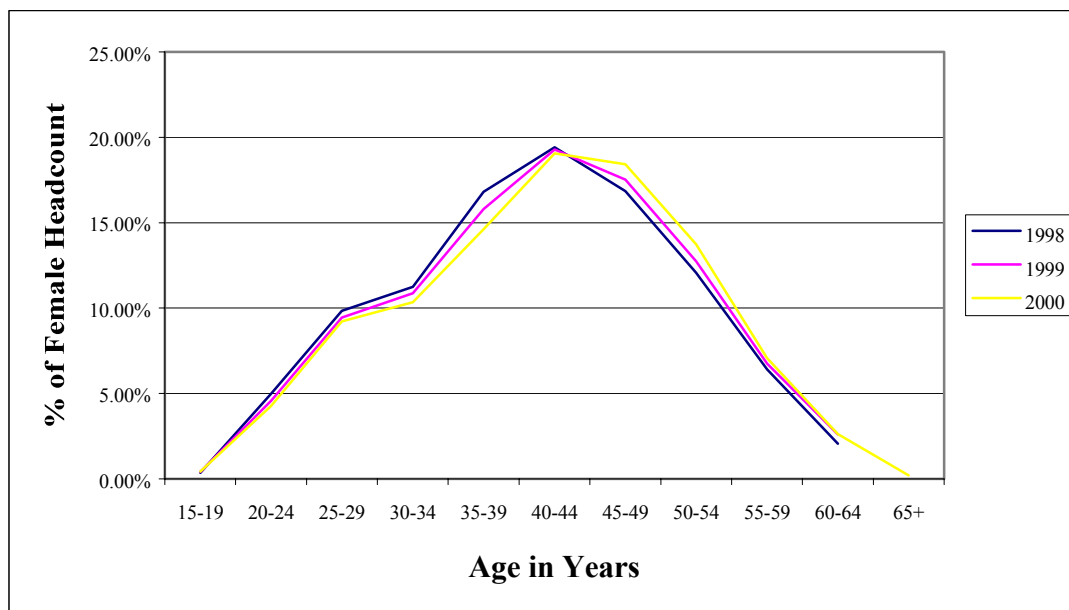


Figure 5 is derived from data contained in Tables 6 – 8.

Table 6: Age Distribution of the Tasmanian State Service - 30 June 2000

Age Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
15 - 19	20	0.26	0.09	62	0.43	0.28	82	0.37
20 - 24	238	3.13	1.07	623	4.28	2.81	861	3.89
25 - 29	528	6.94	2.38	1341	9.22	6.06	1869	8.44
30 - 34	684	9.00	3.09	1504	10.34	6.79	2188	9.88
35 - 39	1061	13.96	4.79	2126	14.62	9.60	3187	14.39
40 - 44	1410	18.55	6.37	2770	19.05	12.51	4180	18.88
45 - 49	1428	18.78	6.45	2679	18.43	12.10	4107	18.55
50 - 54	1300	17.10	5.87	1998	13.74	9.02	3298	14.89
55 - 59	672	8.84	3.03	1026	7.06	4.63	1698	7.67
60-64	235	3.09	1.06	382	2.63	1.73	617	2.79
65+	27	0.36	0.12	29	0.20	0.13	56	0.25
Total	7603	100%	34.34%	14540	100%	65.66%	22143	100%

Note: For all Tables, Male% and Female% is a percentage of the total Males or Female (respectively) within the State Service for the indicated age/salary /employment category. Total% is the percentage compared to the total Males and Females in the State Service.

Table 7: Age Distribution of the Tasmanian State Service – 30 June 1999

Age Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
15 - 19	21	0.25	0.08	68	0.41	0.27	89	0.36
20 - 24	274	3.27	1.10	753	4.57	3.03	1027	4.13
25 - 29	573	6.84	2.31	1557	9.45	6.26	2130	8.57
30 - 34	811	9.68	3.26	1791	10.87	7.21	2602	10.47
35 - 39	1241	14.82	4.99	2602	15.79	10.47	3843	15.46
40 - 44	1568	18.72	6.31	3179	19.29	12.79	4747	19.10
45 - 49	1564	18.67	6.29	2887	17.52	11.62	4451	17.91
50 - 54	1315	15.7	5.29	2102	12.75	8.46	3417	13.75
55 - 59	692	8.26	2.78	1112	6.75	4.47	1804	7.26
60+	316	3.78	1.27	429	2.6	1.72	745	2.99
Total	8375	100%	33.70%	16480	100%	66.30%	24855	100%

Table 8: Age Distribution of the Tasmanian State Service - 30 June 1998

Age Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
15 – 19	29	0.35	0.12	57	0.36	0.23	86	0.35
20 – 24	265	3.19	1.09	794	4.98	3.27	1059	4.36
25 – 29	613	7.37	2.53	1568	9.84	6.46	2181	8.99
30 – 34	850	10.22	3.5	1792	11.24	7.39	2642	10.89
35 – 39	1311	15.76	5.4	2680	16.81	11.05	3991	16.45
40 – 44	1547	18.59	6.38	3096	19.42	12.76	4643	19.14
45 – 49	1559	18.74	6.43	2684	16.84	11.06	4243	17.49
50 – 54	1262	15.17	5.2	1923	12.06	7.93	3185	13.13
55 – 59	595	7.15	2.45	1020	6.4	4.2	1615	6.66
60+	289	3.47	1.19	328	2.06	1.35	617	2.54
Total	8320	100%	34.29%	15942	100%	65.71%	24262	100%

Salary Profiles

The salary profile of the State service indicates that the highest number of employees are found in the \$25,000 to \$30,000 range and the \$45,000-\$50,000 range. This is still quite stable compared to the period 1998-1999 and continues to demonstrate a steady upward climb in salary rates which reflects the series of award increases during that period. The reporting parameters have been extended to display between \$15,000 and over \$70,000 salary ranges.

