

# Queensland Public Service Workforce Characteristics 2013/14

Prepared by the Public Service Commission

## QUEENSLAND PUBLIC SERVICE WORKFORCE

This report provides an overview and some key characteristics of the Queensland Public Service (QPS) workforce. It supports the principle of transparent and accountable government by openly publishing information about the QPS workforce.

### Minimum Obligatory Human Resource Information (MOHRI)

Details about the QPS workforce are extracted from the Minimum Obligatory Human Resource Information (MOHRI) system. Agencies submit MOHRI data to the Public Service Commission (PSC) on a quarterly basis in line with Directive 5/2014.

Data is validated at the agency level via the Workforce Analysis and Collection Application (WACA). The WACA is a national database used by five state jurisdictions to validate and store information about each jurisdiction's workforce.

MOHRI was developed to ensure Government has access to human resource information which is required for strategic management of the QPS. The information is used to develop a profile and understanding of the QPS workforce, identify various trends and develop and evaluate service-wide human resource policies.

Data is collected at quarterly snapshot dates which encompasses the last full pay period in the quarter. Exceptions to this rule include the Department of Education, Training and Employment and the Department of Transport and Main Roads which take the snapshots outside of school holidays to enable a true reflection of the workforce to be captured.

Agencies are individually responsible for providing the PSC with accurate and quality MOHRI data. The information contained in this report provides workforce trend data where possible over the past ten years.

The figures stated in this report are subject to revision and further validation by departments and agencies.

Employee numbers published by individual agencies may vary from those in this report due to differing dates of data capture and definitional issues relating to employee status.

Government Owned Corporations are not included in the collection of public service workforce data.

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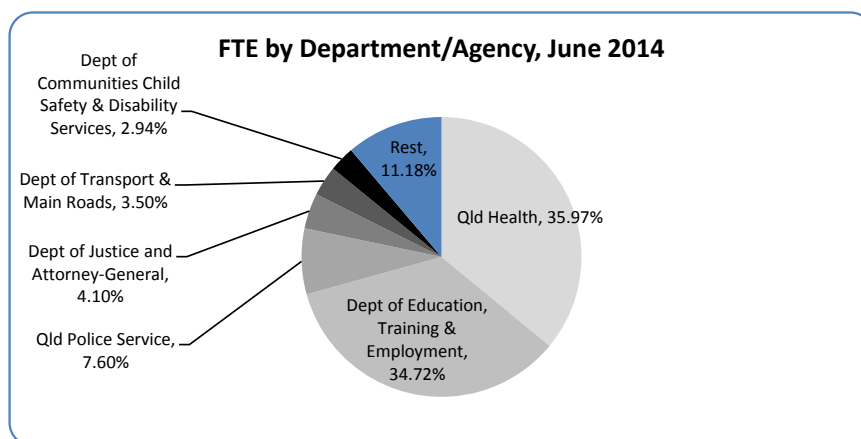
1. Below is a list of QPS agency headcounts and full-time equivalent (FTE) employees as at June 2014.

Figure 1

Agency	June 2014					
	Headcount (Actual)			FTE		
	Female	Male	Total	Female	Male	Total
Aboriginal & Torres Strait Islander & Multicultural Affairs	210	107	317	197.50	104.74	302.24
Agriculture Fisheries & Forestry	828	1,234	2,062	755.75	1,221.80	1,977.55
Anti-Discrimination Commission Qld	29.00	8	37	26.20	8	34.2
Comm for Children & Young People & Child Guardian	278	68	346	222.55	58.55	281.10
Communities Child Safety & Disability Services	4,804	1,396	6,200	4,411.22	1,336.24	5,747.46
Education Training & Employment	67,539	18,872	86,411	51,420.58	16,531.83	67,952.41
Electoral Commission Qld	28	28	56	23.75	26.88	50.63
Energy & Water Supply	126.00	115	241	117.00	112.80	229.80
Environment & Heritage Protection	642	436	1,078	603.00	429.28	1,032.28
Health	61,476	22,313.00	83,789	50,173.00	20,227.36	70,400.36
Health Quality Complaints Commission	42	13	55	40.00	13.00	53.00
Housing & Public Works	1,565.00	1,500.00	3,065.00	1,476.85	1,491.40	2,968.25
Justice and Attorney-General	4,535	3,959	8,494	4,176.16	3,840.74	8,016.90
Legal Aid	353	133	486	313.49	125.75	439.24
Local Government Community Recovery and Resilience	71.00	45	116	67.57	43.58	111.15
Museum	179	118	297	133.44	98.17	231.61
National Parks Recreation Sport & Racing	519	835	1,354	464.49	822.56	1,287.05
Natural Resources & Mines	1,227	1,239.00	2,466	1,134.33	1,225.73	2,360.06
Premier and Cabinet	315	151	466	292.41	146.00	438.41
Public Safety Business Agency	240.00	595	835	229.04	583.22	812.26
Public Service Commission	64	27	91	60.70	27	87.7
Public Trust	399	174	573	377.40	171.76	549.16
Qld Art Gallery	203	156	359	146.38	122.18	268.56
Qld Audit Office	92	97	189	85.68	96.23	181.91
Qld Fire & Emergency Services	688	4,205	4,893	477.94	2,487.32	2,965.26
Qld Police Service	5,450	9,793	15,243	5,109.37	9,764.47	14,873.84
Qld Treasury & Trade	520	449	969	484.33	445.70	930.03
Science Information Technology Innovation & the Arts	1,814.00	1,296.00	3,110.00	1,647.77	1,264.99	2,912.76
State Development Infrastructure & Planning	552	368	920	517.41	365.60	883.01
State Library	248.00	95	343	201.58	78.73	280.31
Tourism Major Events Small Business & Commonwealth Games	83	43	126	75.18	43.00	118.18
Trade & Investment Qld	60	46	106	57.19	46.00	103.19
Transport & Main Roads	4,547	4,149	8,696	3,049.31	3,794.97	6,844.28
<b>Queensland Public Service</b>	<b>159,726</b>	<b>74,063</b>	<b>233,789</b>	<b>128,568.57</b>	<b>67,155.58</b>	<b>195,724.15</b>

There are a total of 33 agencies in the June 2014 data collection. Six departments make up nearly 89% of the QPS workforce. The remaining 11% of the workforce is spread across 14 other departments, the Public Safety Business Agency and 12 other public service offices.

Figure 2



As at June 2014, the Queensland Public Service comprised:

- six big departments of greater than 5,000 FTE employees;
- seven mid size departments of between 1,000 and 5,000 FTE employees; and
- twenty small departments and agencies of less than 1,000 FTE employees.

Figure 2a

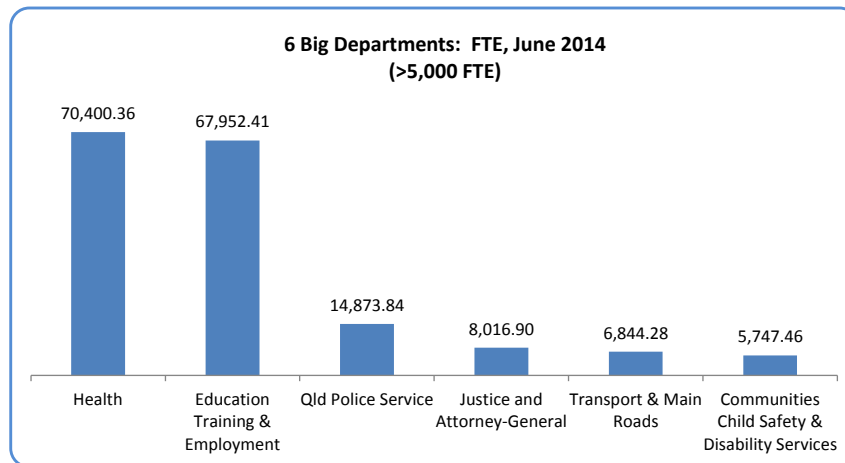


Figure 2b

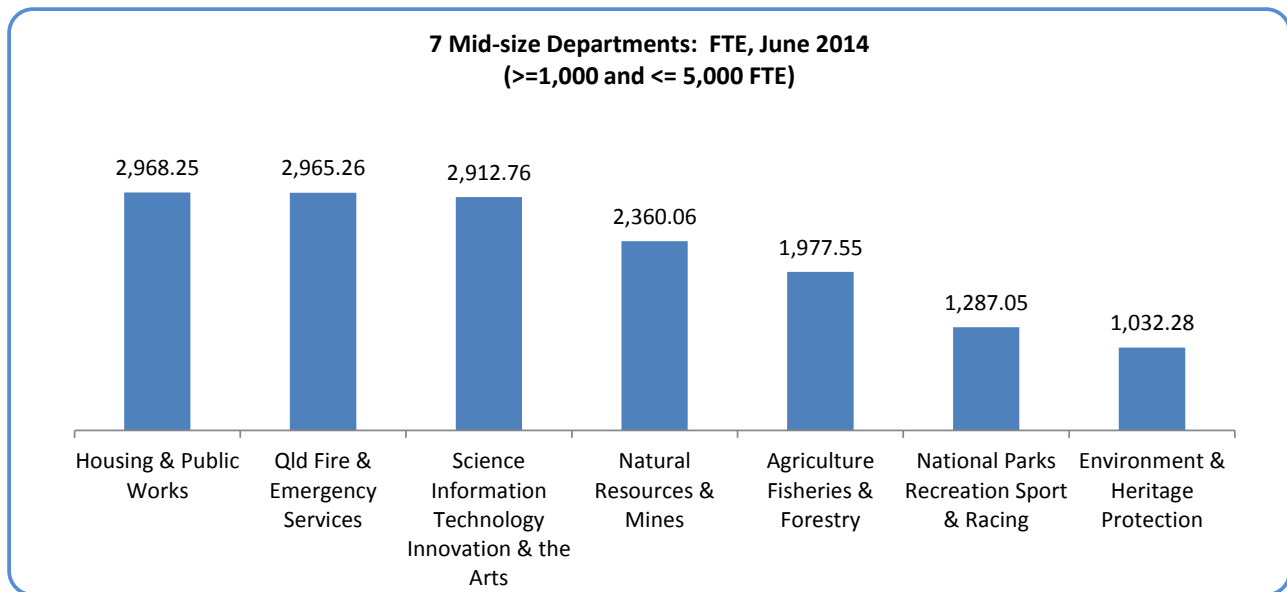
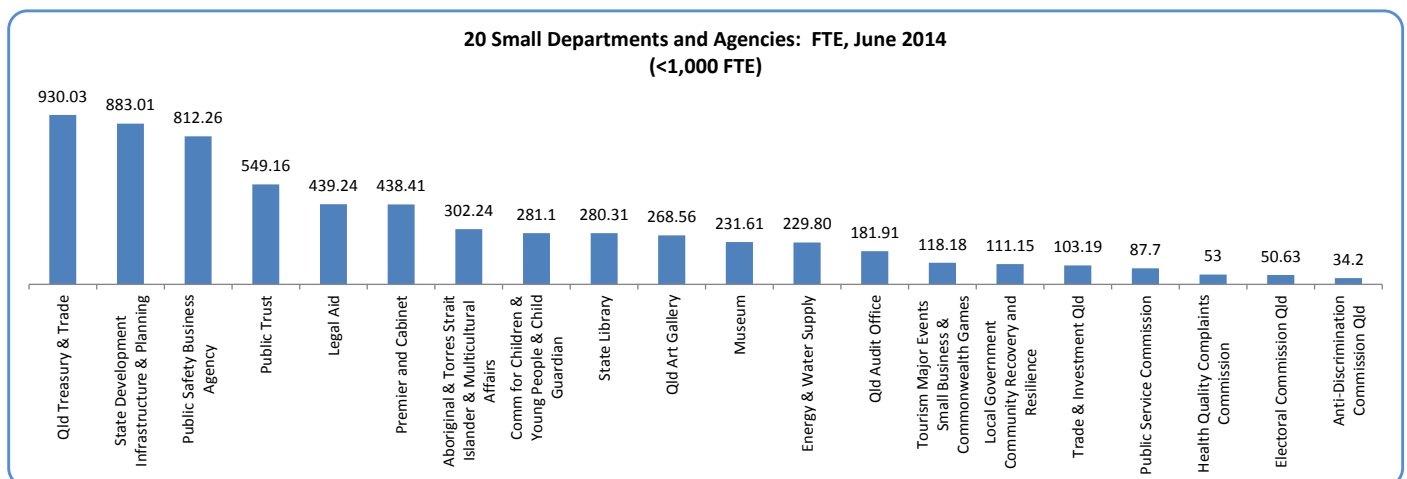
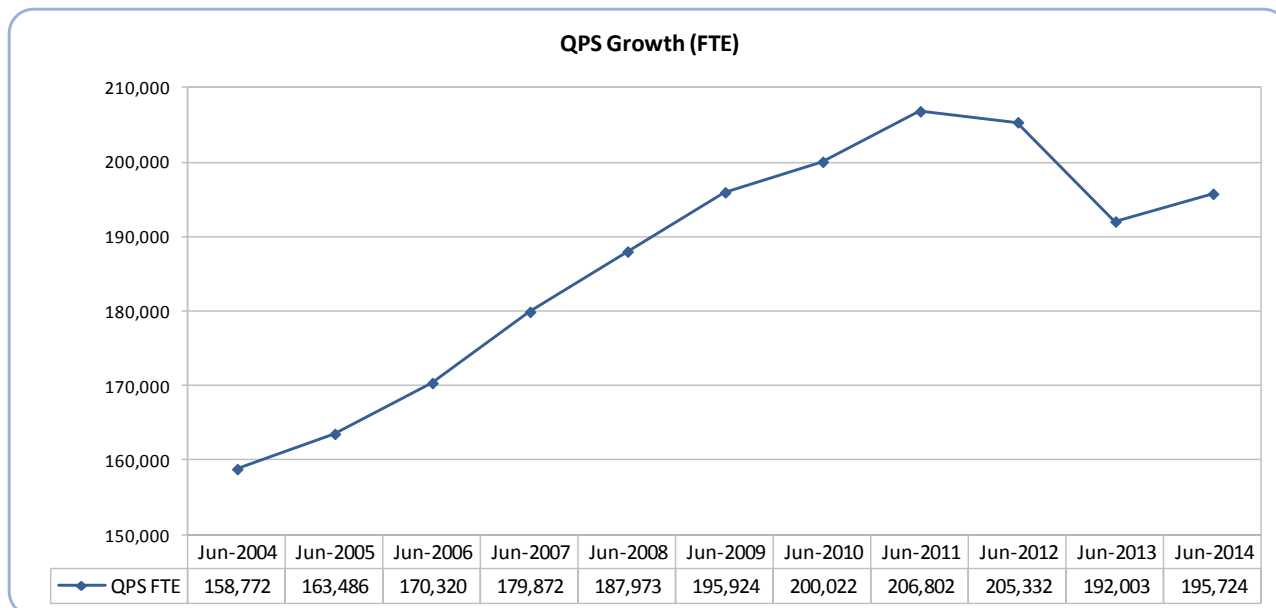


Figure 2c



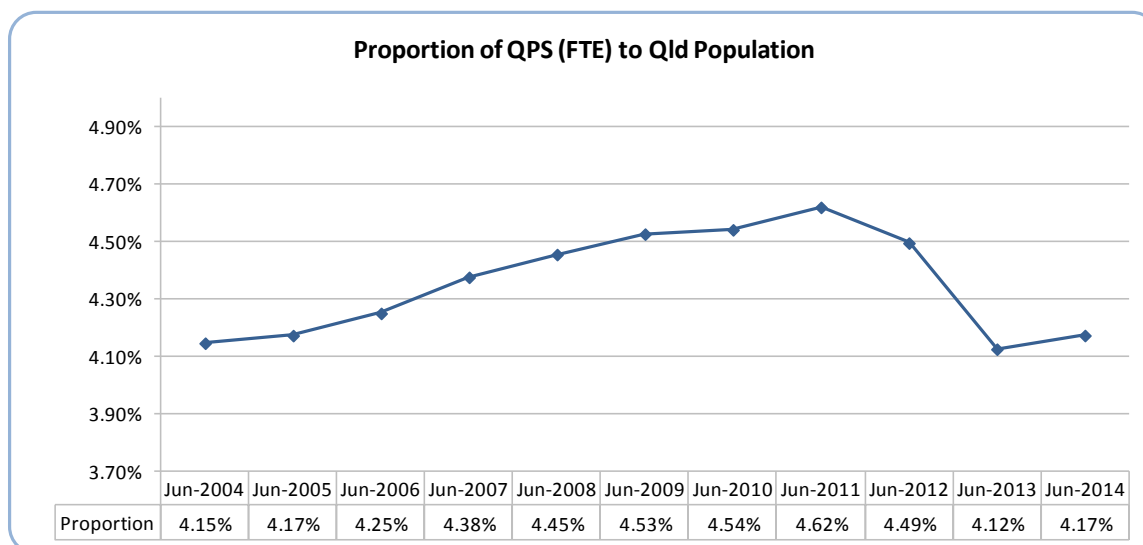
2. In the ten years between June 2004 and June 2014, the QPS increased in size by 36,952 FTE or by nearly a quarter (ie 23.27%). Between June 2011 and June 2013, the government's fiscal repair strategy, including the Establishment Management Program (EMP) and natural attrition and the previous government's Voluntary Separation Program, together generated a decrease in the size of the service for the first time in a decade. However, in the past year, between June 2013 and June 2014 there has been an increase in the size of the service (1.94% or 3,721 FTE). This increase from last year reflects the government's implementation of public sector renewal and an increase in employees (such as police and teachers) delivering services to the community.

