

## APPENDIX 3

**Human Resource****3.1 HISTORICAL PROFILE 1993-94 TO 1997-98**

Provided below are human resource statistics showing paid and unpaid staff as at 30 June of each year from 1993-94 to 1997-98. The table presents a summary for all elements of the Attorney-General's Department, and as such includes details for areas which produce their own annual reports, e.g. the Administrative Review Council.

During the period 1 July 1993 to 30 June 1998 there were a number of government decisions involving transfer of functions that had an impact on the staffing levels of the Department. There were also internal restructures which resulted in fluctuations in staff numbers among the various divisions and offices.

The methodology for presenting the historical profile data this year has changed from previous years. In the past, the historical figures were adjusted each year to align with the structure, which existed at 30 June of the reporting year. This adjustment was intended to assist in comparisons across years, although the figures would not necessarily reflect the exact staffing levels of component areas in earlier years. In this year's report the historical data remains unaltered and the 1997-98 figures reflect structural changes adopted during the year, with explanatory notes as necessary. It is intended that this new methodology will continue to be used in future reports. Although this means that direct comparisons across years may not be possible, it will reflect more accurately the staffing levels for previous years.

In relation to the method of recording:

- the tables for paid staff report actual occupancy as at 30 June of each year, so, when an officer was on paid leave as at 30 June and another acted in the position, there are two officers recorded against the one position;
- the tables include staff employed under the *Public Service Act 1922*;
- temporary, casual and part-time staff are included in the statistics. Part-time staff are shown as full-time equivalents, rounded to whole numbers.

**Paid Staff**

	1993-94	1994-95	1995-96	1996-97	1997-98
<b>Departmental Executive</b>					
Secretary and Deputy Secretaries (prior to 1997-98 includes Australian Government Solicitor)	4	4	4	4	3
Support staff	9	9	9	9	6
<b>Legal policy and services</b>					
Civil Law Division	85	103	90	59	57
Criminal Law Division	42	40	33	35	39
Information and Security Law Division (ISLD) (created 3-2-97 from elements of Civil Law Division and the former Security Division and Business Law Division)	-	-	-	34	39
Component areas of ISLD prior to 3-2-97	58	59	68	-	-
Office of International Law	12	12	12	19	22
Office of Legislative Drafting	29	34	33	39	65
Office of Legal Services Coordination (OLSC) (created 1-7-97)	-	-	-	-	6

**Paid Staff (cont.)**

	1993-94	1994-95	1995-96	1996-97	1997-98
<b>Support Group</b>					
Practice Development	54	60	50	55	3
Resources	160	144	124	121	-
Information Technology	194	161	135	127	-
Corporate Services Division (created during 1997-98 from elements of Support Group)	-	-	-	-	159
<b>Australian Government Solicitor</b>					
Executive and support (includes Chief General Counsel)	-	-	-	-	6
Corporate Services	-	-	-	-	13
Business Development (created during 1997-98 from elements of Support Group)	-	-	-	-	54
Business Operations	22	18	15	16	23
ACT Regional Office	41	45	50	55	54
NSW Regional Office	279	254	213	206	144
Vic. Regional Office	152	146	121	141	91
Qld Regional Office	93	91	86	85	69
SA Regional Office	44	44	35	29	25
WA Regional Office	60	49	49	52	42
Tas. Regional Office	27	26	21	18	10
NT Regional Office	19	20	15	16	16
Office of General Counsel (includes Chief General Counsel, except for 1997-98)	38	36	46	44	44
Office of Litigation Business and Commercial	30 59	34 67	33 52	38 65	33 58
<b>Community affairs</b>					
Legal Aid and Family Services (LAFS)	56	57	64	72	69
Insolvency and Trustee Service, Australia (ITSA)	367	307	270	287	244
<b>Community protection</b>					
Australian Protective Service	971	970	946	992	755
Protective Security Coordination Centre (PSCC) (created 22-7-96)	-	-	-	53	59
Law Enforcement Coordination Division (LECD) (previously Office of Law Enforcement Coordination, functions gained 6-2-97)	-	28	38	39	42
<b>Other departmental elements</b>					
Administrative Review Council Secretariat	8	7	6	4	5
Auscript (sold on 26-6-98)	268	282	234	239	85
Joint Thai/Australian ONCB	2	2	2	1	1
<b>Overseas representatives</b> (functions ceased 1-12-96)	2	2	2	-	-
<b>Solicitor-General's staff</b>	3	2	2	2	2
<b>Departmental Total</b>	<b>3 188</b>	<b>3 113</b>	<b>2 858</b>	<b>2 956</b>	<b>2 343</b>