Figure 6: Salary Profile for the Tasmanian State Service

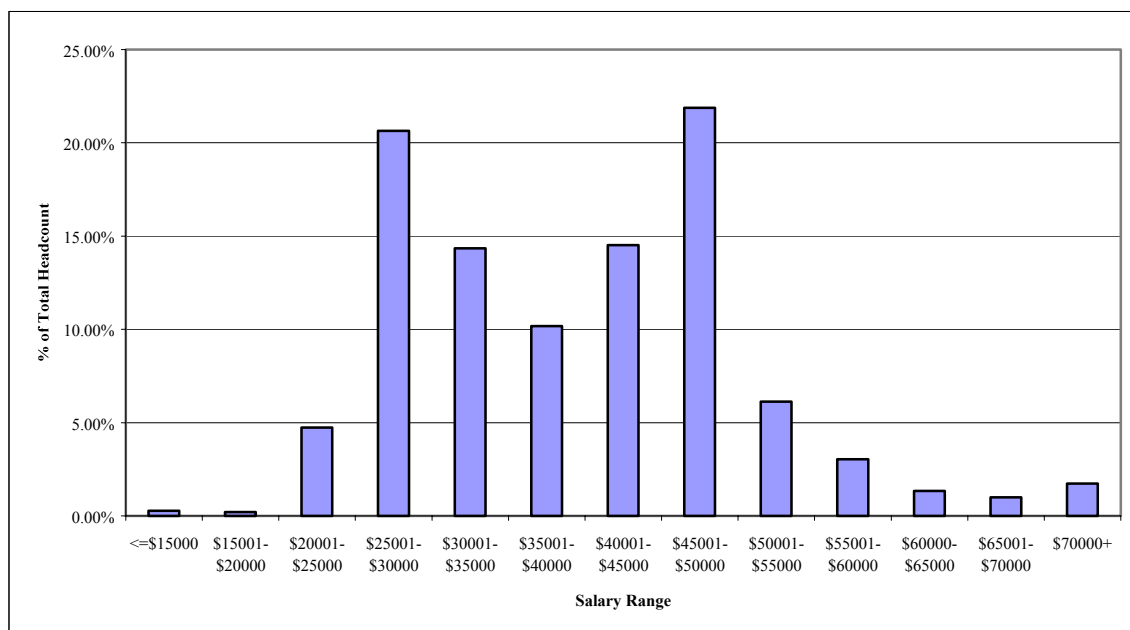


Figure 6 is based on data presented in Table 9.

Figure 7: Salary Distribution for the Tasmanian State Service, 1998 - 2000

Figure 7 draws a comparison of the percentage of the total State Service workforce in each salary bracket over the three years (1998– 2000). The 1998 and 1999 series do not contain information about the below \$25,000 range or the \$70,000 plus range. The overall trend appears quite stable.

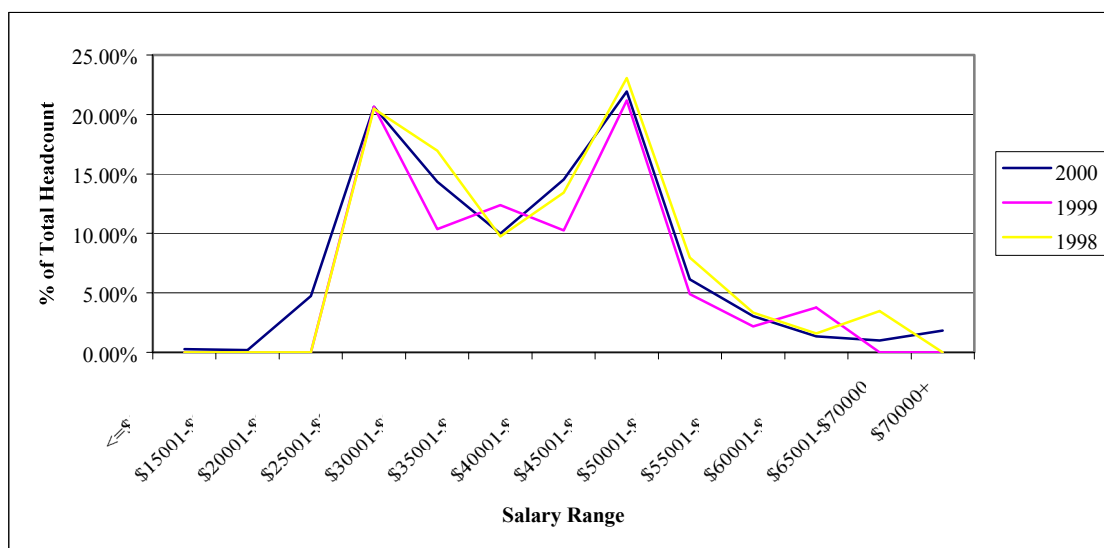


Figure 7 is derived from data presented in Tables 9 – 11. Note due to changes in the parameters and extension of the salary range at either end there is some incomplete data in the \$15,000-\$25,000 and in the \$65,000+ ranges for 1998 and 1999.