Figure 3



3. The proportion of QPS employees to the Queensland Estimated Resident Population (ERP)<sup>1</sup> was increasing each year up until the 2011/12 financial year when it decreased over two years, down to a low of 4.12% in June 2013. The proportion has since increased to 4.17% and is reflective of an increase in the size of the public service over the last year.

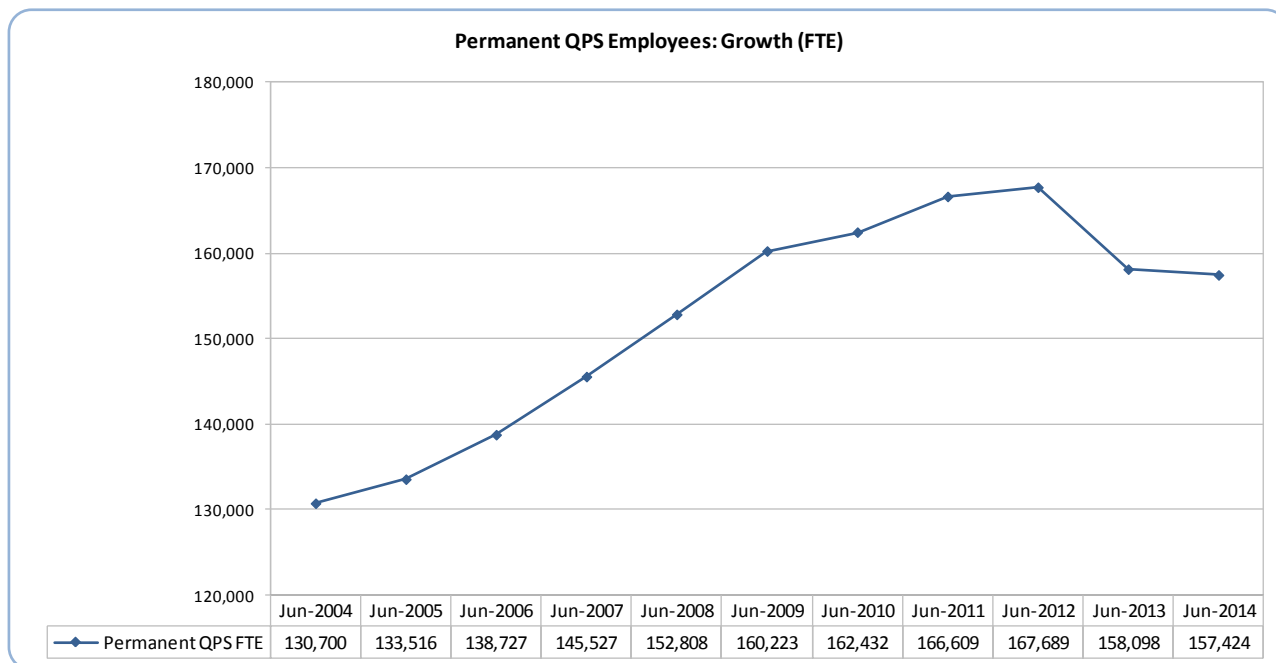
Figure 4



<sup>1</sup> The Queensland ERP is based on the December 2013 figures which were the latest figures released by the Australian Bureau of Statistics at the time of this publication (refer to ABS Cat 3101.0, Table 4 for Queensland ERP figures). The QPS figures are based on June 2014 MOHRI figures.

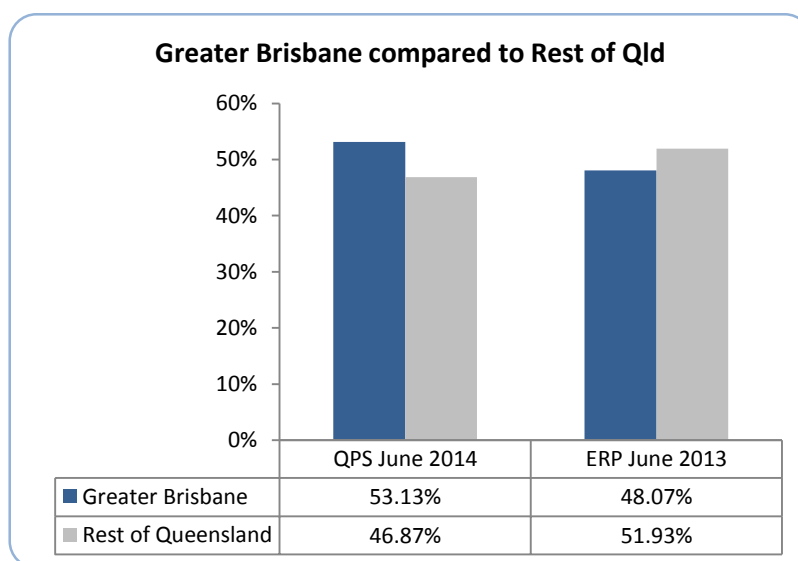
4. There has been an increase of 26,723.94 permanent FTEs over the ten year period, an increase of 20.45% which generally reflects the overall FTE increase. The proportion of permanent QPS employees in June 2014 is slightly less than a year ago (a decrease of 0.43% or -674.69 FTE). A more detailed look at the changes in distribution of the workforce over the last ten years in terms of permanent, temporary, casual and contract employees can be found towards the end of this report.

Figure 5



5. A higher proportion of the QPS workforce compared to the Estimated Resident Population<sup>2</sup> is located in the Greater Brisbane Statistical Area compared to the rest of Queensland.

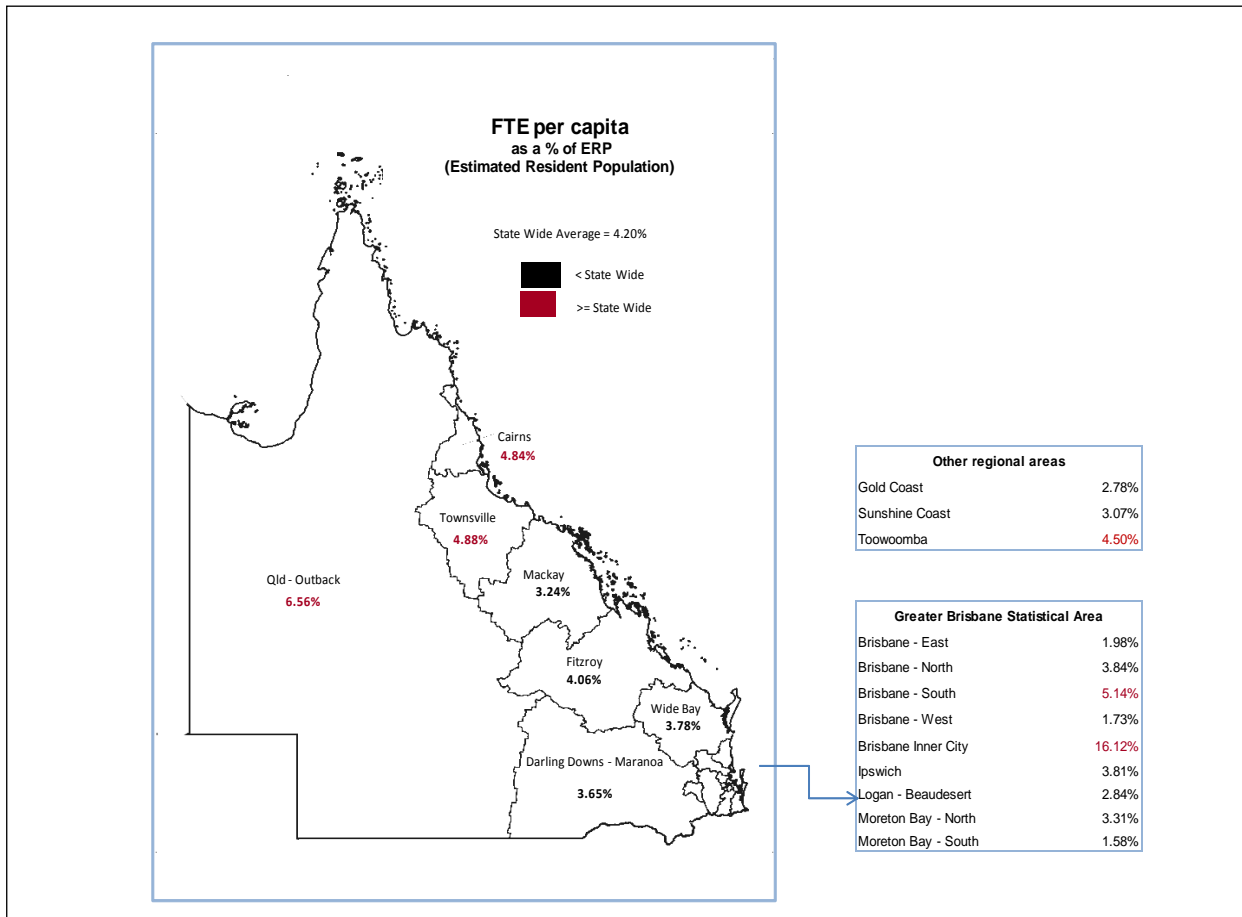
Figure 6



<sup>2</sup> The ERP figures are sourced from the *Queensland Regional Profile for SA4 Region*, Government Statistician, Queensland Treasury and Trade, downloaded on 17 August 2014. They are based on June 2013 population estimates. Refer to *Definitions of Terms* at the back of this document for more detail about the Statistical Areas (under heading "Location").

6. Three statistical areas (Level 4) in the far north and west (Qld – Outback; Cairns; Townsville) as well as three in the south east corner (Toowoomba; Brisbane – South; Brisbane Inner City) have a higher proportion of public service employees to population<sup>3</sup> than the state wide average of 4.20%. The remaining thirteen areas have a lower proportion of public service employees.

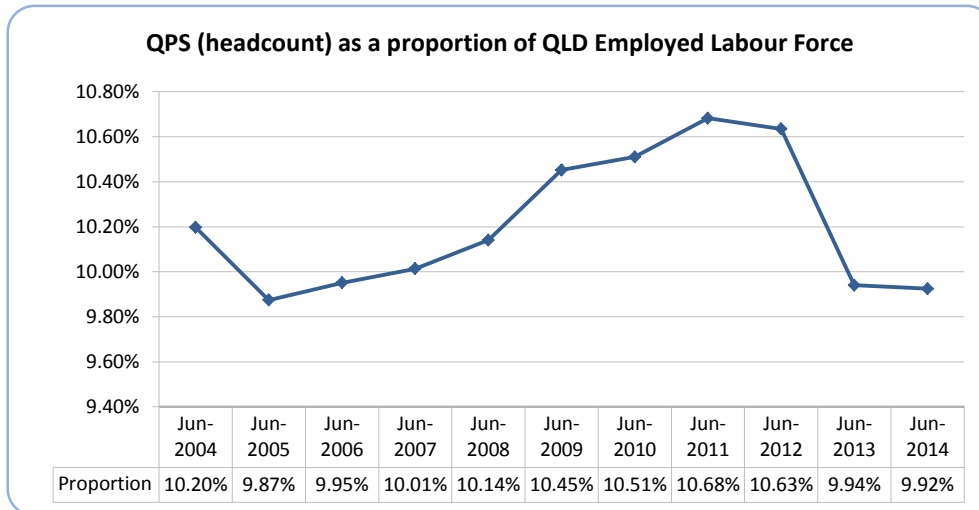
Figure 7



<sup>3</sup> The population figures for each statistical area are sourced from the *Queensland Regional Profile for SA4 Region*, Government Statistician, Queensland Treasury and Trade, downloaded 17 August 2014. They are based on June 2013 population estimates. The QPS figures (FTE) are based on June 2014 quarterly MOHRI figures.

7. The QPS (headcount) as a proportion of the Queensland labour force<sup>4</sup> grew from 9.87% to 10.68% in the six years to June 2011. It has declined in the last three years, particularly between June 2012 and June 2013. The current proportion of 9.92% is slightly down from last year.

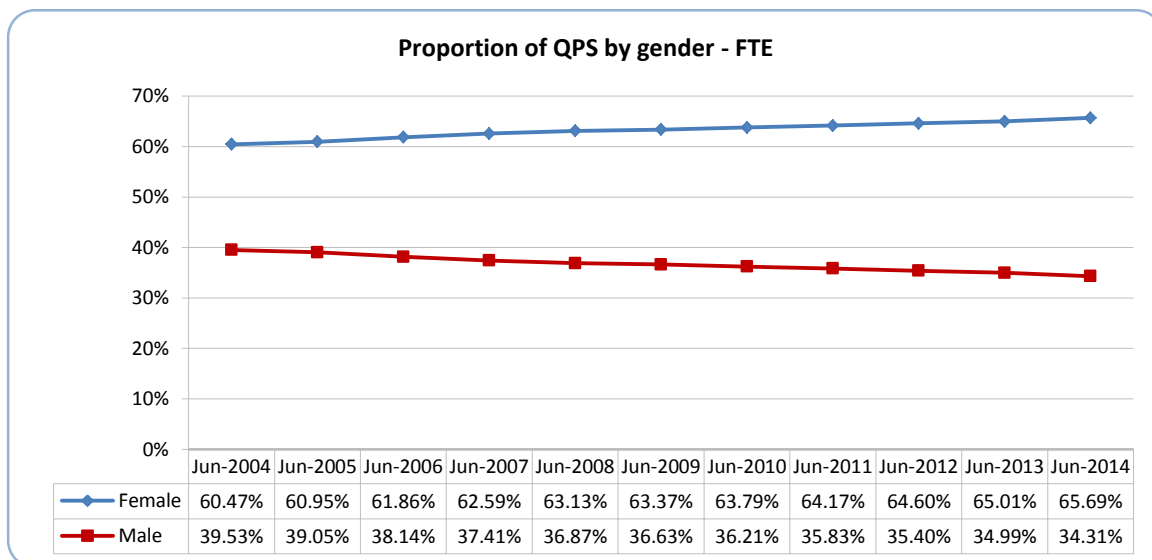
Figure 8



<sup>4</sup>Refer to ABS Cat.6202.0 Table 6 for Queensland employed labour force figures. Figures issued 7 August 2014.