**Unpaid Inoperative Staff**

	<i>1993-94</i>	<i>1994-95</i>	<i>1995-96</i>	<i>1996-97</i>	<i>1997-98</i>
Legal policy and services	52	66	47	42	16
Australian Government Solicitor	44	46	55	46	39
Legal Aid and Family Services	4	2	3	4	4
Insolvency and Trustee Service, Australia	10	15	8	14	14
Protective Security Coordination Centre (created 22-7-96)	-	-	-	-	2
Law Enforcement Coordination Division (functions gained 6-2-97)	-	1	-	1	4
Other departmental elements	22	16	11	18	31
<b>Departmental Total</b>	<b>132</b>	<b>146</b>	<b>124</b>	<b>125</b>	<b>110</b>

## 3.2 STAFF FIGURES AT 30 JUNE 1998

This table is a breakdown of Table 3.1 above as at 30 June 1998 by State and Territory office. It shows staff employed under the *Public Service Act 1922* and reflects full-time equivalent for part-time staff. It also includes temporary and casual staff as well as paid inoperatives and those acting in a higher position at 30 June 1998. Numbers have been rounded to whole numbers. As with Table 3.1, the following table includes details for other departmental elements which produce their own annual reports.

ACT	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Departmental Executive</b>									
Secretary and Deputy Secretaries	3	-	-	-	-	-	-	-	3
Support staff	-	-	-	-	1	1	-	4	6
<b>Legal policy and services</b>									
Civil Law Division	3	3	12	12	6	1	2	18	57
Criminal Law Division	3	2	16	7	1	1	2	7	39
ISLD	3	1	13	11	1	2	-	8	39
Office of International Law	2	1	3	9	1	2	-	4	22
Office of Legislative Drafting	5	-	11	7	4	2	4	32	65
OLSC	1	-	-	3	-	-	-	2	6
Practice Development	-	-	-	-	-	-	1	2	3
Corporate Services Division	3	1	2	1	30	18	46	58	159
<b>Australian Government Solicitor</b>									
Executive and support	2	-	1	-	1	-	-	2	6
Corporate Services	-	-	-	-	3	-	5	5	13
ACT Regional Office	2	3	9	12	2	1	4	21	54
Office of General Counsel	13	4	10	11	-	-	-	6	44
Office of Litigation	6	2	6	10	-	-	-	9	33
Business and Commercial	9	3	17	10	-	-	-	19	58
Business Development	5	2	1	1	19	4	5	17	54
Business Operations	1	-	-	-	4	2	4	12	23
<b>Community affairs</b>									
LAFS	1	2	6	1	7	16	9	27	69
ITSA Secretariat	2	1	3	2	2	2	2	4	18
<b>Community protection</b>									
APS	4	-	-	-	21	1	211	40	277
PSCC	3	-	-	-	19	4	10	23	59
LECD	3	1	-	2	13	8	2	13	42
<b>Other departmental elements</b>									
ARC Secretariat	-	1	1	2	-	-	-	1	5
Auscript	-	-	-	-	1	-	2	13	16
Joint Thai/Australian ONCB	-	-	-	-	1	-	-	-	1
Solicitor-General's staff	1	-	-	-	-	-	-	1	2
<b>Total ACT</b>	<b>75</b>	<b>27</b>	<b>111</b>	<b>101</b>	<b>137</b>	<b>65</b>	<b>309</b>	<b>348</b>	<b>1 173</b>