Figure 8: Gender Composition of Tasmanian State Service Salary Profile 2000

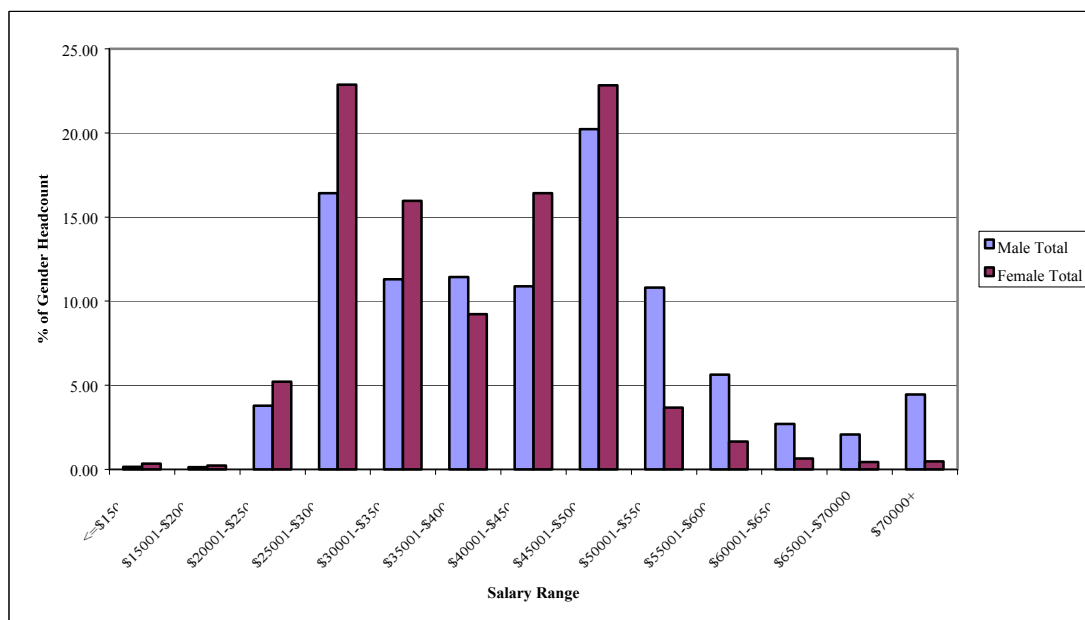


Figure 8 is derived from data presented in Table 9

Figure 9: Salary Profile Expressed as a Percentage of Gender Headcount

The salary distribution within gender group reflects the overall trend across the service, with the highest number of employees earning salaries in the \$45,000-\$50,000 range and more males earning salaries in the \$50,000 plus ranges.

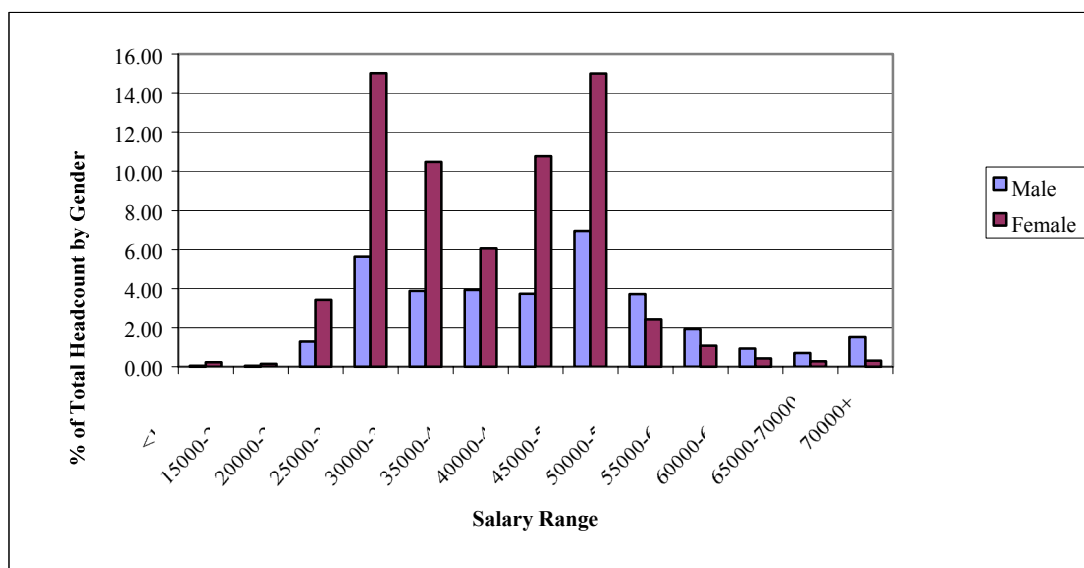


Figure 9 is derived from data contained in Table 9

Figure 10 Male Salary Distribution

Figure 10 shows the percentage changes in the salary distribution for men over the three years 1998-2000. For the year ending 30 June 2000 there has been a small increase in salaries. As the ranges have been extended the graph is smoother towards the high income end and reflects the salary make up of the Service more clearly than in previous years.