8. More women than men make up the QPS. Females have been an increasing proportion in the QPS workforce from 2004 (60.47%) to 2014 (65.69%).

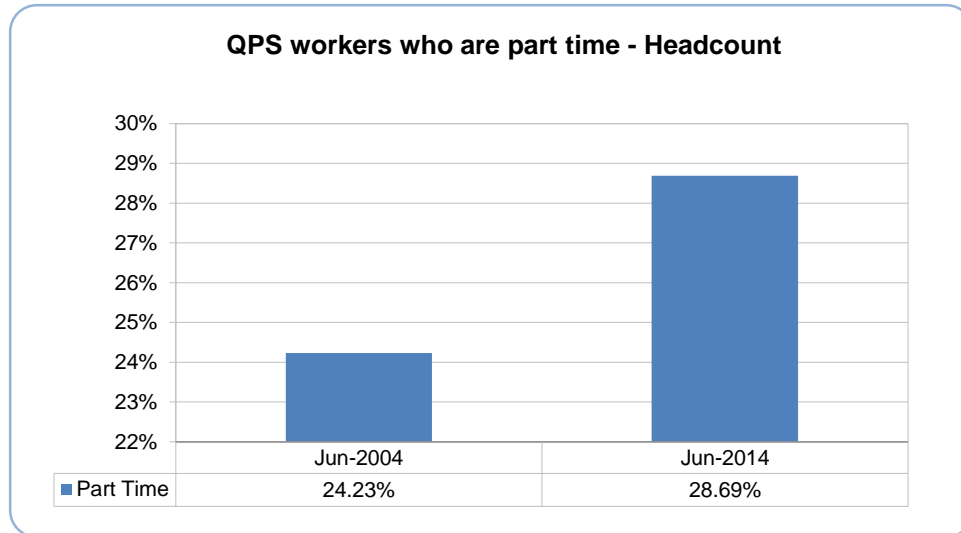
Figure 9





9. The percentage of QPS part-time workers has increased since 2004, from 24.23% to 28.69%. In June 2014, 89.40% of part-time employees are female.

Figure 10



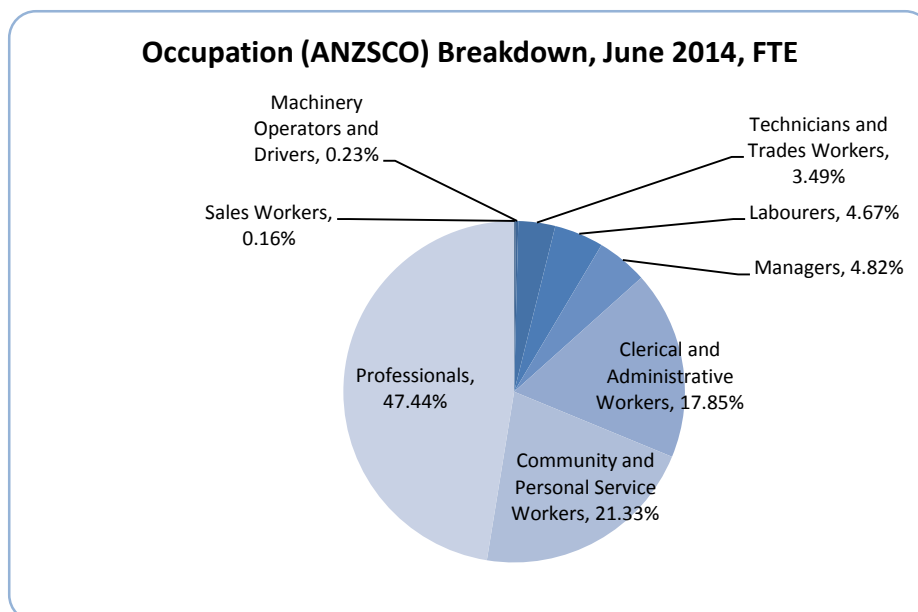
10. Nearly half of the QPS workforce (FTE) as at June 2014 was made up of professionals, more than a fifth by community and personal workers, and over 17% by clerical and administrative workers.

The professionals group includes teachers, higher level nurses, health practitioners, and doctors among others.

The community and personal workers group includes police, teacher aides, lower level nurses, operational ambulance officers and fire fighters among others.

Trend data is not available for this measure as this coding system was implemented in the past twelve months.

Figure 11

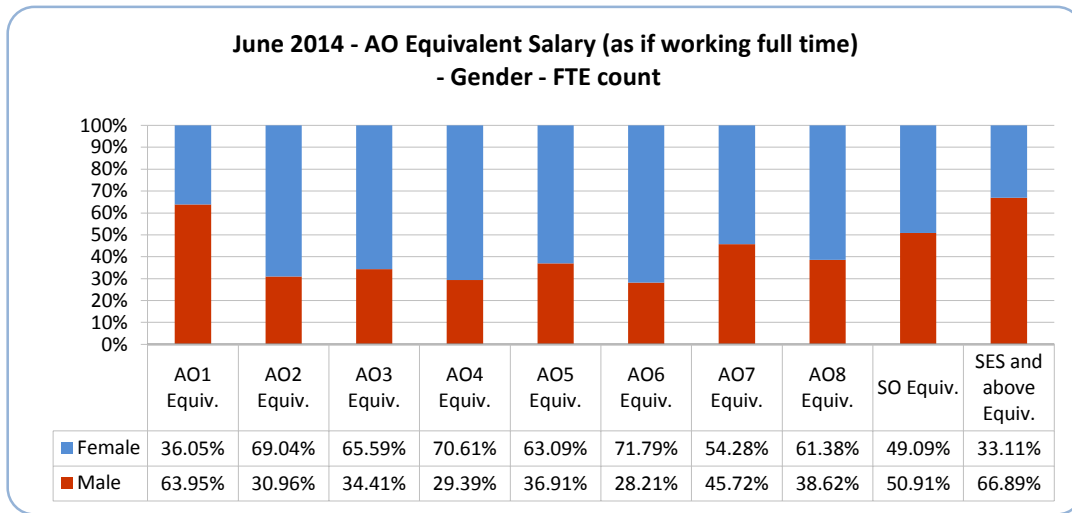


11. Employees whose salary is equivalent to an AO5 (\$79,353 p.a.) and below represent about three fifths (59.49%) of the QPS. Within this group, females are predominant (they comprise 67.03% of the group).

Women in senior executive and above salary equivalent levels continue to be under-represented.

In summary, women are generally over-represented in the lower salary ranges (except AO1 equivalent) and under-represented in the highest salary range.

Figure 12



12. QPS separation rate is the percentage of QPS permanent employees who leave the service as a proportion of the permanent workforce.

Between the 2007/08 financial year and the 2010/11 financial year, the proportion decreased from 6.72% to 5.43% which coincided with the start of the global financial crisis.

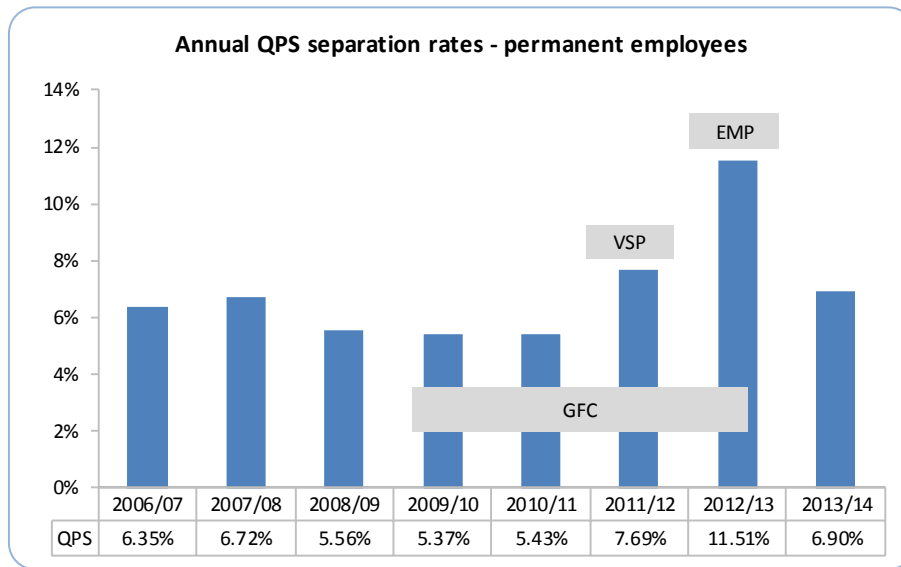
The separation rate for the 2011/12 financial year is significantly higher than the previous year mainly due to the Voluntary Separation Program and the start of the EMP.

The separation rate for 2012/13 is higher largely due to the effects of the EMP.

The separation rate for 2013/14 has dropped to 6.90% which is lower than the past 2 years and approaching the level prior to the GFC.

In the last 12 months, 12,128 permanent employees exited the QPS. 8,105 were female (66.83%) and 4,023 were male (33.17%). The proportion by gender of those leaving in the past 12 months remains similar to previous years.

Figure 13

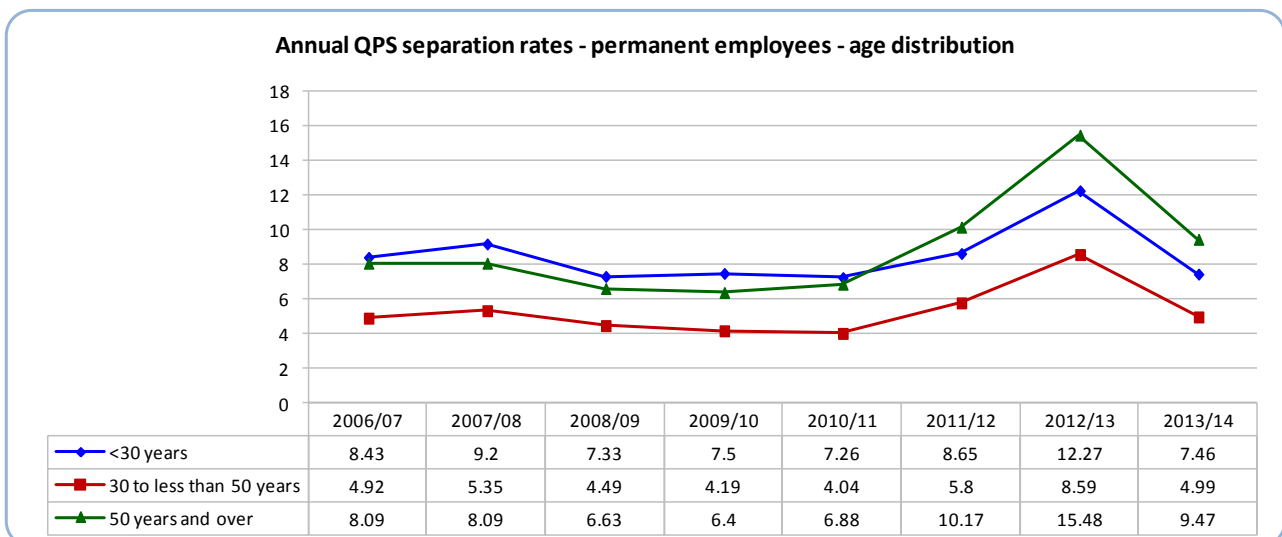


GFC = global financial crisis  
 VSP = Voluntary Separation Program (previous government)  
 EMP = Establishment Management Program

13. Separation rates can differ by age group. The figure below sets out the separation trends for 3 major age groups (under 30 years; 30 years to less than 50 years; 50 years and over) as a proportion of their demographic groups.

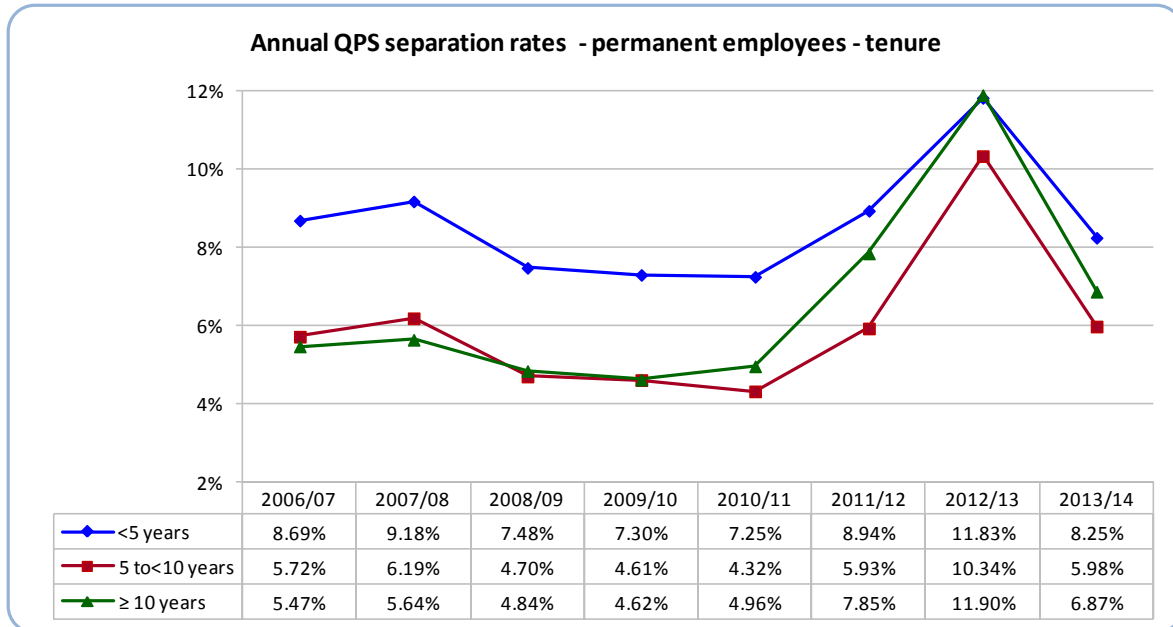
Up until 2010/11, the less than 30 years group were more likely to leave the QPS than other age groups. However, the 2011/12 financial year saw the 50 years and over group reverse this pattern. The participation of older workers in the Voluntary Separation Program contributed to this increase. In 2012/13 all three age groups experienced very high separation rates, with the 50 years and over group experiencing the highest rate of all. The EMP and the offering of voluntary redundancy packages to permanent employees were the main contributors to this increase. In 2013/14 the rates are dropping, however the 50 years and over group is still experiencing the highest separation rate of the three age groups.

