

Part 4

Our People

Workforce Management

Introduction

The Office of the Commissioner for Public Employment (OCPE) is committed to establishing and maintaining a leading edge, strategic approach to human resource management. It endeavours to provide the highest standards of human resource management practices, embraces continuous improvement, lifelong learning and work life balance, and ensures all employees contribute to the development of the OCPE.

Achievements In 2006-2007

The OCPE:

- celebrated the achievements of a number of employees including:
 - » two staff completed formal studies and two apprentices completed a Certificate III in Business Administration in early 2007
- piloted the Reaching Your Potential Performance Management Program for employees, as well as implementing a more specific performance management framework for the senior team and
- developed a Mobility and Exchange Program, which will be finalised in 2007-2008.

Demographics

Table 5 - Snapshot at 30 June 2007

	Number	% of Staffing
Full time equivalent	42.61	95
Staff employed	45	100
Regional staff	1	2
Female staff	27	60
Average age of staff	41	92
Indigenous staff	2	4

Table 5 Cont...

	Number	% of Staffing
Staff identifying as having a disability	1	2
Staff from a non-English speaking background	4	9
Separation – permanent staff	5	11
Separation – temporary staff	7	15

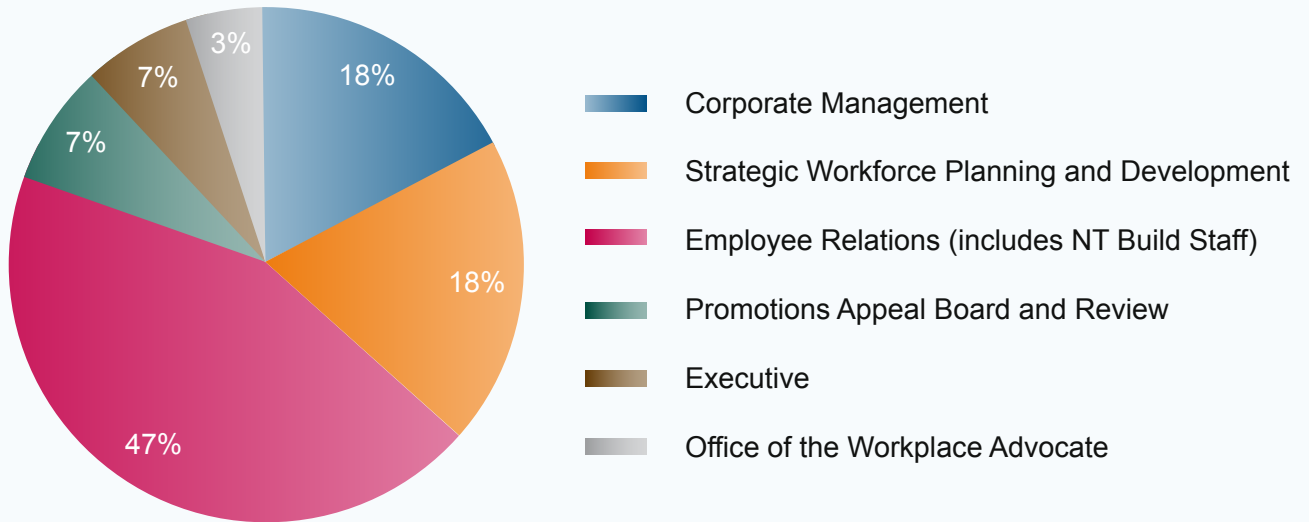
Table 6 - Number of Employees - Trend

Business Unit	2003/2004	2004/2005	2005/2006	2006/2007
Corporate Management	10	9	11	8
Strategic Workforce Planning and Development	17	13	20	9
Employee Relations	17*	20*	20*	22**
Promotions Appeal Board and Review	4	4	5	3
Executive	3	4	4	3
TOTAL	51	50	60	45