New South Wales	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Australian Government Solicitor</b>									
NSW Regional Office	9	3	32	31	2	2	15	50	144
<b>Community affairs</b>									
ITSA (NSW/ACT)	1	-	-	-	9	3	23	25	61
<b>Community protection</b>									
Australian Protective Service	-	-	-	-	3	1	136	19	159
<b>Other departmental elements</b>									
Auscript	-	-	-	-	3	3	6	18	30
<b>Total NSW</b>	<b>10</b>	<b>3</b>	<b>32</b>	<b>31</b>	<b>17</b>	<b>9</b>	<b>180</b>	<b>112</b>	<b>394</b>

Victoria	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Australian Government Solicitor</b>									
Vic. Regional Office	7	3	23	28	1	3	2	24	91
<b>Community affairs</b>									
ITSA	1	-	-	-	4	-	24	20	49
<b>Community protection</b>									
Australian Protective Service	-	-	-	-	3	-	56	16	75
<b>Other departmental elements</b>									
Auscript (Vic./Tas.)	-	-	-	-	1	-	4	11	16
<b>Total Vic.</b>	<b>8</b>	<b>3</b>	<b>23</b>	<b>28</b>	<b>9</b>	<b>3</b>	<b>86</b>	<b>71</b>	<b>231</b>

Queensland	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Australian Government Solicitor</b>									
Qld Regional Office	6	-	16	10	2	1	4	30	69
<b>Community affairs</b>									
ITSA	1	-	-	-	6	-	14	24	45
<b>Community protection</b>									
Australian Protective Service	-	-	-	-	2	-	63	8	73
<b>Other departmental elements</b>									
Auscript (Qld/NT)	-	-	-	-	-	-	1	11	12
<b>Total Qld</b>	<b>7</b>	<b>-</b>	<b>16</b>	<b>10</b>	<b>10</b>	<b>1</b>	<b>82</b>	<b>73</b>	<b>199</b>

South Australia	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Australian Government Solicitor</b>									
SA Regional Office	1	-	9	2	1	2	-	10	25
<b>Community affairs</b>									
ITSA (SA/NT)	-	-	-	-	1	2	12	17	32
<b>Community protection</b>									
Australian Protective Service	-	-	-	-	1	-	42	6	49
<b>Other departmental elements</b>									
Auscript	-	-	-	-	-	-	2	4	6
<b>Total SA</b>	<b>1</b>	<b>-</b>	<b>9</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>56</b>	<b>37</b>	<b>112</b>

Western Australia	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Australian Government Solicitor</b>									
WA Regional Office	2	-	9	12	1	1	1	16	42
<b>Community affairs</b>									
ITSA	-	-	-	-	3	-	13	10	26
<b>Community protection</b>									
Australian Protective Service	-	-	-	-	2	-	45	11	58
<b>Other departmental elements</b>									
Auscript	-	-	-	-	-	-	2	3	5
<b>Total WA</b>	<b>2</b>	<b>-</b>	<b>9</b>	<b>12</b>	<b>6</b>	<b>1</b>	<b>61</b>	<b>40</b>	<b>131</b>

Tasmania	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Australian Government Solicitor</b>									
Tas. Regional Office	1	-	3	1	-	-	-	5	10
<b>Community affairs</b>									
ITSA	-	-	-	-	2	-	4	7	13
<b>Community protection</b>									
Australian Protective Service	-	-	-	-	-	-	7	3	10
<b>Total Tas.</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>11</b>	<b>15</b>	<b>33</b>

Northern Territory	SES		Legal staff		SO & equiv.		ASO1-6 & equiv.		Total
	M	F	M	F	M	F	M	F	
<b>Australian Government Solicitor</b>									
NT Regional Office	1	-	5	1	-	1	-	8	16
<b>Community protection</b>									
Australian Protective Service	-	-	-	-	2	-	42	10	54
<b>Total NT</b>	<b>1</b>	<b>-</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>42</b>	<b>18</b>	<b>70</b>
<b>Departmental Total</b>	<b>105</b>	<b>33</b>	<b>208</b>	<b>186</b>	<b>186</b>	<b>84</b>	<b>827</b>	<b>714</b>	<b>2 343</b>