Figure 14



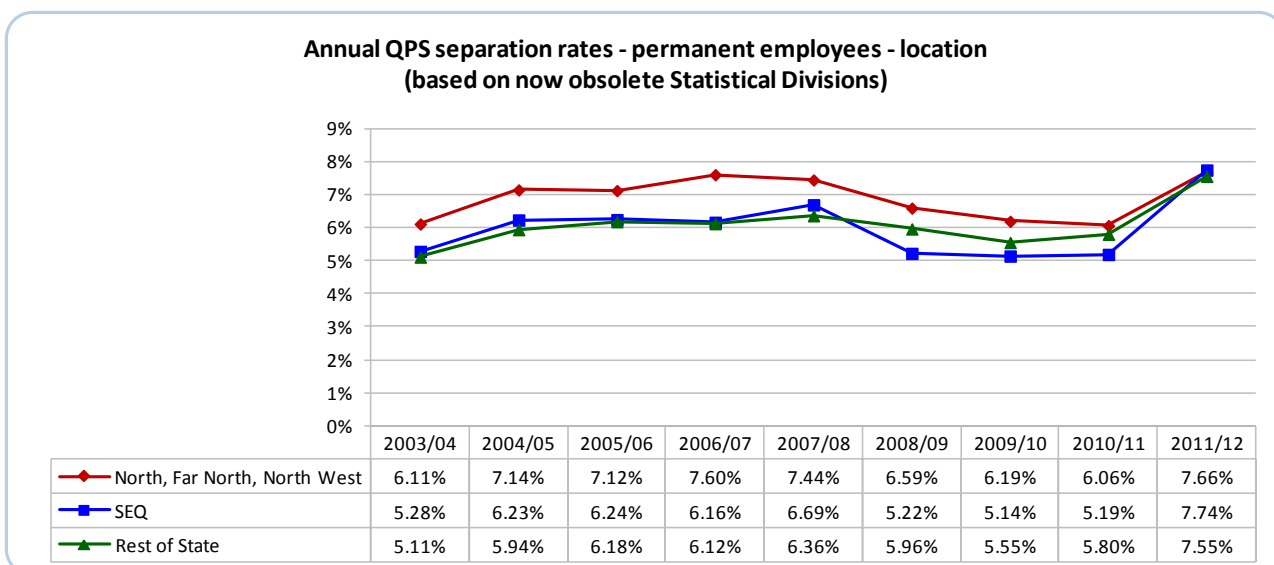
14. Permanent employees who have worked for less than five years in the QPS are usually more likely to leave than people with longer tenure. However, for the first time, in 2012/13, employees with greater than or equal to ten years QPS tenure exited at a similar rate to those with less than five years tenure. The change in 2012/13 was likely an impact of the EMP and voluntary redundancies and that the trend has now reverted in 2013/14 to that of previous years.

Figure 15



15. Historically, using Statistical Divisions, employees in the north and western parts of the state were more likely to leave the QPS. However, in 2011/12 the separation rate in all areas of the state was similar. This was during the period of the previous government's Voluntary Separation Program and the start of the current government's EMP.

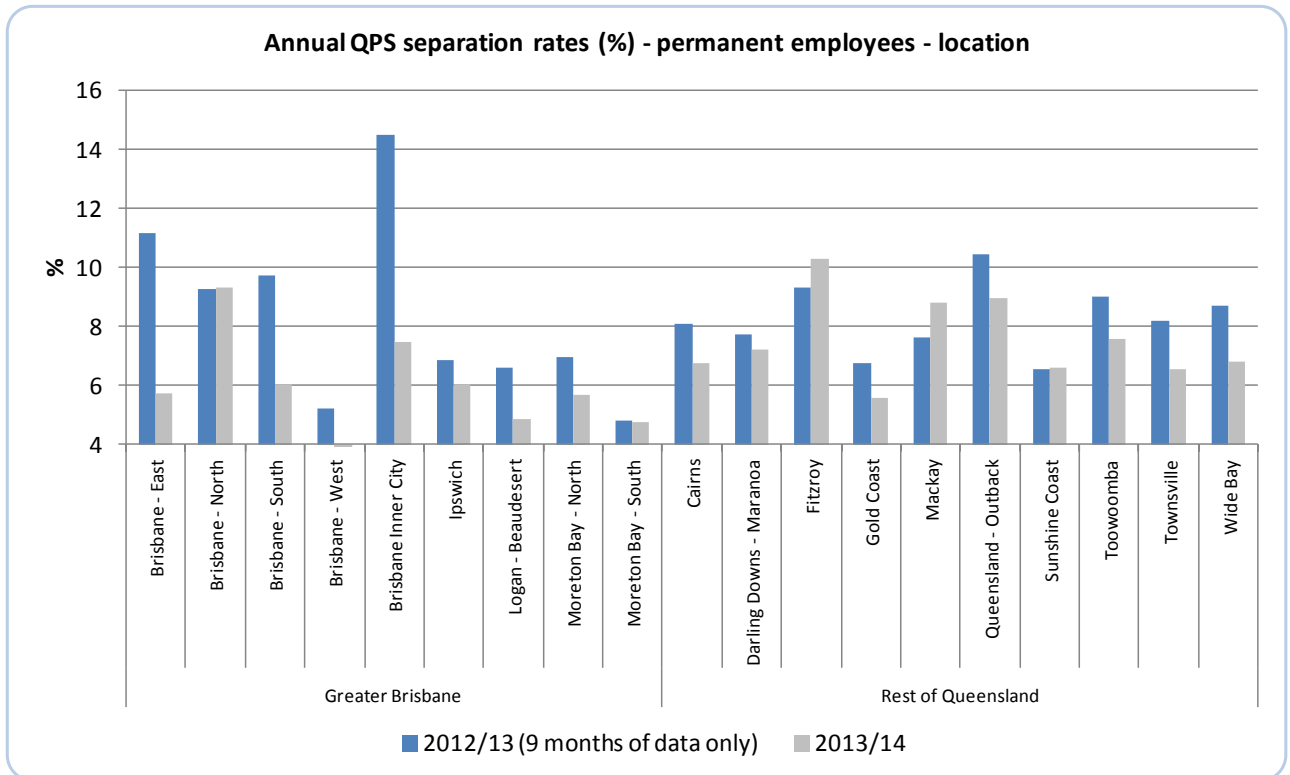
Figure 16



In 2012/13 the annual separation rate could not be done as part of this series as the PSC implemented the new ABS standard geography which has different boundaries.

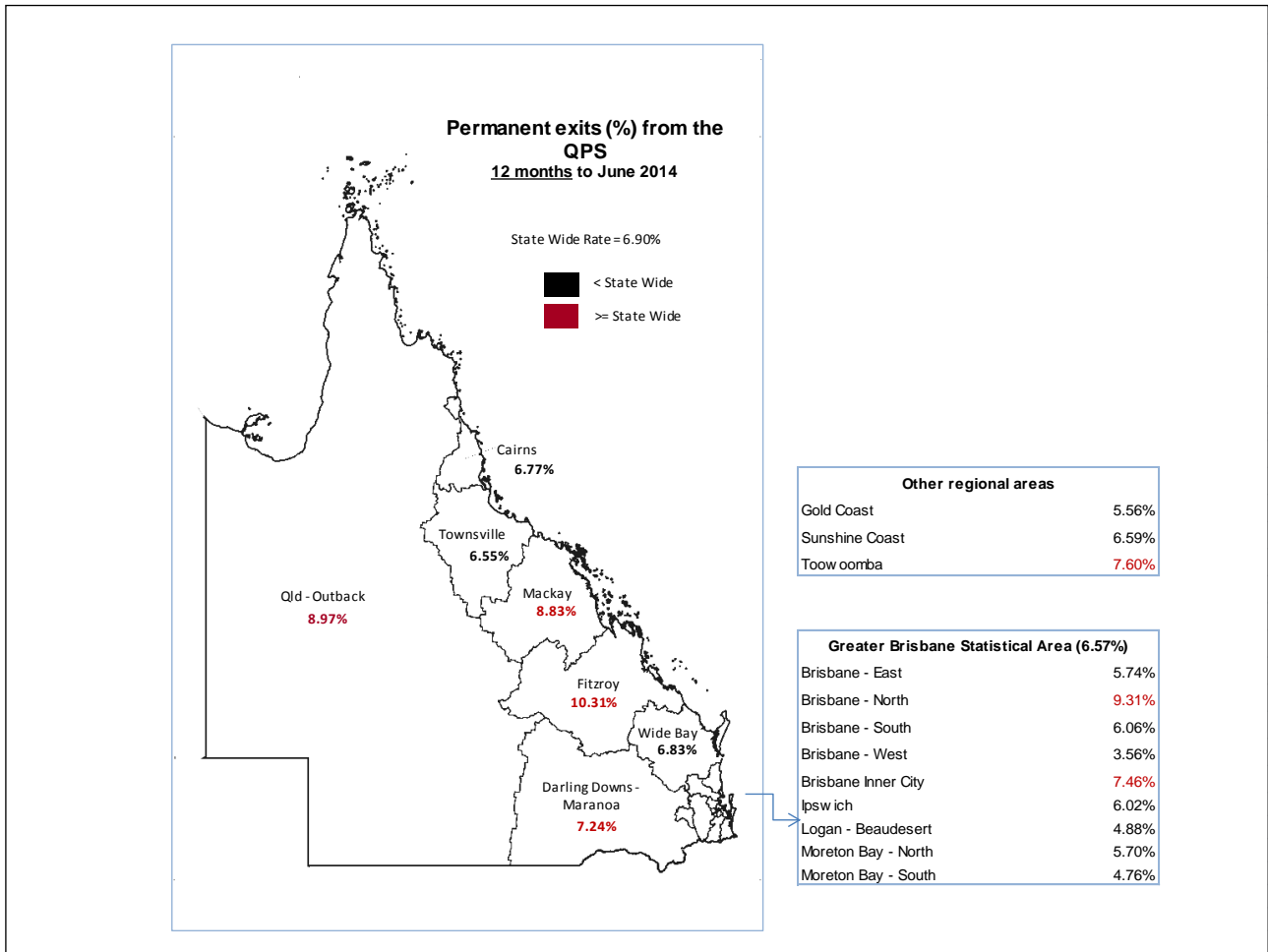
The new data series to date has been included below. It includes data available for part of 2012/13 (9 months of data) and all 12 months of 2013/14. It is based on Statistical Area 4 (SA4). There are very wide variations in separation rate across statistical areas. It would be prudent to allow for the passage of time and hence the collection of more data in this series before drawing conclusions. However, it is evident even from this limited dataset, that the Brisbane Inner City statistical area experienced a particularly high QPS separation rate in 2012/13, which coincides with the part of the time period of implementation of the EM P.

Figure 17



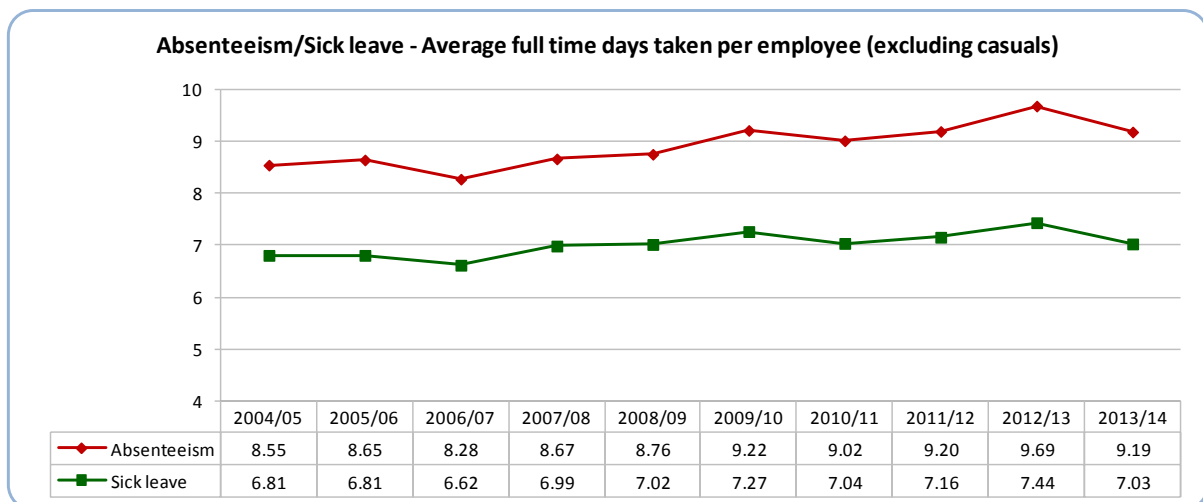
The new geography breakdown shows the highest QPS separation rate for the 12 months to June 2014 was from the Fitzroy statistical area (10.31%) followed by Brisbane – North (9.31%). The area with the lowest QPS separation rate for the year was Brisbane – West (3.56%).

Figure 18



16. Sick leave currently comprises 76.50% of total unplanned absenteeism, slightly less than has historically been the case. Sick leave in 2013/14 has reduced to a level slightly below the rate that existed in 2010/11.

Figure 19



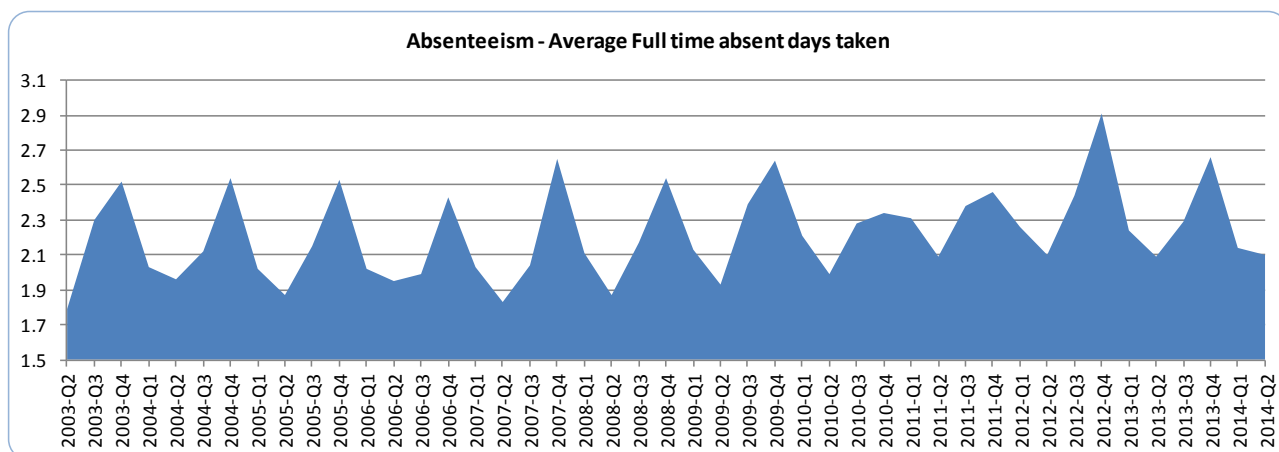
Over the past year, the average absent days taken per employee has decreased from 9.69 to 9.19 days. Over the last ten years there has been an upward trend with last year, 2012/13, showing the highest figure of the decade. The decrease to 9.19 days returns absenteeism to a level slightly lower than existed in 2011/12. This trend will continue to be monitored. Research indicates a more engaged workforce tends to take fewer unplanned absences.