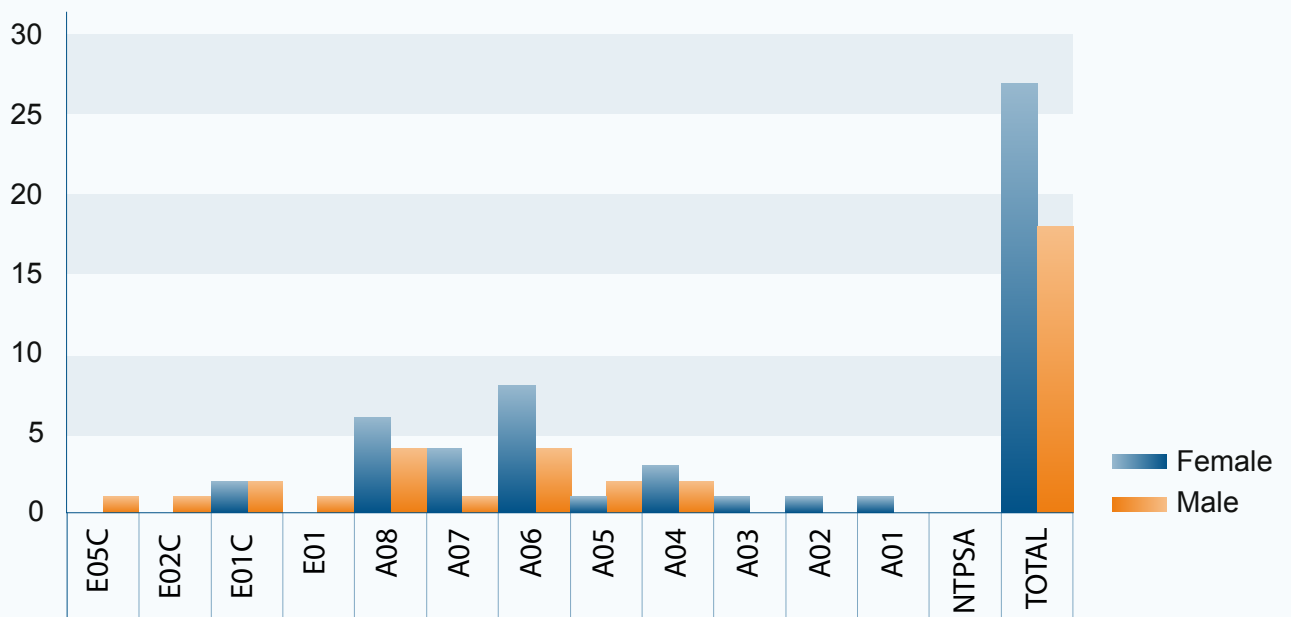
* Includes employees associated with developing and implementing the Portability of Long Service Leave Scheme for the building and construction industry.

** Includes 7 NT Build and 1 Workplace Advocate

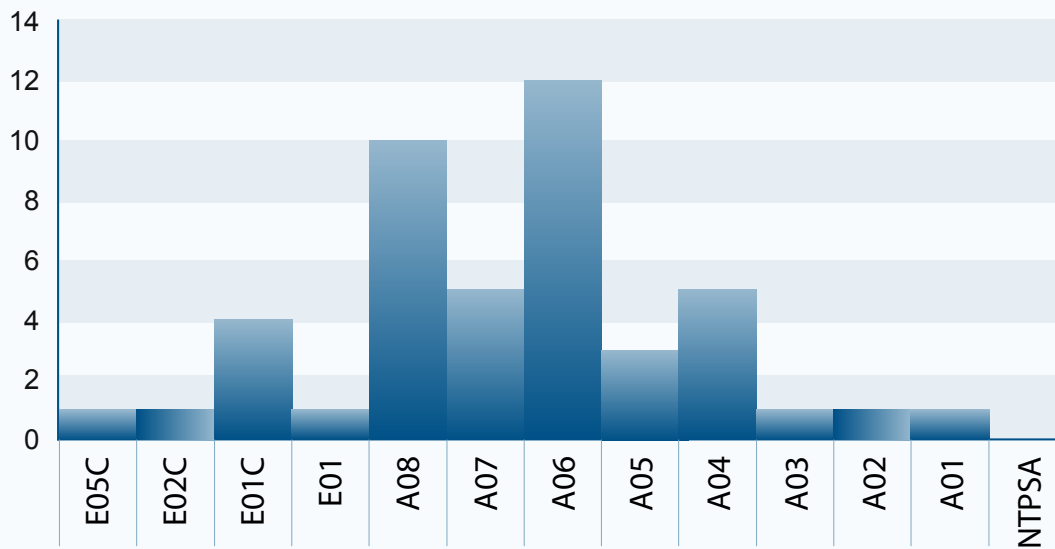
Chart 1 - Position Allocations Across the OCPE



