

**Finance and Public Administration Legislative Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Prime Minister and Cabinet Portfolio**

**Australian Public Service Commission**

Estimates 2005-06 – Additional Estimates, February 2006

**Question: PM 49**

**Topic: Statistics**

**Senator Evans asked:**

**1. As at December 31, what were total staff numbers in the APS? Is this an increase or decrease from the 133, 596 staff reported at 30 June 2005?**

The June 2005 figure is the most recent available. Since June 2005, Medicare Australia and the Australian Sports Anti-Doping Authority have moved into coverage of the Public Service Act, and no agencies have moved out of coverage. June 2006 data will be available when the State of the Service report is tabled in November 2006.

**2. Can the Commission provide us with details of numbers of AWA's being put in place across the service as at 31 December 2005? If so, please ask for details for the 17 major departments for the last 3 years.**

No, the Commission is unable to provide details on the numbers of AWAs in operation at 31 December 2005, at either the APS or departmental levels. The limited AWA data included in the State of the Service report is restricted to 30 June 2005 and is supplied to the Commission by the Department of Employment and Workplace Relations which has primary responsibility in this area. The Commission does not duplicate data collection on this topic.

The State of the Service report notes that at 30 June 2005 there were 11,823 operative AWAs in the APS.

**3. Can the Commission provide us with details of performance pay arrangements being put in place across the service to 31 December 2005? If so, ask for the following:**

- **How many staff have received performance pay by agency?**
- **What levels are those staff?**
- **What is the gender breakdown?**
- **When are performance bonuses paid?**

The Commission is unable to provide any figures to 31 December 2005 and the data we do collect does not directly match the questions asked, for example we cannot supply gender breakdowns or when bonuses are paid.

The performance pay arrangements data that we are able to supply is limited to 30 June 2005 and is unpublished data derived from the State of the Service agency survey generated specifically for this question on notice.

The first tranche of data provides available Commission information on performance pay arrangements at 30 June 2005, by classification, across all APS agencies with 20 or more employees covered by the *Public Service Act 1999*. The data relates to the payment of performance related bonuses and does not include other possible forms of performance linked remuneration.

The second tranche of data is presented in tabular format. For the 21 large agencies the table shows, by classification, whether a performance bonus system is in place and, where one exists, the number of staff who received a bonus.

**Tranche 1: APS-Wide Statistics—By Classification Level—at 30 June 2005<sup>1</sup>**  
(Source: State of the Service Agency Survey)

***APS 1-6 Staff***

- 34 agencies had a performance-related bonus system for APS 1-6 employees (41%)
- 46 agencies did not (56%)
- 2 agencies were developing bonus system for APS 1-6 employees (2%).

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<sup>1</sup> Data on performance pay is also available in the 2004 Mercer Remuneration Surveys conducted for DEWR. It should be noted that Commission data on performance bonuses is not directly comparable to the data from these surveys for several reasons including that

- the Commission agency survey includes all 82 agencies with 20 or more employees covered by the *Public Service Act 1999* compared to the 47 self-selected agencies in the Mercer surveys
- the agencies participating in the Mercer surveys have a greater propensity to offer performance bonus arrangements (for example, 91% of agencies in the Mercer survey offer performance bonuses to EL 1 staff compared to 54% of agencies in the State of the Service agency survey)
- the two surveys cover different time periods—the Mercer survey covers the 12 months to 31 December 2004 while the State of the Service agency survey covers the 12 months to 30 June 2005.

The total number of APS 1-6 level employees *eligible* to receive bonus payment was 21,770

- this equates to 21% of all APS 1-6 level employees.

The total number of APS 1-6 level employees that *actually received* a bonus payment was 12,510

- this equates to 57% of eligible APS 1-6 level employees and 12% of all APS 1-6 level employees.

### ***EL 1 Staff***

- 44 agencies had a performance-related bonus system for EL 1 employees (54%)
- 37 agencies did not (45%)
- 1 agency was developing a bonus system for EL 1s (1%).

The total number of EL 1 employees *eligible* to receive a bonus payment was 4,991

- 27% of all EL 1 employees.

The total number of EL 1 employees that *actually received* a bonus payment was 3,772

- 76% of eligible EL 1s and 20% of all EL 1s.

### ***EL 2 Staff***

- 53 agencies had a performance-related bonus system for EL 2 employees (65%)
- 27 agencies did not (33%)
- 2 were developing a bonus system for EL2s (2%).

The total number of EL 2 employees *eligible* to receive a bonus payment was 5,843

- 57% of all EL 2 employees.

The total number of EL 2 employees that *actually received* a bonus payment was 4,477

- 77% of eligible EL 2s and 44% of all EL 2 employees.

### ***SES Staff***

- 61 agencies had a performance-related bonus system for SES staff (74%)
- 21 agencies did not (26%)
- no agencies were developing such a system.

The total number of SES employees *eligible* to receive a bonus payment was 1,565

- 74% of all SES employees.

The total number of SES employees who *actually received* a bonus payment was 1,479

- 95% of eligible SES employees and 70% of all SES employees.

## Tranche 2: Bonus Arrangements in Large Agencies

The following table provides unpublished information from the State of the Service agency survey on whether performance bonus arrangements exist and, if so, the number of staff who received a bonus by agency and classification. The table is limited to large agencies as provision of this data in this format may allow for the identification of individual employees in medium and small agencies.