Figure 20



It is important to reflect on the seasonal nature of absenteeism. Given sick leave comprises up to about 80% of absenteeism (76.50% in the past year), the seasonal nature of sick leave (eg due to cold and flu season) impacts heavily on absenteeism<sup>5</sup>.

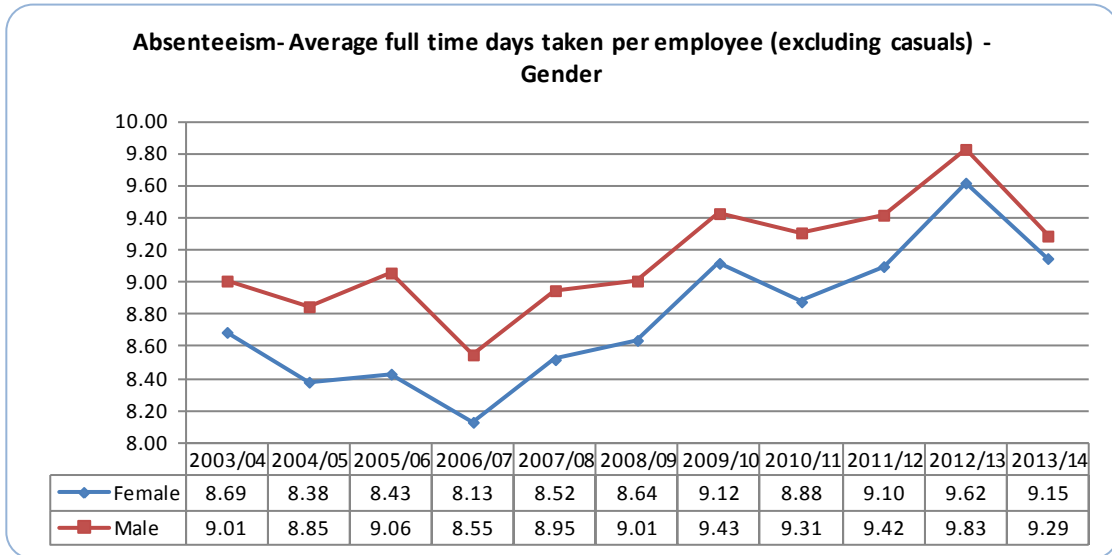
Figure 21



<sup>5</sup> In relation to absenteeism data, there is a three month time lag in the collection period to allow the data to settle (eg for Figure 20, data reported for the financial year 2013-14 represents leave taken in 12 month period to 31 March 2014; for Figure 21, data collected for the 2014-Q2 quarter represents leave taken in the 3 month period to 31 March 2014 and the lag similarly applies for the previous quarters in the graph). Further information can be found in the definition/notes section at the back of the report under "Absenteeism".

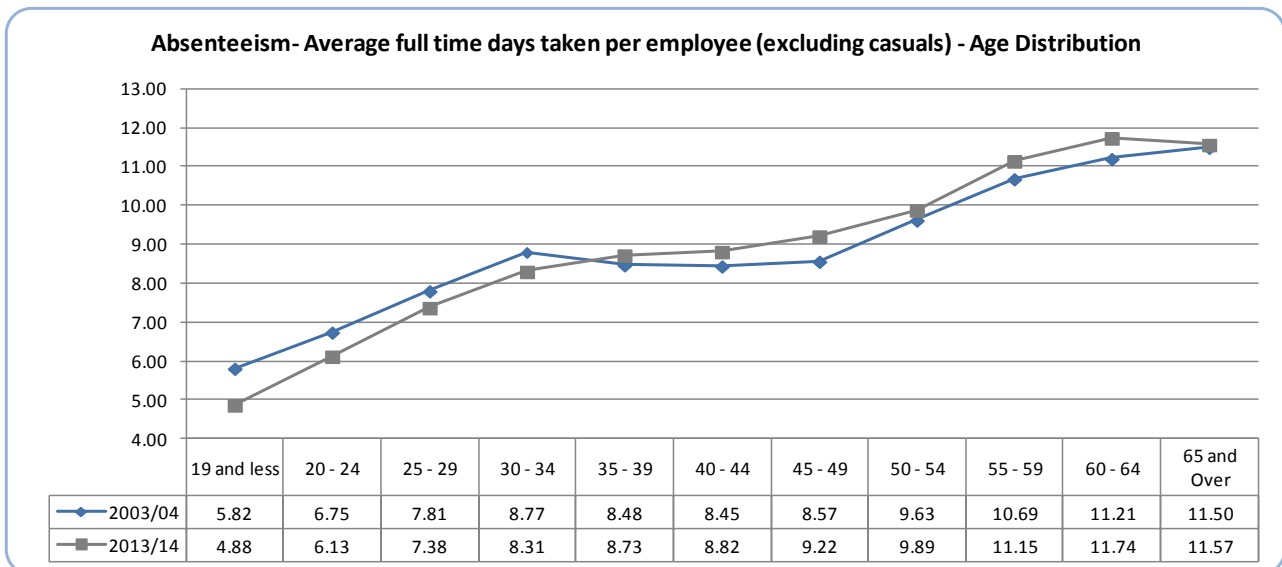
17. Every year for the past ten years to 2013/14, male employees have been absent on more occasions than females, although the gap between the genders has been decreasing in recent years.

Figure 22



18. When absenteeism is looked at in terms of five year age cohorts, levels increase with age until about 34 years. There is a plateauing effect between 35 to 49 years. From 50 to 64 years the trend rises again with every five year age cohort. These patterns were evident in 2003/04 and ten years later in 2013/14. This is a particularly relevant trend given the ageing QPS workforce covered later in this report.

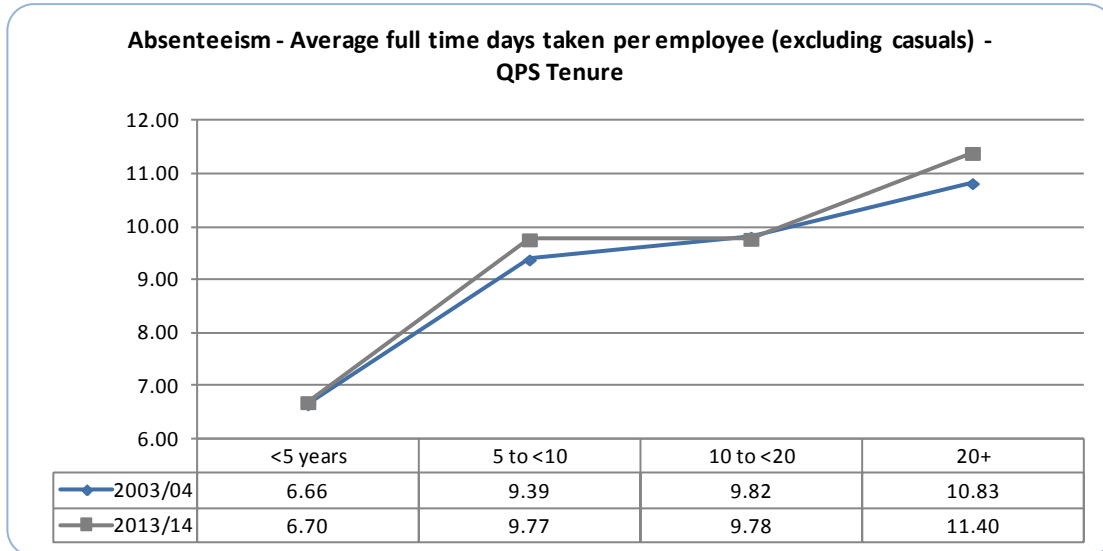
Figure 23





19. Absenteeism levels are the lowest for employees with less than five years QPS tenure. Employees with QPS tenure between 5 and 10 years and between 10 and 20 years have similar absenteeism levels. Employees with greater than 20 years tenure have the highest absenteeism levels of all the tenure groups. These patterns were evident in 2003/04 and ten years later in 2013/14.

Figure 24



20. Generally speaking, lower paid employees are absent more often than higher paid employees. Employees at AO3 to AO6 equivalent levels take more absent days than employees at AO7 and above equivalent salary levels.

Figure 25

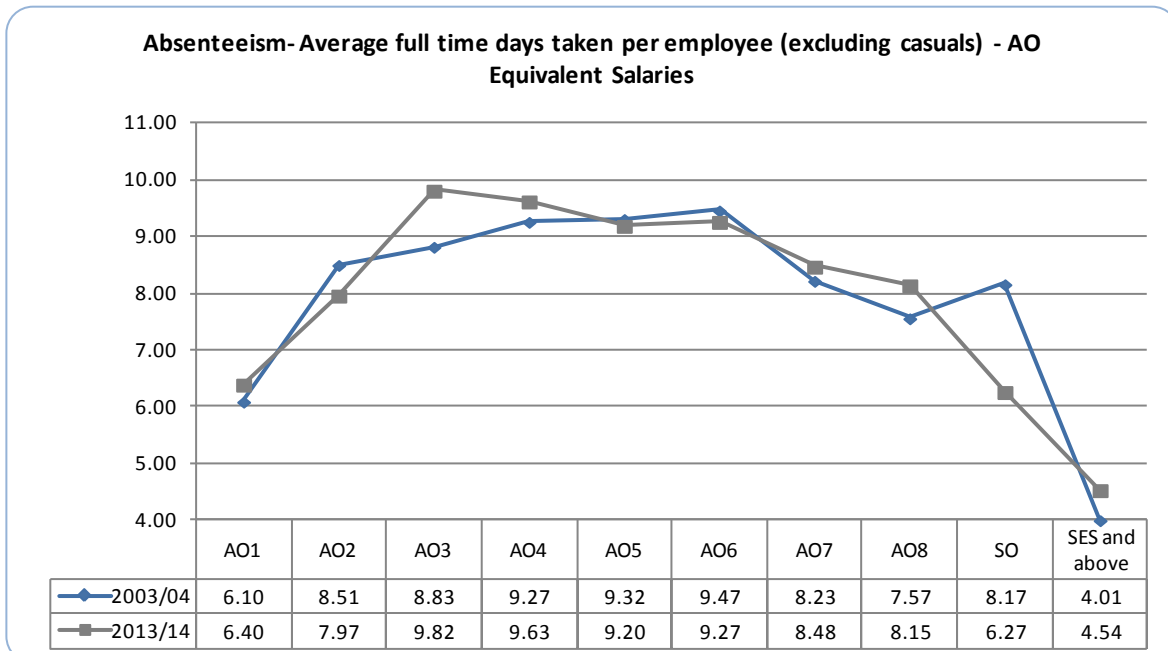
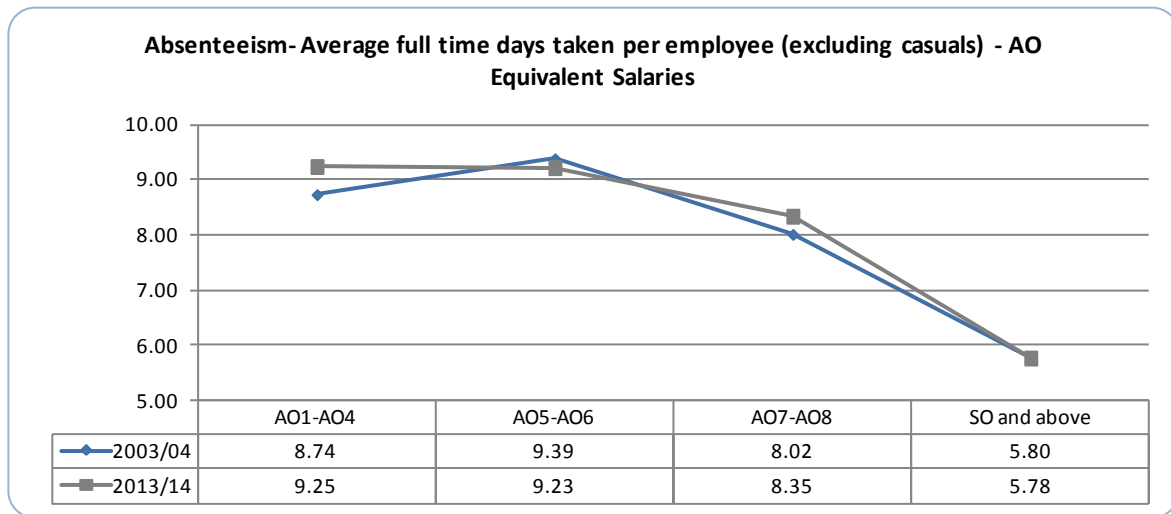
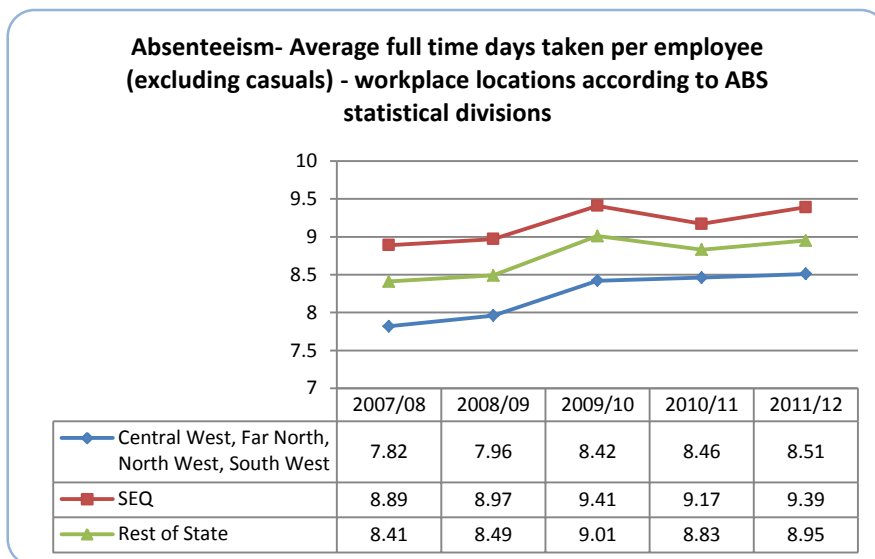


Figure 26



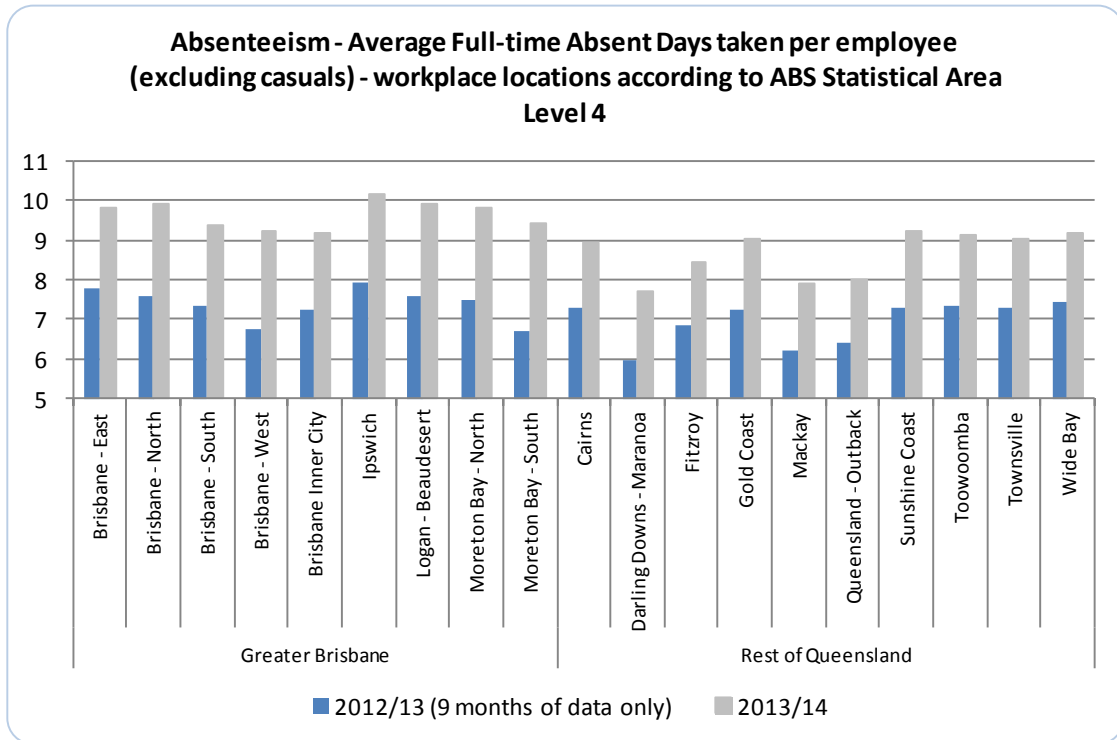
21. Historically, employees in the north and western parts of the state were absent less often than employees in the south east corner of the state.