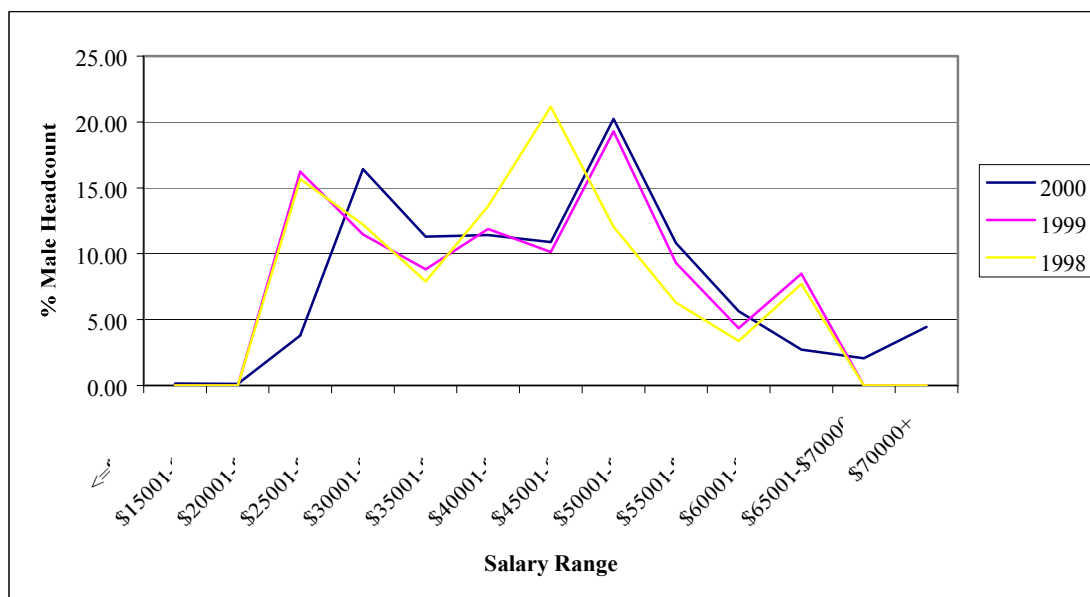


Figure 10 is derived from data contained in Tables 9 – 11, and due to the extension of salary ranges in this reporting period there is some incomplete data for 1998-1999 in the \$15000-\$25000 and the \$65000+ ranges.

Figure 11 Salary Distribution Females 1998-2000

The salary profile for women is quite steady and indicates that there has only been a small increase in the number of women in the higher income brackets over the last three years.

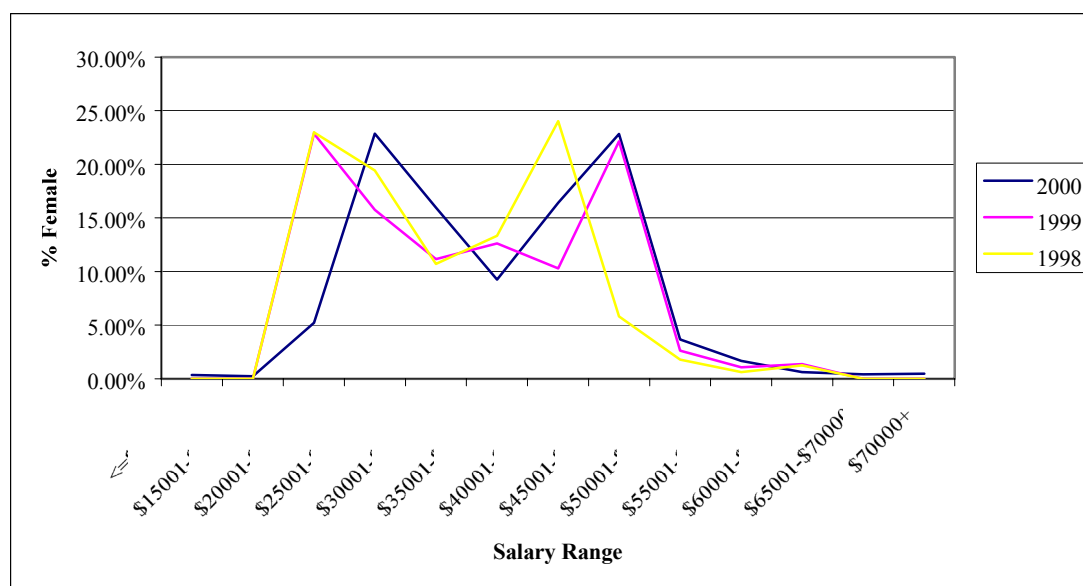


Table 9: Salary Distribution for the Tasmanian State Service – 30 June 2000

Salary Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
<= \$15,000	12	0.16	0.05	51	0.35	0.23	63	0.28
\$15,001 - \$20,000	10	0.13	0.05	34	0.23	0.15	44	0.20
\$20,001 - \$25,000	288	3.79	1.3	758	5.21	3.42	1046	4.72
\$25,001 - \$30,000	1249	16.43	5.64	3325	22.87	15.02	4574	20.66
\$30,001 - \$35,000	859	11.30	3.88	2320	15.96	10.48	3179	14.36
\$35,001 - \$40,000	869	11.43	3.92	1343	9.24	6.07	2212	9.99
\$40,001 - \$45,000	827	10.88	3.73	2387	16.42	10.78	3214	14.51
\$45,001 - \$50,000	1538	20.23	6.95	3321	22.84	15.00	4859	21.94
\$50,001 - \$55,000	822	10.81	3.71	535	3.68	2.42	1357	6.13
\$55,001 - \$60,000	428	5.63	1.93	241	1.66	1.09	669	3.02
\$60,001 - \$65,000	206	2.71	.93	93	0.64	0.42	299	1.35
\$65,001 - \$70,000	157	2.06	.71	63	0.43	0.28	220	0.99
\$70,000 +	338	4.45	1.53	69	0.47	0.31	407	1.84
Total	7603	100%	34.34%	14540	100%	65.66%	22143	100%

Table 10: Salary Distribution for the Tasmanian State Service – 30 June 1999

Salary Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
<= \$27000	1,360	16.23	5.47	3,771	22.88	15.17	5,131	20.64
\$27001 - \$31000	961	11.47	3.87	2,599	15.77	10.46	3,560	14.32
\$31001 - \$35000	740	8.83	2.98	1,838	11.15	7.39	2,578	10.37
\$35001 - \$40000	996	11.89	4.01	2,080	12.62	8.37	3,076	12.38
\$40001 - \$45000	849	10.13	3.42	1,695	10.29	6.82	2,544	10.24
\$45001 - \$50000	1,616	19.29	6.50	3,650	22.15	14.69	5,266	21.19
\$50001 - \$55000	780	9.31	3.14	435	2.64	1.75	1,215	4.89
\$55001 - \$60000	365	4.36	1.47	178	1.08	0.72	543	2.18
\$60000+	710	8.48	2.86	227	1.38	0.91	937	3.77
Known Total	8,377	100.00%	33.70%	16,473	100.00%	66.30%	24,850	100.00%
Leave Without Pay				5	0.03	0.02	5	0.02
Total	8,377			16,478			24,855	