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## 3.3 PART-TIME AND TEMPORARY STAFF AT 30 JUNE 1998

State	Classification group	Part-time staff			Temporary staff		
		M	F	Total	M	F	Total
ACT	Legal staff	4	16	20	11	12	23
	Senior Officer & equivalent	1	3	4	6	-	6
	ASO1-6 & equivalent	4	25	29	26	70	96
NSW	Legal staff	1	6	7	-	-	-
	Senior Officer & equivalent	-	1	1	1	1	2
	ASO1-6 & equivalent	2	5	7	13	11	24
Vic.	Legal staff	-	2	2	1	6	7
	Senior Officer & equivalent	-	-	-	-	1	1
	ASO1-6 & equivalent	3	12	15	-	5	5
Qld	Legal staff	-	-	-	2	1	3
	Senior Officer & equivalent	-	1	1	-	-	-
	ASO1-6 & equivalent	1	3	4	-	20	20
SA	ASO1-6 & equivalent	-	1	1	2	1	3
WA	Legal staff	1	3	4	3	8	11
	ASO1-6 & equivalent	1	6	7	2	7	9
Tas.	ASO1-6 & equivalent	2	3	5	2	5	7
NT	Legal staff	-	-	-	2	-	2
	Senior Officer & equiv	-	1	1	-	-	-
	ASO1-6 & equivalent	3	1	4	3	2	5
<b>Total</b>		<b>23</b>	<b>89</b>	<b>112</b>	<b>74</b>	<b>150</b>	<b>224</b>

## 3.4 SES MOBILITY 1997-98

	Commencements	Separations	Internal promotion/transfer
July	-	2	-
August	-	2	-
September	-	-	-
October	-	2	-
November	-	-	1
December	-	-	-
January	-	2	-
February	-	1	-
March	-	3	6
April	-	-	-
May	-	-	1
June	-	1	-
<b>Total</b>	<b>-</b>	<b>13</b>	<b>8</b>

## 3.5 SUBSTANTIVE SES OFFICERS AS AT 30 JUNE 1998

<i>Band/Gender</i>	<i>ACT</i>	<i>NSW</i>	<i>Vic.</i>	<i>Qld</i>	<i>SA</i>	<i>WA</i>	<i>Tas.</i>	<i>NT</i>	<i>Total</i>
3 Male	3	-	-	-	-	-	-	-	3
3 Female	-	-	-	-	-	-	-	-	-
2 Male	23	-	-	1	-	-	-	-	24
2 Female	3	1	-	-	-	-	-	-	4
1 Male	32	5	6	5	1	1	-	-	50
1 Female	17	1	1	-	-	-	-	-	19
<b>Total</b>	<b>78</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>1</b>	-	-	<b>100</b>

NB: This table does not include SES officers on loan to the Attorney-General's Department.

## 3.6 TRAINING AND DEVELOPMENT PROGRAMS—SUMMARY

Expenditure by the Department on training and development activities in 1997–98 was \$2 079 511. The total number of person days spent in participation by staff in training programs during the year was 6 685. There were 2 631 attendances at training and development activities during 1997–98. A total of 261 approvals were given for staff to undertake studies.

## 3.7 CONSULTANCIES—SUMMARY

The total number of consultants used by the Department during 1997–98 was 90, involving a total expenditure of \$5 217 206. (An additional \$2 589 172 was paid to advertising agencies, market research organisations and media advertising organisations—details at Appendix 12).

## 3.8 PERFORMANCE PAY—SUMMARY

There was no performance pay paid to Senior Executive Service officers of the Department in 1997–98. Performance pay for the 1997–98 financial year will be paid in 1998–99.