Figure 27



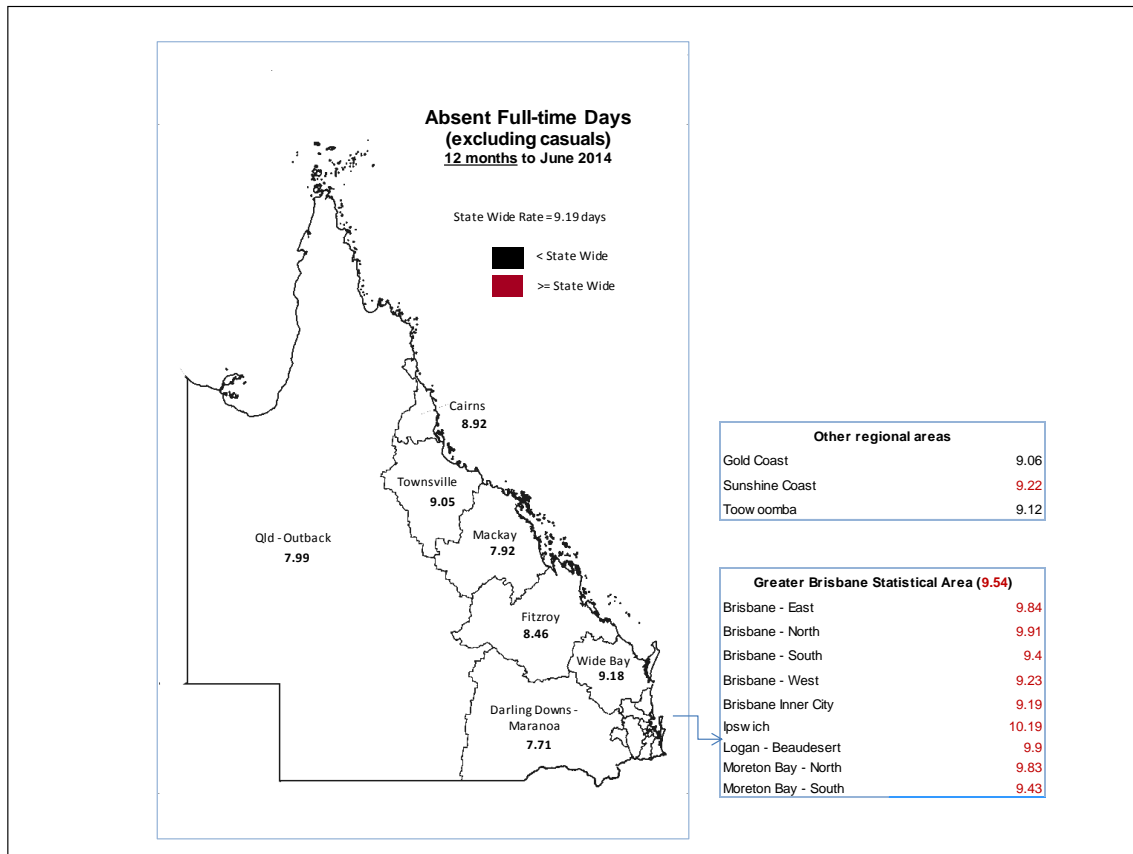
From 2012/13 the absent full-time days cannot be done as part of this series as the PSC have implemented the new ABS standard geography which has different boundaries. The new data series is below. It is based on Statistical Area 4 (SA4).

Figure 28



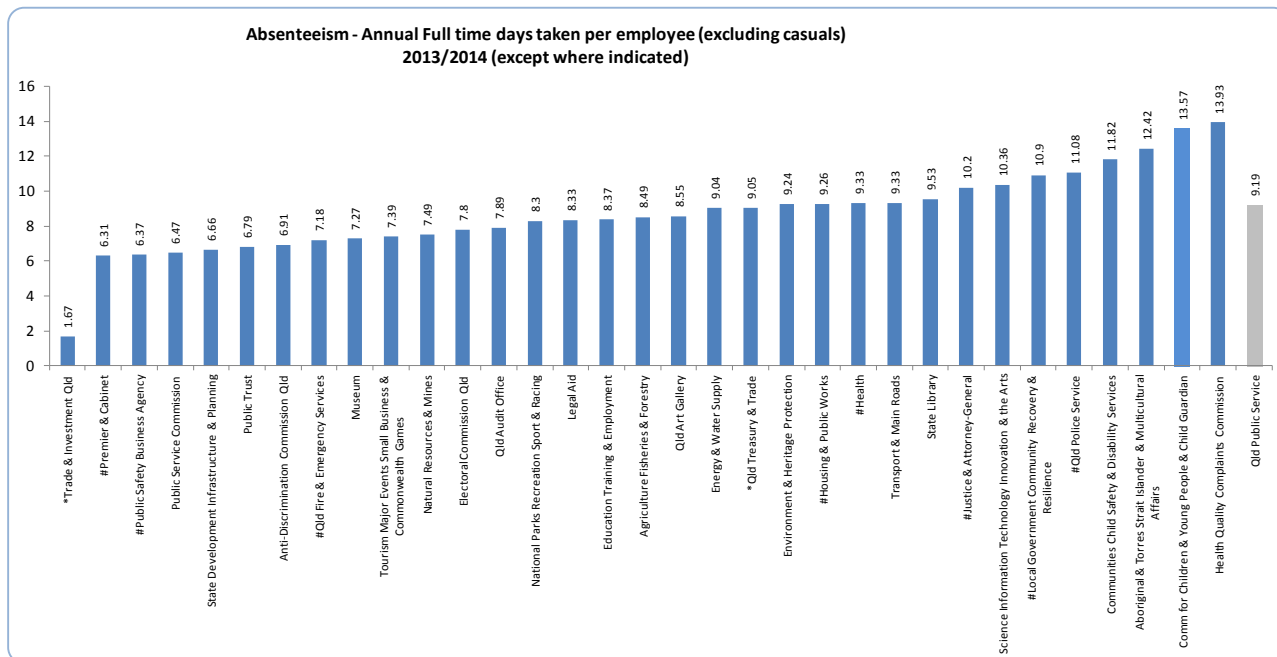
The new geography breakdown shows the number of absent full-time days was highest in the Greater Brisbane Statistical Area and the Sunshine Coast. The western and northern Queensland areas continued to have lower absence levels as per the historic series.

Figure 29



22. The absent full time days taken per employee, by department is shown below<sup>6</sup>. Non-departments (ie some Public Service Offices and statutory bodies) are also shown, given the scope of this *Workforce Characteristics* report is the Queensland Public Service. There is very wide variance in agency performance on this measure and major machinery of government changes over time make data interpretation difficult (eg some agencies have not existed for the full 12 month period<sup>7</sup> and payroll migrations can impact on figures).

Figure 30



<sup>6</sup>The Auditor-General of Queensland recommended in the report *Managing employee unplanned absence* (Report 4: 2012, page 4) -

“Public Service Commission include in its publicly available reports:

- the absenteeism rates and trends for all departments;
- the annual direct and estimated indirect costs of absenteeism in the Queensland Public Service; and
- appropriate comparative benchmarks of the Queensland Public Service absenteeism rates with other jurisdictions and sectors.”

<sup>7</sup>Notes relating to major machinery of government changes:

\* Trade and Investment Queensland reflects data collected from 2014-Q1 onwards. Prior to that, it was included in Queensland Treasury and Trade figures.

# Implementation of findings from the Police and Community Safety Review affects figures for these agencies. Department of Community Safety figures for 2013-Q3 collection quarter (2.93 days) are included in the annual Queensland Public Service total but the agency is not individually listed. Public Safety and Business Agency and Queensland Fire and Emergency Services figures start from 2013-Q4. Queensland Health includes Queensland Ambulance Service from 2013-Q4. Department of Justice and Attorney-General includes Corrective Services from 2013-Q4. Other agencies affected include: Queensland Police Service; Department of Housing and Public Works; Department of Local Government, Community Recovery and Resilience; and Department of Premier and Cabinet.

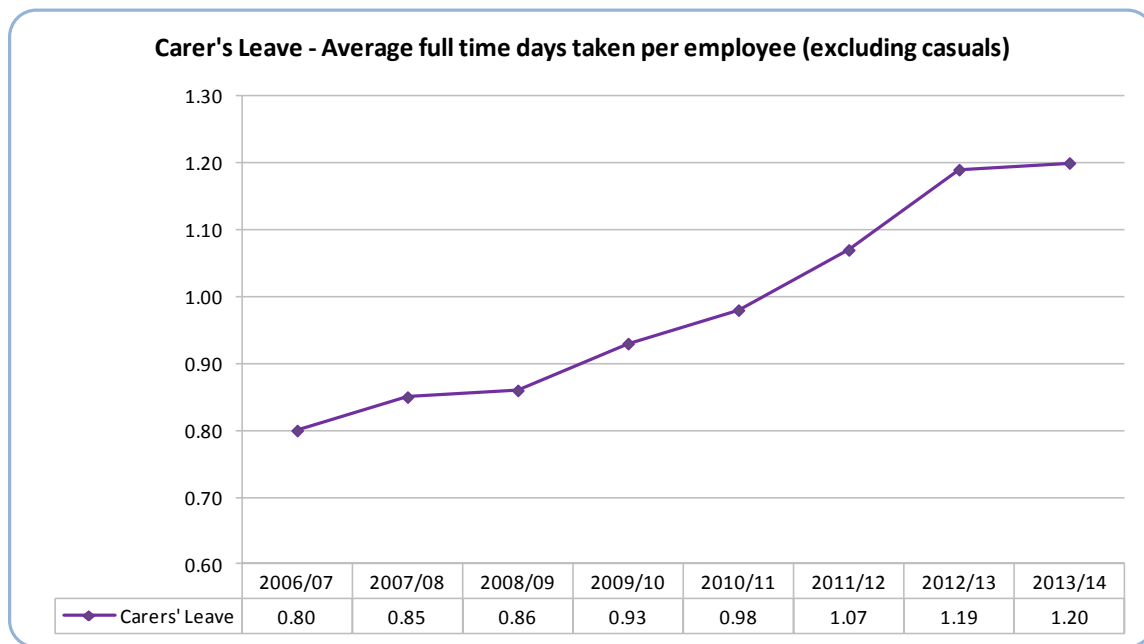
23. The direct and estimated indirect absenteeism costing information and jurisdictional information, where available and approved for release by other jurisdictions, was made available in the Public Service Commission's 2013 *State of the Service Report* (page 19 and 20) available at <http://www.psc.qld.gov.au/publications/workforce-statistics/assets/2013-SOSR-FINAL.pdf>. At the time of drafting of this report, no further data was publically available from other jurisdictions since the above report was published<sup>6</sup>.

The costs of absenteeism in the public service are substantial. The direct costs of absenteeism<sup>8</sup> have increased over time, rising from \$272.4 million in 2003/04, to \$548.4 million in 2013/14. This equates to 3.94% of total direct payroll costs in 2003/04, rising to 4.16% of total direct payroll costs in 2013/14. These costs are influenced by a range of factors, including growth in workforce size, the ageing workforce, enterprise bargaining increases and the rate of absenteeism.

The indirect costs of absenteeism, such as the costs of replacement staff and overtime, are much more difficult to calculate, due to a combination of IT system limitations and the tendency of some agencies to absorb the costs of absenteeism via temporary reductions in productivity. Research indicates that the indirect costs of absenteeism are typically around 6.1% of payroll<sup>9</sup>.

24. Since 2006/07 carers' leave has increased by 50% from 0.8 days to 1.20 full time days per employee. It should be noted that carers' leave was not reported separately in MOHRI data prior to 2006/07.

Figure 31

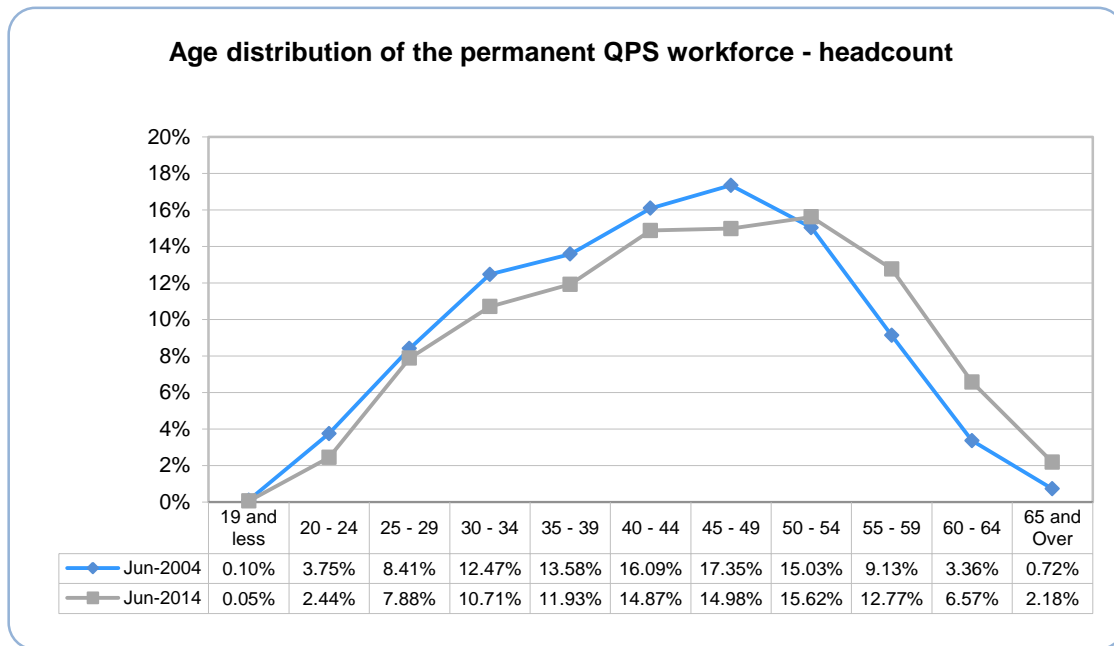


<sup>8</sup>The Queensland Audit Office defines unplanned absence as including sick leave, carers leave, workers' compensation, short periods of special leave (such as bereavement leave), and industrial disputes. For further information, see the Auditor-General of Queensland's 2012 publication, *Managing employee unplanned absence*, page 12.