Graph 3 - Gender by Classification



Graph 4 - Staffing by Classification



Establishment Of Nt Build Organisational Restructure and Changes

Establishment of NT Build

NT Build was established in 2004-2005 to implement the Portability of Long Service Leave scheme for the building and construction industry. NT Build is not a separate agency within the meaning of the *Financial Management Act* or the *Public Sector Employment and Management Act*. As such, the staff of NT Build are OCPE employees who are made available to assist the NT Build Board under a full cost recovery arrangement agreed between the Commissioner and the NT Build Board.

Establishment of the Northern Territory Workplace Advocate

The Northern Territory Workplace Advocate

was established on 2 May 2006 for an initial 12 months to provide an information, consultation and advisory service to assist Territory workers, employers and their representatives with work-related matters and to promote fair and productive workplaces in the Territory.

Recruitment

The OCPE recruitment advertising expenses for 2006-2007 were \$29 890.

OCPE Indigenous Employment and Career Development Strategy 2002-2006

The OCPE remains committed to increasing the number of Indigenous public sector employees. It took part in the National Indigenous Cadetship Program and facilitated a number of secondments and temporary transfers into the OCPE in 2006-2007.

Equity and Diversity

The OCPE implemented a number of equal opportunity initiatives and strategies in 2006-2007.

Diversity Analysis for Equal Employment Opportunity Census Day

The OCPE held an Equal Employment Opportunity (EEO) Census Day to update staff details in myHR. As at 30 June 2007, the OCPE statistics reflected the following percentages of overall staff numbers (Table 7):

Table 7 – Staff Equity and Diversity Trend

	June 2004	%	June 2005	%	June 2006	%	June 2007	%
Female staff	35	68	36	73	44	73	27	60
Aboriginal / Torres Strait Islander	3	6	6*	12	3	5	2	4
Non-English speaking background, came to Australia after age five	1	2	3	5.5	3	5	4	9
Disability	2	4	4	9	4	7	1	2

* Includes two cadets completing the National Indigenous Cadetship Program.

Willing and Able Strategy

The OCPE is committed to employing people with disabilities. The Human Resource (HR) Officer participated on the Willing and Able Strategy Implementation Team with key agency HR representatives.

The OCPE recognises that employees with disabilities may have special requirements and incorporates flexible practices in its recruitment and workplace arrangements to ensure equity and diversity in the workforce. It has continued to work with Disability Works Australia and Project Employment.

Flexible Working Practices and Work Life Balance

The OCPE strongly promotes work life balance as part of its corporate culture and has supported a number of family friendly and flexible arrangements to help achieve this balance.

Flexible arrangements have included supporting staff who requested a move from full-time to part-time work and investigating possible job share options. Support has also been provided to staff wanting to develop their skills in the private sector or Australian Government employment.

Learning and Development Induction

The OCPE makes an extensive induction available to all new staff that covers all aspects of employment conditions and OCPE policies and procedures.

Employment Programs

The OCPE employed two apprentices in 2006-2007. Both graduated with a Certificate III in Business Administration in early 2007. The OCPE again took part in the National Indigenous Cadetship Program (NICP) in 2006-2007 with the recruitment of one female Indigenous cadet.

Training

A total of \$113 864 was spent on training in 2006-2007. The OCPE helped several staff attend training and professional development activities, including conferences and workshops to keep abreast of contemporary human resources and workforce development issues. Training activities focused on:

- leadership
- strategic and contemporary human resources
- information technology (IT) and technical skills.

