

Our People

Workplace Statistics

The following data is provided from the South Australian Public Sector Workforce Information Collection (WIC) Department for Communities and Social Inclusion Annual Report 2014-15. The data, extracted from the Complete Human Resource and Information System and uploaded onto the Workforce Analysis and Comparison Application website, is based on all employees (including casuals) who were paid on the system as at 30 June 2015. Data does not include unpaid casuals and employees on short or long-term unpaid leave.

Further human resources information is available from the Commissioner for Public Sector Employment website at www.publicsector.sa.gov.au.

Number of Employees by Age Bracket by Gender

Age Bracket	Male	Female	Total	Percentage of Total	2014 Workforce Benchmark *
15 - 19	3	5	8	0.16%	5.5%
20 - 24	28	91	119	2.35%	9.7%
25 - 29	109	282	391	7.72%	11.2%
30 - 34	156	310	466	9.20%	10.7%
35 - 39	217	383	600	11.85%	9.6%
40 - 44	204	424	628	12.40%	11.4%
45 - 49	214	445	659	13.01%	11.1%
50 - 54	232	530	762	15.05%	11.4%
55 - 59	231	495	726	14.34%	9.1%
60 - 64	172	312	484	9.56%	6.7%
65 +	77	144	221	4.36%	3.6%
Total	1643	3421	5064	100%	100%

* Source: Australian Bureau of Statistics Australian Demographic Statistics, 6291.0.55.001 Labour Force Status (ST LM8) by sex, age, state, marital status- employed - total from Feb78 Supertable, South Australia at November 2013.

Total Number of Employees with Disabilities *

Male	Female	Total	Percentage of Agency
83	167	250	4.9%

* According to the Commonwealth Disability Discrimination Act 1992 definition.

Types of Disability (where specified)

Disability	Male	Female	Total	Percentage of Agency
Disability requiring workplace adaptation	83	167	250	4.9%
Physical	23	67	90	1.8%
Intellectual	1	4	5	0.1%
Sensory	17	23	40	0.8%
Psychological / psychiatric	10	13	23	0.5%

Executives by Gender, Classification and Status

Classification	Ongoing		Term Tenured		Term Untenured		Other (Casual)		Total				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	%	Female	%	Total
EXEC0E	0	0	0	0	0	1	0	0	0	0%	1	3%	1
SAES1	0	0	0	0	8	20	0	0	8	23%	20	59%	28
SAES2	0	0	0	0	4	1	0	0	4	12%	1	3%	5
Total	0	0	0	0	12	22	0	0	12	35%	22	65%	34

Average Days Leave Per Full Time Equivalent Employee

Leave Type	2010-11	2011-12	2012-13	2013-14	2014-15
Sick Leave (paid and unpaid) *	11.7	12.4	11.0	11.7	11.9
Family Carer's Leave	0.4	0.4	0.3	0.3	0.5
Miscellaneous Special Leave	1.6	1.8	1.7	1.9	1.9

* Outcomes previously reported in 2012-13 and 2013-14 have been revised.

Documented Review of Individual Performance Management

	Percentage of Total Workforce
Employees with a review within the past 12 months	46.9%
Employees with a review older than 12 months	30.2%
Employees with no review	22.9%

Leadership and Management Training Expenditure

Training and Development	Total Cost ¹	Percentage of Total Salary Expenditure ²
Total training and development expenditure	\$3 660 970	0.96%
Total leadership and management development expenditure	\$381 840	0.10%

¹ Based on expenditure through the Stanton Institute.

² Based on total employee benefit expenses of \$382 381 000.

Employment Opportunity Programs

Aboriginal Employment Strategy

Strategies outlined in the *Aboriginal Employment Strategy 2014-2016* continued to be implemented to attract, retain and develop Aboriginal staff. This includes the Aboriginal Employment Pool which provides a key pathway for recruiting Aboriginal people. During the year, 33 applicants from the pool were successful in securing positions across the department.

As at 30 June 2015, 3.3 per cent of the department's total workforce was of Aboriginal or Torres Strait Islander background.

Disability Employment Strategy

During the year, the department continued to implement the *Disability Employment Strategy 2014-2016* across the department, with a key strategy being the Disability Employment Community of Practice (CoP) which is a forum open to employees with disability and managers. The CoP meets quarterly to work on strategies which improve the work environment for employees with disability.

Additional strategies actioned include the release of a Job Redesign Guideline to assist managers in ensuring that the workplace is supportive for people with disability and a review of the Performance Partnership Framework. The framework was amended to provide guidance to managers on how they might support an employee with disability with job redesign or required workplace modifications.

The department continues to be a leader in the South Australian public sector, with 4.9 per cent of our total workforce identifying as having a disability.

Graduate Program

The Graduate Program helps secure our future workforce, with the annual recruitment process occurring in July. Successful applicants commence in late January/early February of the following year on a 12-month contract. Thirteen graduates were appointed as part of the 2015 Graduate Program.

Graduates are supported in their transition to the public sector and in finding employment with the department beyond the graduate year. The Stanton Institute provides graduates with accredited training, with participants in the 2015 Graduate Program undertaking a Diploma of Government. In addition, Human Resources deliver structured development and networking sessions.

Traineeships through *Jobs4Youth*

Jobs4Youth is a State Government initiative to increase youth employment across the South Australian public sector. Now in its second year, the initiative was extended to include graduates who meet the eligibility criteria.

The department offers Administrative Traineeships for 12 months and thereafter, subject to satisfactory performance and program completion, trainees may be placed ongoing in an entry-level public sector role. During the year, the department recruited four trainees (two male and two female). Of the four trainees, two are of Aboriginal and Torres Strait Islander descent and one is a person with disability.