Table 11: Salary Distribution for the Tasmanian State Service – 30 June 1998

Salary Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
<= \$27000	1,247	15.68	5.25	3,499	22.99	14.74	4,746	20.48
\$27001 - \$31000	972	12.23	4.10	2,955	19.42	12.45	3,928	16.95
\$31001 - \$35000	628	7.88	2.64	1,630	10.71	6.87	2,257	9.74
\$35001 - \$40000	1,081	13.59	4.55	2,029	13.33	8.55	3,110	13.42
\$40001 - \$45000	1,684	21.17	7.09	3,657	24.03	15.40	5,341	23.05
\$45001 - \$50000	959	12.06	4.04	886	5.82	3.73	1,845	7.96
\$50001 - \$55000	501	6.30	2.11	274	1.80	1.15	775	3.34
\$55001 - \$60000	268	3.37	1.13	98	0.64	0.41	366	1.58
\$60000+	612	7.70	2.58	191	1.26	0.80	803	3.47
Known Total	7,952	100%	33%	15,219	100%	64.10%	23,171	100%
Not Eligible/Discrepancies	4			23			27	
Unknown	257			383			640	
Total	8,213			15,625			24,262	

- Salary information for casual employees from the Department of Education, Training, Community and Cultural Development was not provided.
- Discrepancies are unattributed recording inconsistencies.

Employment Categories

Permanent Employees

There has been a small decrease in the number of permanent employee since the last reporting period. The distribution of employees is similar to the overall profile with the largest percentage of permanent employees in the 40-44 age group closely followed by the 45-49 group. There has been an increase in the number of employees in those age groups over the last three years suggesting a fairly stable environment and a gradually ageing State Service.

Figure 12: Age Distribution of Permanent Employees by Gender

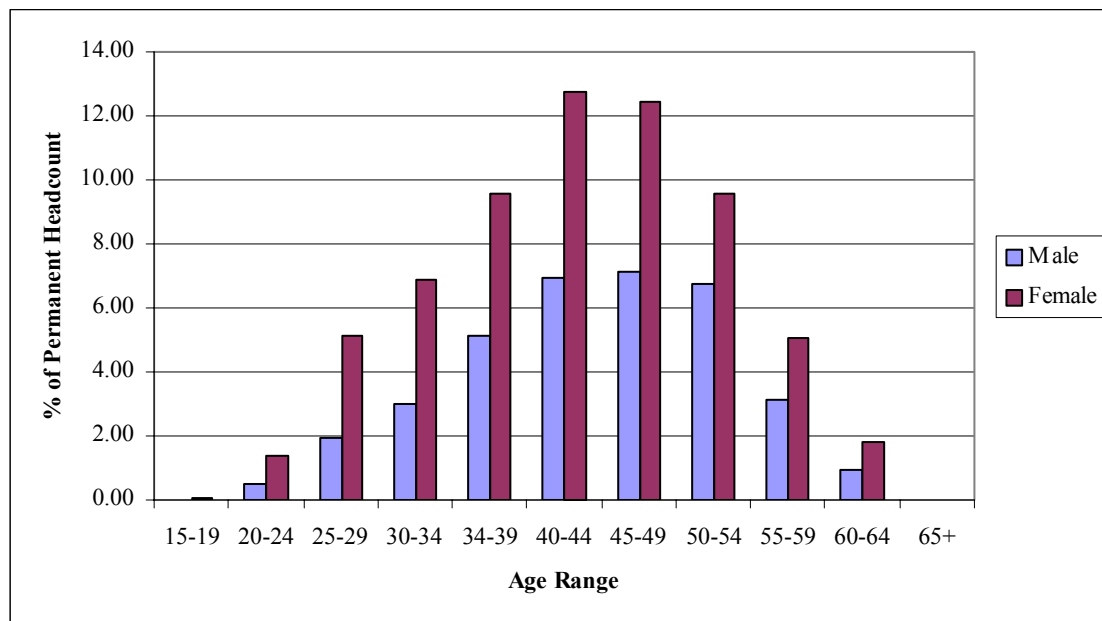


Figure12 is derived from data presented in Table 12

Temporary Employees

In previous reports casual employees would have been included in the temporary employee category, however, as they are now reported on separately the numbers of temporary employees have reduced quite substantially since last year. The current number of temporary employees is **6,659** a decrease of **2,634**. Allowing for the fact that **2,381** casuals have been removed from this category the real reduction is significantly less (**253**).