### Performance Pay Bonus Systems and Number of Staff Who Received Bonus—By Classification in Large Agency—At 30 June 2005

Agency	APS 1-6		EL 1		EL 2		SES	
	Bonus system	# of staff who received bonus	Bonus system	# of staff who received bonus	Bonus system	# of staff who received bonus	Bonus system	# of staff who received bonus
ABS	Yes	69	Yes	39	Yes	21	No	-
Customs	Yes	180	Yes	30	Yes	**	Yes	26
ASIC	No	-	Yes	235	Yes	307	Yes	51
ATO	No	-	No	-	Yes	1468	Yes	211
BoM	No	-	No	-	Yes	**	Yes	12
Centrelink	Yes	**	Yes	310	Yes	310	Yes	80
CSA	No	-	Yes	**	Yes	21	Yes	**
CRS	Yes	1493	Yes	88	Yes	15	No	-
DAFF	Yes	**	No	-	Yes	45	Yes	59
Defence	Yes	7357	Yes	1744	Yes	759	Yes	0
DEST	No	-	No	-	No	-	Yes	57
DEWR	Yes	358	Yes	158	Yes	164	Yes	60
FaCS <sup>a</sup>	Yes	0	Yes	15	Yes	47	Yes	46
Finance	Yes	468	Yes	166	Yes	153	Yes	50
DFAT	Yes	225	Yes	71	Yes	39	Yes	186
Health	No	-	Yes	**	Yes	305	Yes	96
DIMIA <sup>b</sup>	Yes	0	Yes	20	Yes	40	Yes	42
Industry	Yes	**	Yes	18	Yes	34	Yes	61
DEH	Yes	**	Yes	159	Yes	124	Yes	34
DOTARS	BD <sup>c</sup>	-	Yes	**	Yes	**	Yes	36
DVA	Yes	1612	Yes	336	Yes	128	Yes	45

Source: State of the Service Agency Survey

<sup>a</sup> Now FaCSIA—Department of Family and Community Service and Indigenous Affairs

<sup>b</sup> Now DIMA—Department of Immigration and Multi-Cultural Affairs

<sup>c</sup> Being Developed

\*\* Data in cells with fewer than 10 staff receiving a bonus is not provided to protect the confidentiality of the individuals concerned.

**4. As at 30 June 2005, indigenous employment in the APS stood at 2.2%. Is the rate of indigenous employment continuing to decline? What was the rate of indigenous employment at 31 December 2005? Does the Commissioner hold a view as to why the rate of indigenous employment is so low? How is the Commission going to now address declining indigenous employment in the APS? I also note you have not set targets for indigenous employment. Why not?**

There has been a drop in Aboriginal and Torres Strait Islander employee numbers in a several agencies including those affected by the ATSI/ATSIC changes. Changes in staff numbers reflect several factors, including recruitment and separation rates. However, some of the employees who have left the APS may have moved to other government or community agencies or moved out of coverage of the Public Service Act whilst continuing in Commonwealth employment in non-APS agencies.

The *APS Employment and Capability Strategy for Aboriginal and Torres Strait Islander Employees* provides for implementation of a range of initiatives aimed at improving the pathways to employment for Indigenous staff and encouraging their retention in the Service. Some specific initiatives include:

*Pathways to Employment*

- National Indigenous Cadetship Programme
- Indigenous Graduate Programme
- Traineeship Programme
- School to Work Programme
- Development of information to assist Indigenous people to apply for APS jobs

*Supporting Employees*

- Career Development Programmes for APS 1-4, APS 5-6 and EL staff
- APS Indigenous employee training fund to assist small to medium sized agencies to provide career development opportunities for their Indigenous employees
- Networks and Forums for Indigenous staff
- Coaching and Mentoring support
- Exchange Programmes to offer Indigenous employees development and progression opportunities

The impact of these initiatives will not be reflected in the APSED statistics until 30 June 2006 at the earliest.

As advised in the State of the Service Report, the representation of Aboriginal and Torres Strait Islander employees working in the APS (2.2%) compares favourably with that in the broader Australian workforce (1.9%). Of all Australians aged between 15-64, 1.4% of the labour force identified as being Aboriginal and/or Torres Strait Islander. It is not considered appropriate to set employment targets, as this has the potential to shift focus away from effective outcomes for employees and clients, and to subvert the merit process in selection exercises.

**5. The recent State of the Service report identified that bullying is on the rise with 17% of APS employees saying they had been bullied or harassed – a 2% increase over the last financial year. Does the Commission have an explanation as to why bullying and harassment appears to have increased? What does the Commission intend to do to address the problem?**

### **Explanation**

At this stage it is not possible to determine that an upwards trend is emerging. To assist in establishing trends on this issue, the Commission will be examining bullying and harassment as part of the 2006 State of the Service employee survey.

### **Action by the Commission**

The Commission considers that developing workplace cultures based on respectful and courteous professional behaviour as required by the Public Service Act's Values and Code of Conduct is the key to addressing harassment and bullying.

The Commission is producing a good practice guide, which will include practical tools for managers and staff to create a culture where bullying and harassment are minimised and to help them address the issues as they arise.

Entitled *Respect, promoting a workplace culture free from harassment and bullying in the APS*, the guide will also support existing initiatives by the Commission and agencies to integrate the values into their professional relationships and business practices. The guide will be completed and published shortly.