<sup>9</sup>Mercer, 2010, *Survey on the Total Financial Impact of Employee Absences*, page 8. See also C. Bass and D. Fluery, 2011, *The (Not So) Hidden Costs of Member Absences*, page 13.

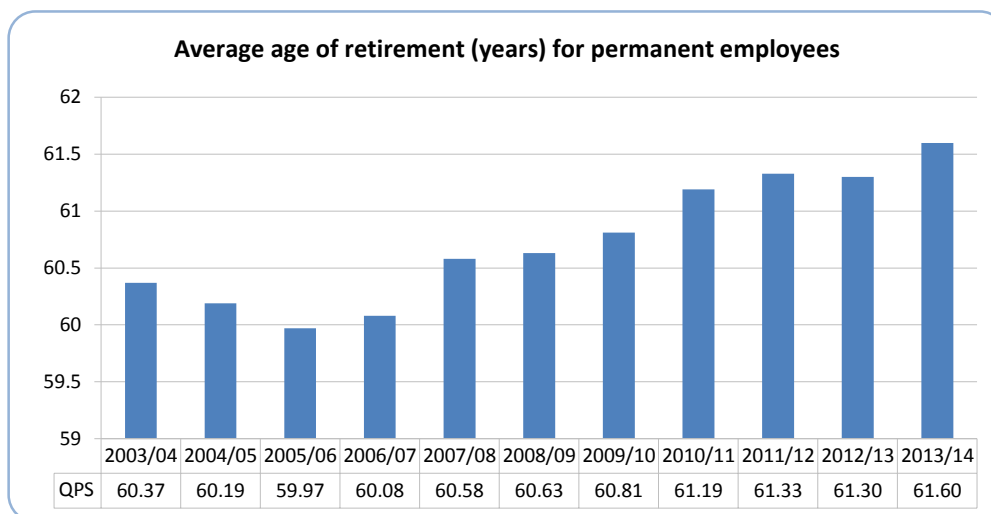
25. The permanent QPS workforce is ageing. In 2004, over a quarter (28.24%) of the permanent workforce were aged 50 years and over. In 2014, well over a third (37.14%) of the permanent workforce were aged 50 years and over. The average age of retirement for permanent employees continues to increase each year. This has ongoing implications for service delivery, recruitment and retention, succession planning and knowledge management, and absence levels.

Figure 32



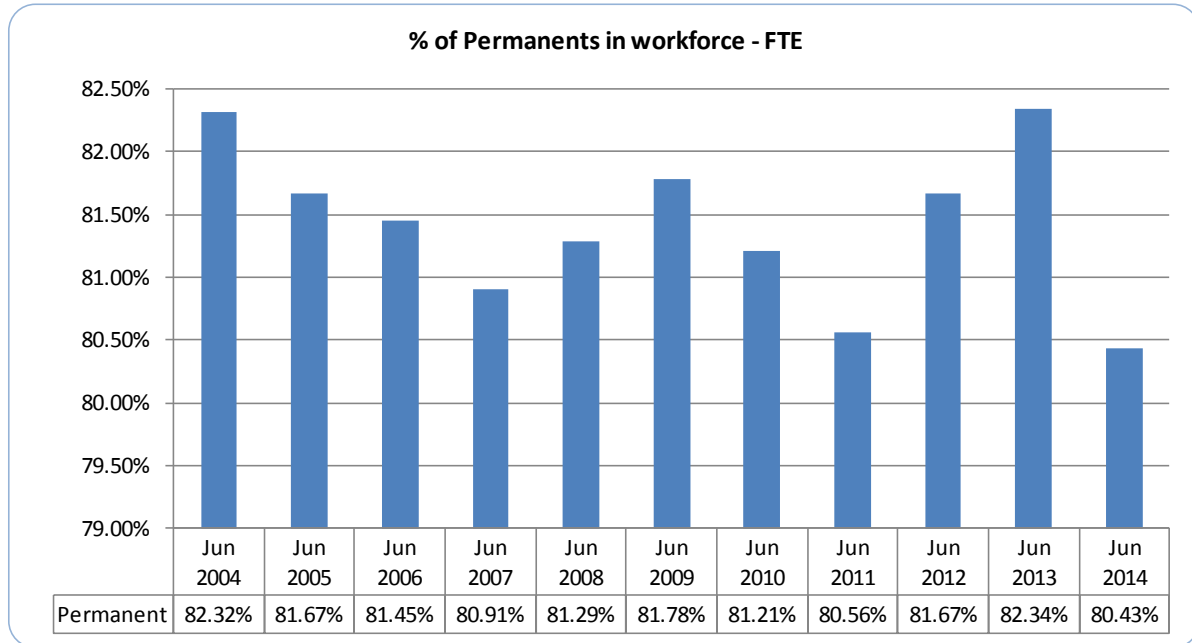
26. The average age of permanent QPS employees retiring was slowly increasing over 6 years from 59.97 years in 2005/06 to 61.33 years in 2011/12. It remained relatively steady in 2012/13 (61.30 years) but has increased in 2013/14 to 61.6 years, the highest average age of retirement for permanent employees in ten years.

Figure 33



27. Permanent employment in the QPS has dropped to 80.43% of the workforce (FTE), just below the proportion of three years ago in June 2011 (80.56%). It is the lowest proportion of permanents in the past ten years.

Figure 34



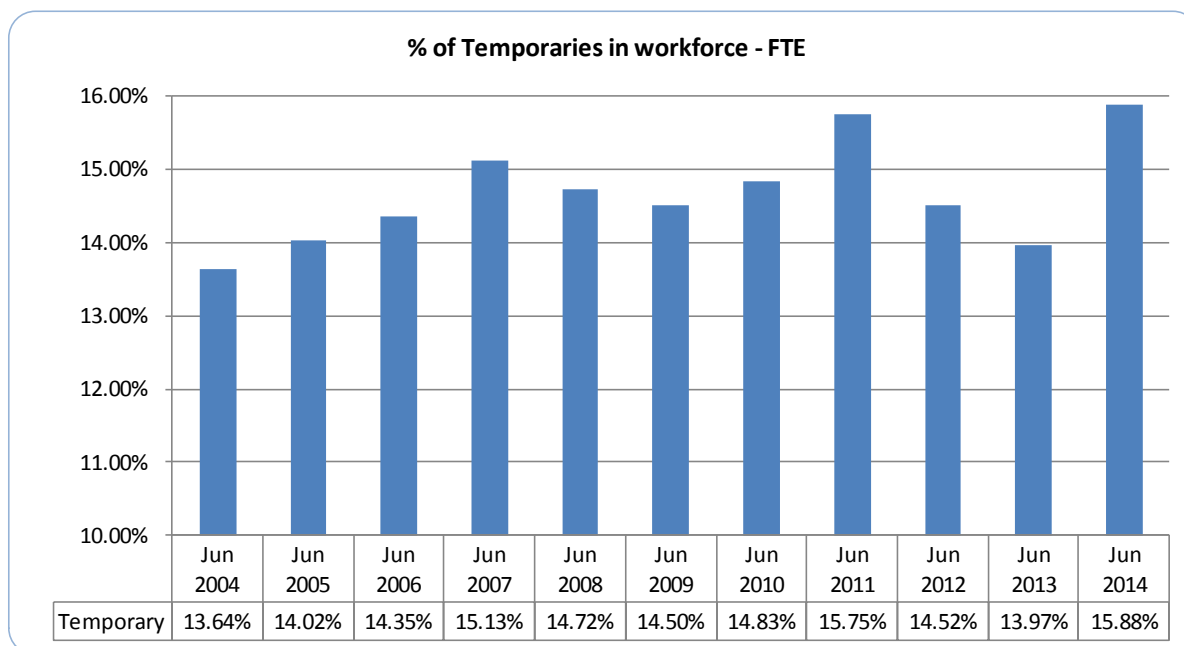
28. The number of permanents has dropped in the last year by 674.69 FTE.

Figure 35

	Employment Category - FTE				
	Permanent	Temporary	Casual	Contract	Total
Jun 2004	130,699.69	21,660.01	5,076.67	1,336.12	158,772.49
Jun 2005	133,516.22	22,924.37	5,643.30	1,401.72	163,485.61
Jun 2006	138,726.73	24,446.20	5,636.69	1,510.46	170,320.08
Jun 2007	145,527.02	27,212.25	5,729.30	1,403.61	179,872.18
Jun 2008	152,807.74	27,671.62	6,050.73	1,442.66	187,972.75
Jun 2009	160,223.27	28,417.26	5,940.59	1,342.84	195,923.96
Jun 2010	162,431.73	29,659.32	6,558.14	1,372.76	200,021.95
Jun 2011	166,609.02	32,571.62	5,924.95	1,696.79	206,802.38
Jun 2012	167,688.81	29,821.43	6,109.00	1,712.64	205,331.88
Jun 2013	158,098.32	26,825.17	5,471.26	1,608.20	192,002.95
Jun 2014	157,423.63	31,090.77	5,819.25	1,390.50	195,724.15
Annual change to 2014	-674.69	4,265.60	347.99	-217.70	3,721.20

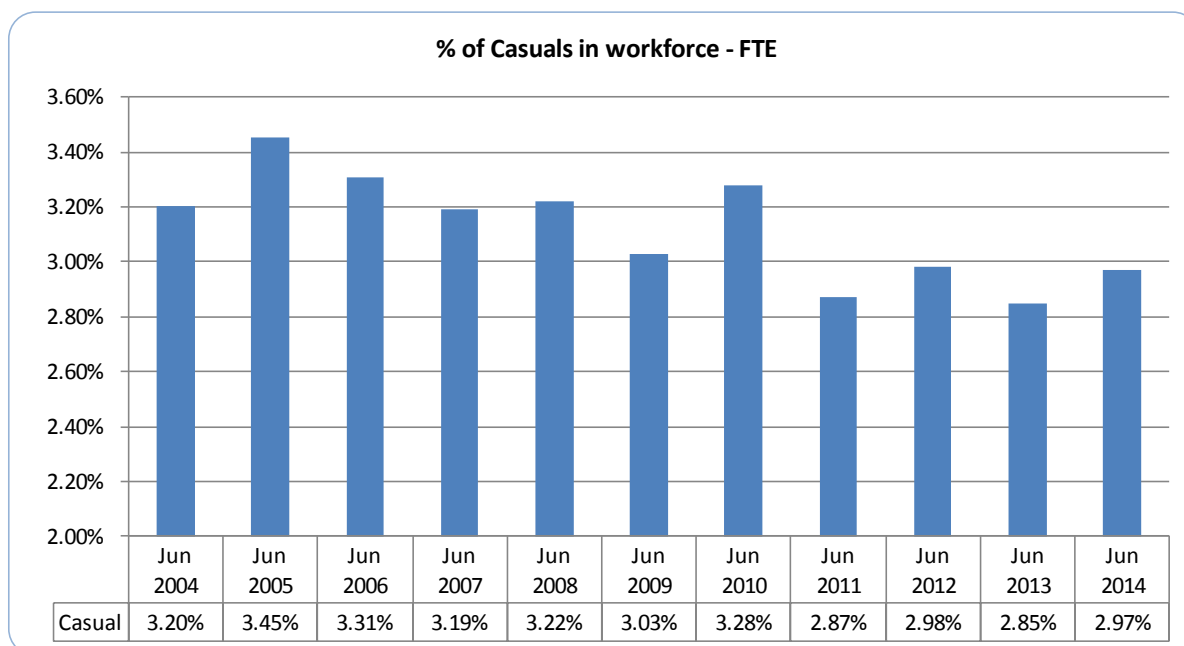
29. Temporary employment in the QPS has increased over the past year (up 4,265.60 FTE, refer to figure above). Temporaries make up 15.88% of the workforce as at June 2014, the highest proportion in ten years.

Figure 36



30. Casual employment in the QPS has remained just under 3% of the workforce over the last four years. These last four years have seen the lowest proportions of casuals in a decade.

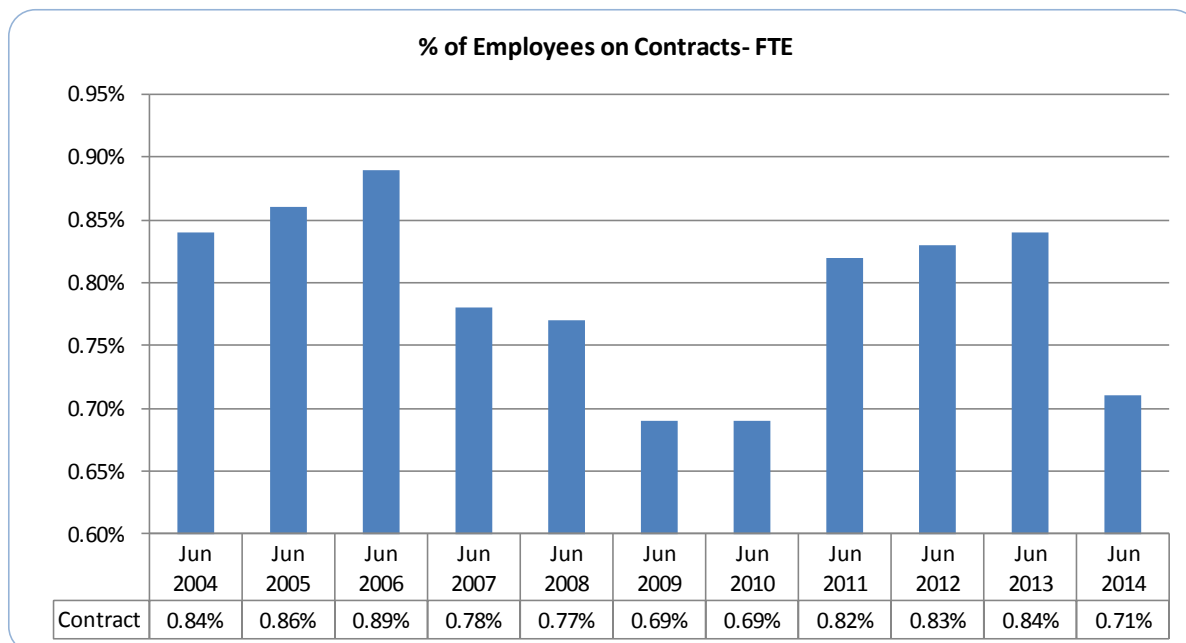
Figure 37





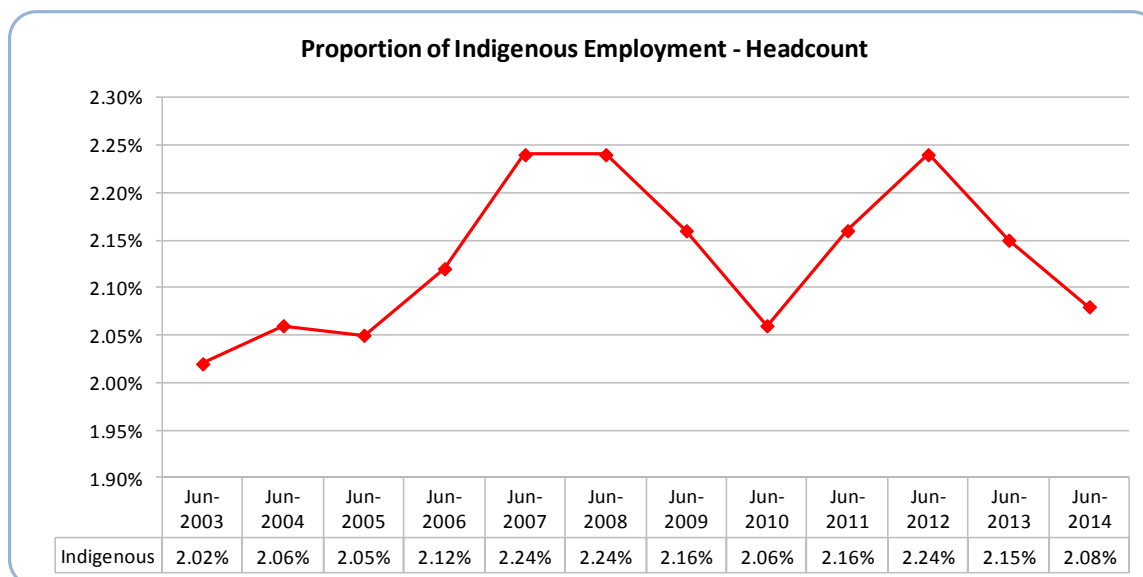
31. The proportion of the workforce employed on contracts in the QPS (0.71%) has dropped to the level of 2010 (0.69%), after remaining fairly stable at around 0.8% of the workforce for three years between 2011 and 2013. Refer to definitions listing at the back of the report for the definition of a contract employee.