Figure 13: Age Distribution of Temporary Employees by Gender

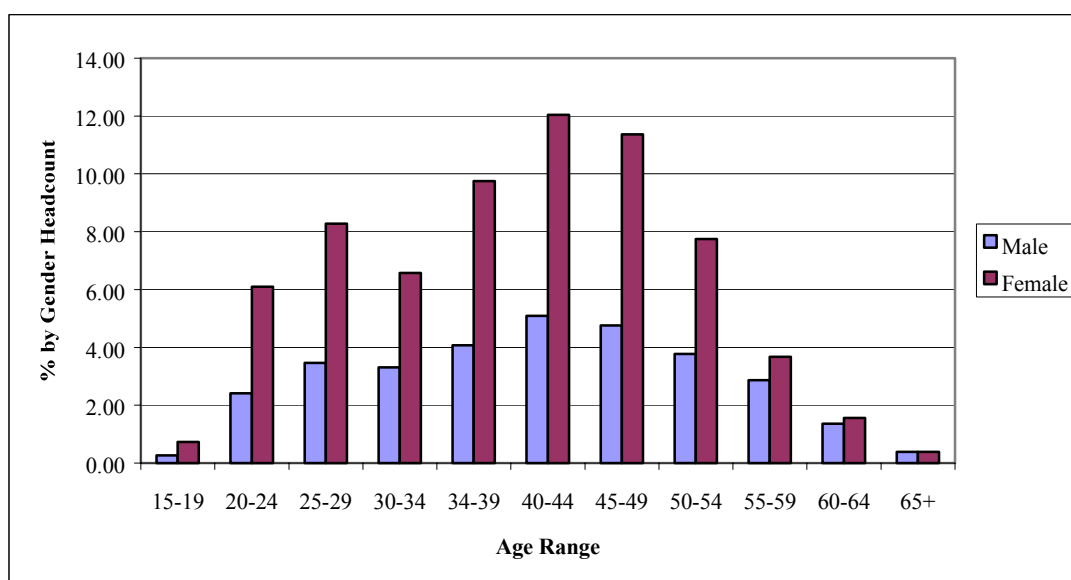


Figure 13 is derived from data contained in Table 15

Table 12: Age Distribution of Permanent Employees - 30 June 2000

Age Range	Male	Male %	Male	Female	Female %	Female	Total	Total %
15 - 19	2	0.04	0.01	13	0.13	0.08	15	0.09
20 - 24	77	1.41	0.50	217	2.17	1.4	294	1.90
25 - 29	297	5.43	1.92	790	7.90	5.11	1087	7.03
30 - 34	464	8.49	3.00	1066	10.67	6.90	1530	9.90
35 - 39	789	14.43	5.10	1477	14.78	9.56	2266	14.66
40 - 44	1068	19.54	6.90	1967	19.68	12.72	3035	19.63
45 - 49	1106	20.23	7.15	1921	19.22	12.42	3027	19.58
50 - 54	1042	19.06	6.74	1482	14.83	9.58	2524	16.32
55 - 59	479	8.76	3.10	781	7.81	5.05	1260	8.15
60 - 64	142	2.60	0.92	278	2.78	1.80	420	2.71
65+	1	0.01	0.00	3	0.03	0.02	4	0.03
Total	5467	100%	35.35%	9995	100%	64.64%	15462	100%

Table 13: Age Distribution of Permanent Employees - 30 June 1999

Age Range	Male	Male %	Male	Female	Female %	Female	Total	Total %
15 – 19	1	0.02	0.01	4	0.04	0.03	5	0.03
20 – 24	75	1.35	0.48	235	2.36	1.51	310	2.0
25 – 29	296	5.32	1.91	888	8.91	5.72	1184	7.62
30 – 34	502	9.02	3.32	1113	11.17	7.17	1615	10.40
35 – 39	876	15.74	5.64	1589	15.95	10.23	2465	15.87
40 – 44	1131	20.32	7.28	1967	19.74	12.67	3098	19.95
45 – 49	1131	20.32	7.28	1790	17.97	11.53	2921	18.81
50 – 54	974	17.5	6.27	1394	13.99	8.98	2368	15.25
55 – 59	452	8.12	2.91	742	7.45	4.78	1194	7.69
60+	128	2.3	0.82	241	2.42	1.55	369	2.38
Total	5566	100%	35.84%	9963	100%	64.16%	15529	100%

Table 14: Age Distribution of Permanent Employees - 30 June 1998

Age Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
15 – 19	2	0.04	0.01	7	0.07	0.05	9	0.06
20 – 24	75	1.34	0.5	211	2.22	1.40	286	1.9
25 – 29	306	5.47	2.03	871	9.16	5.77	1177	7.8
30 – 34	527	9.43	3.49	1154	12.16	7.65	1681	11.14
35 – 39	934	16.71	6.19	1667	17.56	11.05	2601	17.24
40 – 44	1125	20.13	7.46	1857	19.56	12.31	2982	19.77
45 – 49	1160	20.75	7.69	1639	17.26	10.87	2799	18.56
50 – 54	934	16.71	6.19	1232	12.98	8.17	2166	14.36
55 – 59	402	7.19	2.67	666	7.01	4.42	1068	7.08
60+	125	2.23	0.83	190	2.00	1.26	315	2.09
Total	5590	100%	37.06%	9494	100%	62.94%	15084	100%

Table 15: Age Distribution of Temporary Employees - June 2000

Age Range	Male	Male %	Male	Female	Female %	Female	Total	Total %
15 - 19	18	0.85	0.27	49	1.08	0.74	67	1.01
20 - 24	161	7.61	2.42	406	8.94	6.10	567	8.51
25 - 29	231	10.92	3.47	551	12.13	8.27	782	11.74
30 - 34	220	10.40	3.30	438	9.64	6.58	658	9.88
35 - 39	271	12.81	4.07	649	14.29	9.75	920	13.82
40 - 44	339	16.02	5.10	802	17.65	12.04	1141	17.13
45 - 49	317	14.98	4.76	757	16.66	11.37	1074	16.13
50 - 54	251	11.86	3.77	516	11.36	7.75	767	11.52
55 - 59	191	9.02	2.86	245	5.39	3.68	436	6.55
60 - 64	91	4.30	1.36	104	2.29	1.56	195	2.93
65+	26	1.22	0.39	26	0.57	0.39	52	0.78
Total	2116	100%	31.77%	4543	100%	68.22%	6659	100%