Work Health and Safety and Injury Management

Commitment to the Management of Safety and Wellbeing

The *DCSI Health and Safety Program Plan 2015-2017* includes a number of key strategies designed to address performance and improve Health and Safety and Injury Management (HS&IM) Systems. A HS&IM reporting framework monitors the performance of the systems objectives and key performance indicators of the two programs within the Health and Safety Program Plan. The reporting framework also includes reporting to Cabinet, ELT, directors and Health and Safety Committees.

The DCSI Peak Health and Safety Committee is supported by divisional and local Health and Safety Committees.

A designated telephone Hotline has been established within the Workforce Health and Safety Unit for managers and supervisors, which supports early intervention and improves early return to work opportunities.

The Employee Assistance Program provides counselling and support services to employees, immediate family members and volunteers needing assistance with a challenging issue or who want to improve their health and wellbeing.

Accountability for Safety and Wellbeing Performance

Regular reports are provided to executives to enable the required monitoring and delivery of improvements to our health, safety and injury management performance.

Integrated Risk Management

The Integrated Incident Reporting System (RiskMan) epitomises a change management system covering electronic reporting of client feedback, complaints, worker and workplace incidents, accidents, events, security breaches, identified hazards, and asset and facility issues. RiskMan also supports State Government targets for early reporting, and early intervention strategies to achieve a timely and safe return to work. A Claims Review tool within Injury Management supports improved management of portfolio decision-making, assists with meeting critical, prescribed processing dates and ensures legislative compliance.

The Injury Management team triage all reported incidents and new workers compensation claims to address levels of risk and implement early intervention strategies. The triage process enables appropriate strategies to be implemented which minimise the impact related to psychological injuries and complex workers compensation claims and improve the return to work outcomes.

Effective Measurement and Evaluation

The *DCSI Health and Safety Program Plan 2015-2017* includes two HS&IM programs:

- Compliance and Performance Improvement; and
- Hazard and Risk Management.

Conformance with HS&IM and business system requirements is evidenced and monitored. RiskMan has a comprehensive reporting capability that assists in initiating early intervention strategies, as well as addressing and improving the systems of work and/or local work practices. Worker and client satisfaction surveys monitor performance and service levels and address improvement opportunities.

Public Sector Audit and Verification System for Safety and Injury Management

In February 2015, Deloitte Touche Tohmatsu (Deloitte), the appointed Audit and Verification System auditor, conducted an audit of our HS&IM Systems. The Injury Management System was rated as 'STRONG' and the department achieved a 'GOOD' rating overall, with 14 agreed actions to be addressed within specified timelines. The rating of 'GOOD' is one level below the highest rating.

Consultation and Reporting

The Workforce Health and Safety Unit provides technical expertise and other relevant support and information to executives, management and employees, and to Health and Safety Committees as required.

Registered associations are consulted through structured arrangements, including an Industrial Liaison Committee, with representation of major unions and senior executives.

Regular reporting of performance outcomes against standards, targets and measures are provided to executive, management and Health and Safety Committees, identifying changes and emerging trends and updates of corrective treatment plans.

Table 1- Work health and safety prosecutions, notices and corrective action taken

Number of notifiable incidents pursuant to the <i>Work Health and Safety Act 2012</i> (WHS Act) Part 3	11
Number of notices served pursuant to WHS Act Section 90, Section 191 and Section 195 (Provisional improvement, improvement and prohibition notices)	3
Number of prosecutions pursuant to WHS Act Part 2 Division 5	0
Number of enforceable undertakings pursuant to WHS Act Part 11	0

Table 2 - Agency gross workers compensation expenditure¹ for 2014-15 compared with 2013-14

Expenditure	2014-15	2013-14	Variation	Percentage Change
Hospital	\$128 282	\$233 799	-\$105 517	-45%
Income Maintenance	\$4 235 856	\$4 200 280	\$35 576	1%
Investigations	\$98 957	\$81 389	\$17 568	22%
Legal Expenses	\$352 579	\$277 647	\$74 932	27%
Lump Sum	\$2 658 608	\$2 105 237	\$553 371	26%
Other	\$2 021 793	\$2 001 568	\$20 225	1%
Registered Medical	\$85 093	\$70 586	\$14 507	21%
Rehabilitation	\$81 983	\$71 111	\$10 872	15%
Travel	\$347 956	\$258 771	\$89 185	34%
Total Claim Expenditure	\$10 011 107	\$9 300 388	\$710 719	8%

¹ Before third party recovery.

Stanton Institute

On 24 June 2015, the department's College for Learning and Development officially became known as the Stanton Institute.

The Stanton Institute plays a key role in ensuring that the department meets its strategic plan and legislative requirements, and in ensuring that employees have the ability to deliver core services in key areas including youth justice, disability and social housing. During 2014-15:

- 362 qualifications were completed by employees;
- 60 per cent of employees who are employed for six months or more attended the one day induction program delivered by the Institute; and
- 47 management qualifications were issued to front line or senior managers.

In 2013-14, the services of the Institute were expanded to deliver accredited learning and non-accredited short courses, on a fee for service basis, to people not employed by the department. The Institute's external clients during 2014-15 included:

- Community Bridging Services;
- Leveda;
- Lifetime Support Authority;
- the Department for Correctional Services; and
- the Department of the Premier and Cabinet.

The services delivered range from single learning programs such as Aboriginal Cultural Sensitivity and Respect, Defusing Difficult Behaviour and Cultural Awareness, to nationally accredited qualifications such as Certificate III in Disability, Certificate III in Government and Certificate IV in Frontline Management.

The Stanton Institute is also the preferred Registered Training Organisation for the provision of training and assessment services for the Certificate III in Government for trainees appointed to the public sector through the State Government's *Jobs4Youth* initiative.