Figure 38



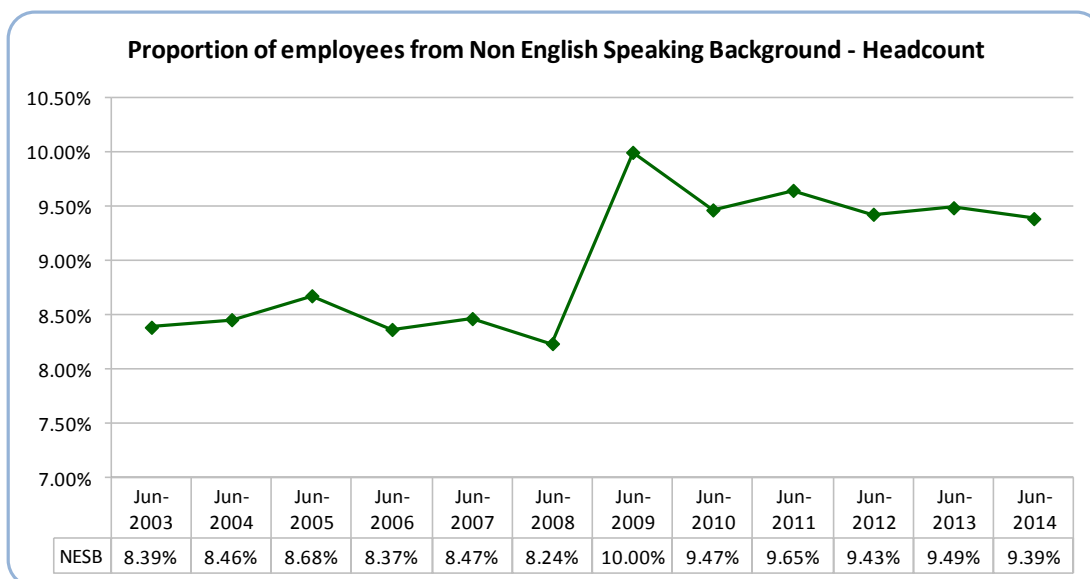
32. Indigenous employment has decreased in the QPS over the past year.

Figure 39



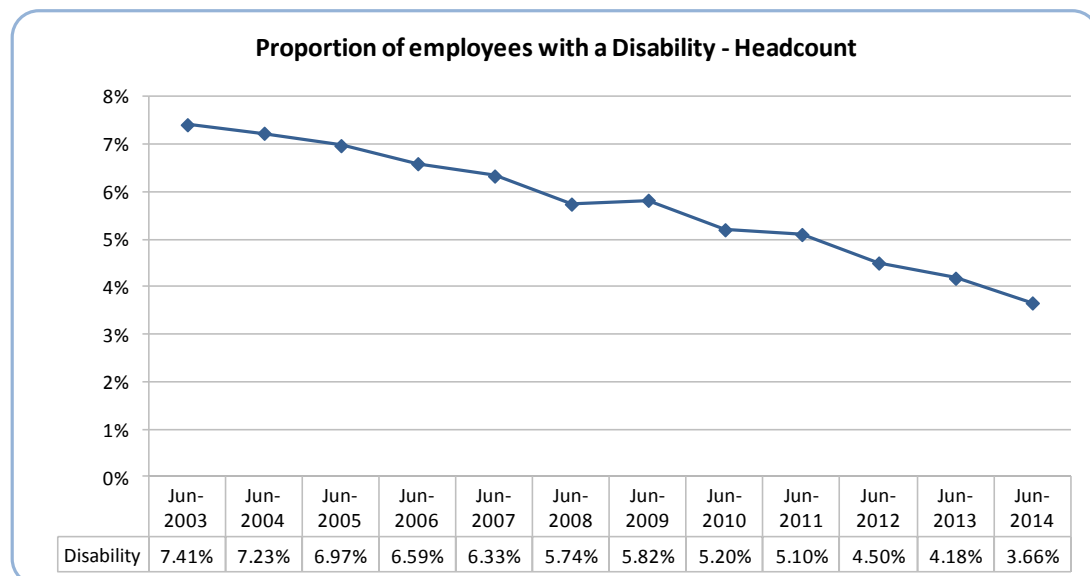
33. The proportion of employees identifying as being from non English speaking backgrounds has increased over the 10 year period. It has been at a fairly steady level of about 9.5% or just under, for the past five years.

Figure 40



34. The proportion of employees who have identified themselves as having a disability has decreased over the past 10 years and is at the lowest level of the time series.

Figure 41



## Definitions of Terms

Term	Definition/Notes
Absenteeism	<p data-bbox="341 349 1485 416">Includes sick leave, miscellaneous special leave, and leave to claim workers' compensation, carers' leave and time absent due to industrial disputes.</p> <p data-bbox="341 450 719 483">Excludes casual employees.</p> <p data-bbox="341 517 1485 618">Average absent full-time days taken per employee is derived from the total number of hours absent divided by the prescribed award hours per day for each employee. This is shown as an annual figure for agencies.</p> <p data-bbox="341 651 1485 752">There is a three month time lag in the collection period to allow the data to settle (eg data reported for the financial year 2013-14 represents leave taken in 12 month period to 31 March 2014).</p>
Age Groups	<p data-bbox="341 797 715 831">5 year age cohorts, namely:</p> <ul data-bbox="395 842 608 1391" style="list-style-type: none"> <li data-bbox="395 842 596 875">• 19 and less</li> <li data-bbox="395 887 603 920">• 20-24 years</li> <li data-bbox="395 931 603 965">• 25-29 years</li> <li data-bbox="395 976 603 1010">• 30-34 years</li> <li data-bbox="395 1021 603 1055">• 35-39 years</li> <li data-bbox="395 1066 603 1099">• 40-44 years</li> <li data-bbox="395 1111 603 1144">• 45-49 years</li> <li data-bbox="395 1155 603 1189">• 50-54 years</li> <li data-bbox="395 1200 603 1234">• 55-59 years</li> <li data-bbox="395 1245 603 1279">• 60-64 years</li> <li data-bbox="395 1290 603 1323">• 65 and Over</li> </ul> <p data-bbox="341 1447 1485 1518">The cohorts may be rolled up to three wider groups, namely less than 30 years, 30-50 years and 50 years and over.</p>

Term	Definition/Notes
AO Equivalent Salary (FTE)	<p>AO Equivalent Salary (FTE) is based on 2 factors:</p> <p>(1) Full-time equivalent (FTE) salaries are based on all employees working their full-time hours and receiving their full-time salary in terms of the relevant award/enterprise bargaining agreement irrespective of the actual hours an employee works.</p> <p>(2) FTE salaries for all employees are grouped according to the salary ranges for each AO classification under the State Government Certified Agreement 2009 (refer to Directive 16/13, <a href="http://www.psc.qld.gov.au/publications/directives/assets/2013-16-Remuneration-for-Certain-Employees.pdf">http://www.psc.qld.gov.au/publications/directives/assets/2013-16-Remuneration-for-Certain-Employees.pdf</a> and page 30 of the Queensland Public Service Award – State 2012 Administrative Stream salary schedule at <a href="http://www.psc.qld.gov.au/publications/directives/assets/2013-16-Salary-Schedules_11072014.pdf">http://www.psc.qld.gov.au/publications/directives/assets/2013-16-Salary-Schedules_11072014.pdf</a>), the salary ranges prescribed for the SO classifications and the classifications equal to and above SES as prescribed by Directives 14/2013 and 12/2013 respectively (refer to <a href="http://www.psc.qld.gov.au/publications/directives/assets/2013-14-Senior%20Officers_Employment_Conditions_superseded.pdf">http://www.psc.qld.gov.au/publications/directives/assets/2013-14-Senior%20Officers_Employment_Conditions_superseded.pdf</a> and <a href="http://www.psc.qld.gov.au/publications/directives/assets/2013-12-SES_Employment_Conditions_superseded.pdf">http://www.psc.qld.gov.au/publications/directives/assets/2013-12-SES_Employment_Conditions_superseded.pdf</a>).</p> <p>Note, this reflects the situation as at the end of the June 2014 quarter, although these Directives, 14/13 and 12/13, have subsequently been superseded.</p>
Annual Salary (FTE)	<p>Full-time equivalent (FTE) salaries are based on employees working their full-time hours and receiving their full-time salary in terms of the relevant award/enterprise bargaining agreement irrespective of the actual hours an employee works. Information on salary is collected as at the snapshot date and is extrapolated over a 12-month period.</p>
ANZSCO (Occupation coding)	<p>ANZSCO (Australian and New Zealand Standard Classification of Occupations) is an industry standard coding system that attributes a six digit code to a position to describe the occupation being performed. This report contains information at the highest summary level.</p>
Appointment Type	<p>Either permanent, temporary, casual or contract (refer to specific definitions for each term).</p>
Average Age	<p>Mean age of all employees.</p>
Average Age of Retirement	<p>Mean age of permanent employees aged 55 years or older who exited from the QPS. Excludes interagency changes such as Machinery of Government movements and mobility movements.</p>

Term	Definition/Notes
Casual Employment	<p>Casual employees are not permanent employees and normally work less than full-time hours as prescribed by the applicable industrial instrument. Casual employment attracts the payment of a loading (as prescribed by the applicable industrial instrument) in lieu of sick and recreation leave.</p> <p>Casual employment is characterised by its ad hoc nature with each engagement standing alone. However, because of historical factors there are instances where employees have been employed as casuals on a regular and systematic basis over a long period of time. This is normally not within the strict definition of the term and many such employees should be properly classified as permanent employees.</p> <p>The difference between casual employment and temporary employment is that casual employment attracts the loading in lieu of sick and recreation leave whereas temporaries will generally receive the same entitlements as permanent employees.</p>
Contract employees	Includes employees of the Senior Executive Service and the Chief Executive Service and those employed under Section 122 of the <i>Public Service Act 2008</i> or similar legislation in other relevant Acts.
Disability	Those employees who have identified themselves as people with a physical, sensory, intellectual or psychiatric disability, whether the disability presently exists or previously existed but no longer exists.
Employment Status	Either full-time, part-time, casual (refer to specific definitions for each term).
Establishment Management Program (EMP)	Since late March 2012, the Public Service Commission has coordinated an Establishment Management Program (EMP). This program supports the government's commitment to introduce better control of establishment numbers and realise savings through greater scrutiny over recruitment decisions.
Full-time	An employee who works full-time hours as specified in the award or agreement under which the employee is engaged.
Full-time Equivalent (FTE)	The hours worked by several part-time or casual employees, added together, may be required to make one full-time equivalent employee.
Headcount	Headcount is based on each data record submitted by an agency representing an individual employee.
Indigenous	Those employees who have identified themselves as people of the Aboriginal race of Australia or people who are descendants of the Indigenous inhabitants of the Torres Strait Islands.
Location	<p>Statistical Areas as defined by the Australian Bureau of Statistics. This is based on the location of an employee's work headquarters.</p> <p><u>Greater Brisbane</u> (ie Greater Capital City Statistical Area) includes statistical areas of: Brisbane – East; Brisbane – North; Brisbane – South; Brisbane – West; Brisbane Inner City; Ipswich; Logan – Beaudesert; Moreton Bay – North; Moreton Bay - South.</p> <p><u>Rest of Queensland</u> includes Cairns; Darling Downs – Maranoa; Fitzroy; Mackay; Queensland – Outback; Toowoomba; Townsville; Wide Bay; Gold Coast; Sunshine Coast.</p> <p>Interstate and overseas employees are excluded.</p>

<b>Term</b>	<b>Definition/Notes</b>
Minimum Obligatory Human Resource Information (MOHRI)	<p>MOHRI data is provided by agencies from their individual human resource information systems to the Public Service Commission on a quarterly basis.</p> <p>This approach was adopted to facilitate strategic management of human resources across the Queensland Public Service.</p> <p>Workforce details of agencies are reported to Government and included in other statistical reports. Public Service Commission Directive 05/2014 specifies the data set which agencies are required to submit to the Public Service Commission. Headcounts and FTE's of employees whose employment status is A (Active) or P (Paid leave for a period greater than eight weeks) are included in the figures.</p> <p>It is important to note that the MOHRI collection is only concerned with employees of agencies and not private sector contractors and/or consultants who may be engaged to undertake specific work and who are not employees.</p>
NESB	Employees who have identified themselves as people who have migrated to Australia and whose first language is a language other than English, and the children of those people.
Part-time	An employee who works less than full-time hours and performs those duties on a regular basis.
Permanent Employment	An employee who is employed on a continuing basis to perform ongoing functions.
Queensland Public Service (QPS)	Includes those agencies and departments who submit MOHRI to the Public Service Commission on a quarterly basis. Excludes Government Owned Corporations.
Separation Rate (QPS)	The number of permanent employees who separate (i.e. exit) from the QPS as a proportion of the total number of permanent employees in the QPS. This figure is expressed as a percentage.
Temporary Employment	<p>Temporary employees are employed for fixed term engagements of specific periods of time. The circumstances for engaging temporary employees are many and include specific budget allocation for particular projects, replacing permanent employees who are absent from their substantive position or assistance required to meet peak workloads.</p> <p>Temporary employees are generally employed on the same conditions as permanent employees as prescribed by the applicable industrial instrument.</p>
Tenure	Length of QPS service in years.
Voluntary Separation Program (VSP)	The Public Service Commission managed the implementation of the former government's Voluntary Separation Program (VSP), introduced as part of the mid-year fiscal and economic review in January 2011. The program was one of a number of measures designed to deliver additional savings and reprioritise spending. It was a service reprioritisation strategy to ensure continued growth in essential service delivery areas. Approximately 4,200 employees across the QPS separated as a result of the program.