Table 16: Age Distribution of Temporary Employees - June 1999

Age Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
15 - 19	20	0.72	0.22	64	0.98	0.69	84	0.90
20 - 24	199	7.15	2.14	518	7.96	5.57	717	7372
25 - 29	277	9.95	2.98	669	10.28	7.2	946	10.18
30 - 34	309	11.10	3.33	678	10.42	7.3	987	10.62
35 - 39	364	13.07	3.92	1013	15.56	10.90	1377	14.82
40 - 44	432	15.52	4.65	1209	18.57	13.01	1641	17.66
45 - 49	425	15.27	4.57	1095	16.82	11.78	1520	16.36
50 - 54	336	12.07	3.62	706	10.85	7.6	1042	11.21
55 - 59	237	8.51	2.55	369	5.67	3.97	606	6.52
60+	185	6.65	1.99	188	2.89	2.02	373	4.01
Total	2784	100%	29.96%	6509	100%	70.04%	9293	100%

Table 17: Age Distribution of Temporary Employees - June 1998

Age Range	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
15 - 19	27	0.99	0.30	50	0.78	0.55	77	0.84
20 - 24	189	6.92	2.07	583	9.10	6.38	772	8.45
25 - 29	307	11.25	3.36	699	10.91	7.65	1006	11.01
30 - 34	322	11.79	3.52	638	9.96	6.98	960	10.51
35 - 39	406	14.87	4.44	975	15.22	10.67	1381	15.12
40 - 44	416	15.24	4.55	1236	19.29	13.53	1652	18.08
45 - 49	391	14.32	4.28	1043	16.28	11.42	1434	15.7
50 - 54	322	11.79	3.52	690	10.77	7.55	1012	11.08
55 - 59	191	7.00	2.09	654	5.52	3.87	545	5.97
60+	159	5.82	1.74	138	2.15	1.51	297	3.25
Total	2730	100%	29.87%	6406	100%	70.11%	9136	100%

Employee Category Distribution

Employment Category	Change	Percentage change in employment category compared to last year
Permanent Part time employees	+ 141	+3.7%
Permanent Full Time employees	- 208	-1.8%
Temporary Part Time employees	+ 90	+2.6%
Temporary Full Time employees	+ 89	+2.9%
Casual employees	- 471	-15.4%
Prescribed Office Holders	- 11	-33%

In general terms the number of permanent employees have remained relatively stable, decreasing marginally in the full-time area and increasing in the part-time category. This change indicates a movement to more flexible working arrangements.

Reporting of casual employment is problematic as Table 19 indicates. Taking an average over the last quarter of the 1999-2000 year shows 325 more casual employees than a count performed on the last day of the 1999-2000 year. Although a decrease of 15.4% appears high, in relation to this type of employment this magnitude of change is normal.

Figure 14: Employment Category Composition of the Tasmanian State Service

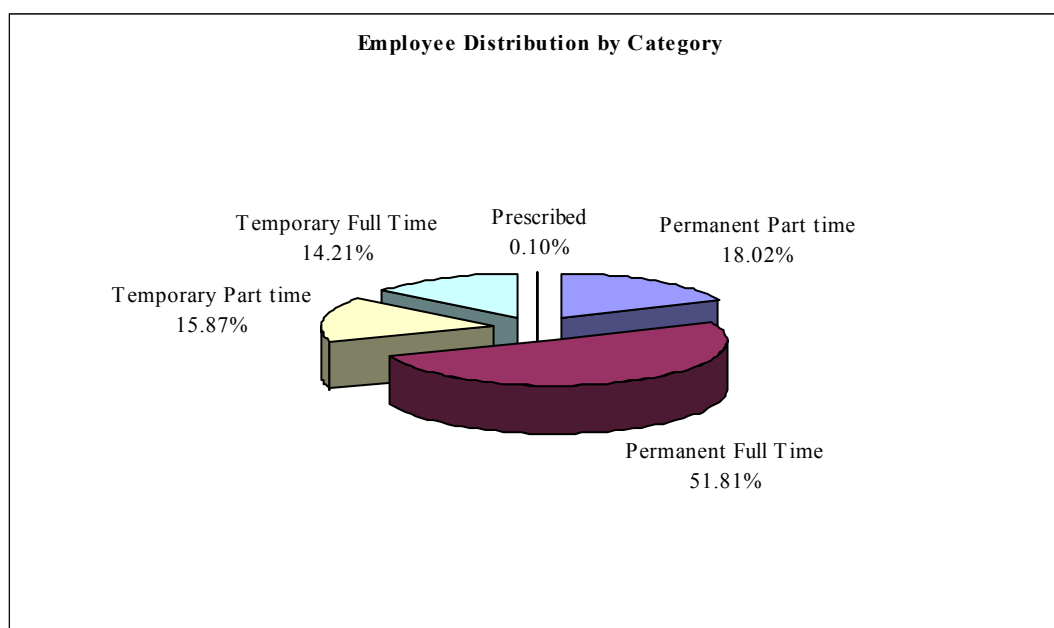


Figure 14 is derived from data contained in Table 18

Figure 15: Employment category distribution of the Tasmanian State Service, 1998 – 2000