Study Assistance

Employees are encouraged to apply for study assistance. This may include financial support through reimbursement of fees, study expenses, and time off work to attend lectures

and exams. In 2006-2007 staff undertook study in the following fields:

- Certificate III in Business
- Certificate IV in Government Pilot Program
- Doctor of Philosophy (*Thesis: Why are Women and Men Paid Differently?*)
- Bachelor of Psychology
- Graduate Certificate in Public Governance
- Public Sector Management Program
- Bachelor of Business - One employee completed a Bachelor of Business specialising in management and marketing. At a Charles Darwin University (CDU) prize night in May 2007, Michelle May was awarded the Bachelor of Business Medal (for the Business graduate receiving the highest grade point average) and The Australian Institute of Management Prize for the Bachelor of Business majoring in management.

Clear Writing Skills

Staff from Employee Relations and Strategic Workforce Planning and Development attended a Clear Writing Workshop designed to teach people how to write bureaucratic documents in plain English.

Performance Management

Performance Enhancement and Development

Performance reviews were conducted which identified future training, development, and study needs. The OCPE continues to facilitate development opportunities through higher duties and placements in other business units or agencies to broaden employees' experience.

The OCPE continued to develop the "Reaching Your Potential" Performance

Management Program, as well as implementing a more specific performance management framework for its senior team, which included assessment against executive capabilities and 360-degree feedback. These programs were evaluated and participation in the program was a priority for all staff and management during 2006-2007.

Reviews and Inability/Discipline Appeals

The following table (Table 8) indicates the number of reviews the OCPE has had during the period compared with previous years.

Table 8 – Number of Reviews and Inability/Discipline Appeals by the OCPE

Type	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Reviews	0	1*	0	0	1**	1*
Sexual harassment or bullying	0	0	0	0	1#	0
Promotion appeals	0	0	0	0	0	1
Discipline and inability	0	1	0	0	0	0

* Grievance lodged against the OCPE but the person with the grievance was not an OCPE employee.

** Grievance lodged by NT Build staff.

Bullying complaint received, but no formal grievance lodged. The complaint was formally managed and resolved internally.

Occupational Health and Safety

Introduction

In 2006-2007 the OCPE's Occupational Health and Safety (OH&S) Committee continued to implement recommendations from the OH&S audit. The Committee, which met every three months, publishes a bi-monthly Handy Hint to staff by email as well as coordinating Well Mind, Well Body, Well Workplace (Well, Well, Well) activities.

The OCPE supports and encourages participation in well-being programs and social sporting events.

Twelve staff members were vaccinated against influenza. Partners were invited to participate and three accepted.

The Chief Fire Warden for Harbour View Plaza is an OCPE employee who coordinated one fire/evacuation drill for the building in 2006-2007. One session of informal training for Fire Wardens in the building was undertaken in 2006-2007, with formal Fire Warden training to be undertaken in November 2007.

Workers' Compensation Claims

The following table (Table 9) shows the number of workers' compensation (WC) claims and associated costs:

Table 9 – Workers' Compensation Claims

	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Number of claims at the beginning of the financial year	2	1	2	1	1	1
Number of new claims processed	1	0	1	0	0	1
Number of claims resolved	0	0	1	0	1	2
Number of staff with current open claims	1	1	1	1	0	0
Number of staff currently in receipt of WC payments	0	0	0	0	0	0
Total Cost	\$9 758	\$17 095	\$1 147	\$2 199	\$9 461	\$8 443

Accident/Incident Reports

There were no accident/incident reported by employees, as shown in the table below (Table 10).

Table 10 – Incident/Accident Reports

	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Number of the OCPE accidents/ incidents (bruises, cuts, falls, etc).	3	2	1	1	1	1

Future Priorities

OCPE Strategic Plan

The *OCPE Strategic Plan 2005-2010* was developed in June 2005 and will be updated in 2007-2008.

Community Engagement Framework

The *OCPE Community Engagement Framework* was developed in June 2004 and will be updated in 2007-2008.