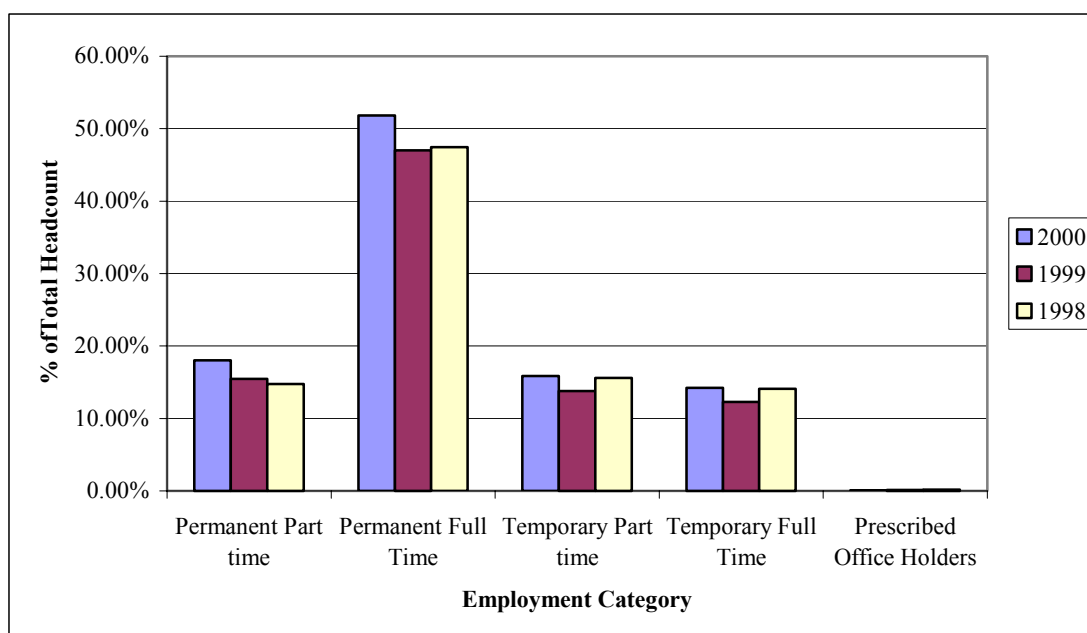


Figure 15 is derived from data presented in Tables 18 – 23.

Table 18: Employee Category Distribution – 30 June 2000

Authority	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
Permanent Part Time	309	4.06	1.40	3679	25.30	16.62	3988	18.01
Permanent Full Time	5158	67.84	23.29	6316	43.44	28.52	11474	51.82
Temporary Part Time	663	8.72	3.00	2850	19.60	12.87	3513	15.87
Temporary Full Time	1453	19.12	6.56	1693	11.65	7.65	3146	14.20
Prescribed Office Holder	20	0.26	0.09	2	0.01	0.00	22	0.10
Total	7603	100%	34.34%	14540	100%	65.66%	22143	100%

Table 19: Total Casual Employees – 30 June 2000

Authority - Casuals	Male	Total %	Female	Total %	Total
Quarterly Average (April – June 2000)	789.83	29.18%	1916.73	70.82%	2706.56
Paid 30/06/00	747	31.37%	1634	68.63%	2381

Table 20: Casuals By Agency June 2000 - Headcount

Paid as at 30 June 2000

Agency	Male	Female	Total
Department of Infrastructure Energy & Resources	24	72	96
Department of Premier & Cabinet	2	4	6
Department of Primary Industries Water & Environment	28	23	51
Department of Education	173	510	683
Egg Marketing Board	0	3	3
Department of Health & Human Services - Fire Service	140	24	164
Department of Health & Human Services	185	737	922
Grain Elevators Board	1	2	3
Department of Justice & Industrial Relations	10	22	32
Department of Police & Public Safety	14	12	26
Department of Education – TAFE	156	206	362
Department of State Development Tourism Tasmania	4	15	19
Department of State Development	10	4	14
Total	747	1634	2381

Table 21: Casuals by Agency averaged over last quarter (April-June 2000)

Agency	Male	Female	Total
Department of Infrastructure Energy & Resources	23	70	93
Department of Premier & Cabinet	4	4	8
Department of Primary Industries Water & Environment	31.53	26.33	57.86
Department of Education	261	743	1004
Egg Marketing Board	0	3	3
Department of Health & Human Services - Fire Service	23.3	4	27.3
Department of Health & Human Services	158	668	826
Grain Elevators Board	1	2	3
Department of Justice & Industrial Relations	13	26	39
Department of Police & Public Safety	10.5	10.3	20.8
Department of Education - TAFE	248	332	580
Department of State Development Tourism Tasmania	4.5	22.1	26.6
Department of State Development	12	6	18
Total	789.83	1916.73	2706.56

Table 22: Employee Category Distribution – 30 June 1999

Authority	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
Permanent Part Time	274	3.27	1.10	3573	21.68	14.38	3847	15.48
Permanent Full Time	5292	63.18	21.29	6390	38.77	25.71	11682	47.00
Casual	762	9.10	3.07	2051	12.45	8.25	2813	11.32
Temporary Part Time	607	7.25	2.44	2816	17.09	11.33	3423	13.77
Temporary Full Time	1415	16.9	5.69	1642	9.96	6.61	3057	12.30
Prescribed Office Holder	25	0.3	0.10	8	0.05	0.03	33	0.13
Total	8375	100%	33.69%	16480	100%	66.31%	24855	100%

Table 23: Employee Category Distribution – 30 June 1998

Authority	Male	Male %	Total %	Female	Female %	Total %	Total	Total %
Permanent Part Time	223	2.68	0.92	3355	21.04	13.81	3578	14.74
Permanent Full Time	5367	64.54	22.09	6140	38.5	25.27	11507	47.44
Casual	490	5.89	2.02	1439	9.02	5.92	1929	7.95
Temporary Part Time	639	7.68	2.63	3149	19.75	12.96	3788	15.61
Temporary Full Time	1562	18.78	6.44	1856	11.64	7.65	3418	14.09
Prescribed Office Holder	34	0.41	0.14	7	0.04	0.29	41	0.17
Total	8315	100%	34.37%	15946	100%	65.75%	24261	100%