

## APPENDIX 6

### STAFFING OVERVIEW

National Library staff are employed under the *Public Service Act 1999*. Conditions of employment are contained in the Library's Certified Agreement 2000–2002, certified in December 2000.

The average full-time staffing level for the year was 500.6. At 30 June 2002 the Library had 430 full-time and part-time ongoing staff, and 68 full-time and part-time non-ongoing staff.

- ▶ **Table 1** shows staff distribution by Division at 30 June.
- ▶ **Table 2** shows paid full-time, part-time and non-ongoing staff by classification and gender as at 30 June.
- ▶ **Table 3** provides details of Senior Executive Service staff movements.
- ▶ **Table 4** provides Equal Employment Opportunity data.
- ▶ **Table 5** provides details of staff training (in person days).

**TABLE 1**

Staff distribution by Division at 30 June

Division	Ongoing		Non-ongoing		June 2002	June 2001
	Full-time	Part-time	Full-time	Part-time	Total	Total
Office of the Executive and Coordination Support	14	2	1	0	17	16
Collections Management	147	21	5	4	177	195
Aust. Collections & Reader Services	90	8	7	11	116	122
Resource Sharing	37	2	11	1	51	50
Information Technology	33	1	4	5	43	42
Public Programs	40	5	2	1	48	51
Corporate Services	38	7	1	0	46	53
<b>TOTAL</b>	<b>399</b>	<b>46</b>	<b>31</b>	<b>22</b>	<b>498</b>	<b>529</b>

**TABLE 2**

Paid full-time, part-time and non-ongoing staff by classification and gender at 30 June

Category	Ongoing				Non-ongoing				Total 2002		Total 2001	
	Full-time		Part-time		Full-time		Part-time		Male	Female	Male	Female
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Stat Office Holder		1								1		1
SES Band 2	1								1		1	
SES Band 1	2	5							2	5	2	5
Executive Level 2	16	17				1			16	18	16	15
Executive Level 1	26	29	1	2	1	1		1	28	33	29	32
APS 6	26	46	1	8	1	2			28	56	28	64
APS 5	11	50		14	1	2	3	2	15	68	21	51
APS 4	8	37		5	2	2	1		11	44	10	51
APS 3	17	44	1	4	1	2		2	19	52	19	49
APS 2	16	43		9	6	8	5	8	27	68	25	82
APS 1	1	3		1	0	1			1	5	10	18
<b>TOTAL</b>	<b>124</b>	<b>275</b>	<b>3</b>	<b>43</b>	<b>12</b>	<b>19</b>	<b>9</b>	<b>13</b>	<b>148</b>	<b>350</b>	<b>161</b>	<b>368</b>
<b>GRAND TOTAL</b>	<b>399</b>		<b>46</b>		<b>31</b>		<b>22</b>		<b>498</b>		<b>529</b>	

This table is based on paid employees.

SES Senior Executive Service

APS Australian Public Service

**TABLE 3**

Senior Executive Service (SES) staff movements

There were no SES staff movements during 2001–02.



**TABLE 4**

Staff by EEO groups and APS classifications at 30 June

Classification	Male	Female	Total	INDG <sup>a</sup>	PWD <sup>a</sup>	CLD
Stat Office Holder		1	1			
SES Band 2	1		1			
SES Band 1	2	5	7			1
Executive Level 2	16	18	34	1	1	
Executive Level 1	28	33	61		1	10
APS 6	28	56	84		3	21
APS 5	15	68	83		3	17
APS 4	11	44	55	1	1	10
APS 3	19	52	71		4	16
APS 2	27	68	95	1	2	23
APS 1	1	5	6	1	2	2
<b>TOTAL</b>	<b>148</b>	<b>350</b>	<b>498</b>	<b>4</b>	<b>17</b>	<b>100</b>

<sup>a</sup> Data for EEO groups is based on voluntarily supplied information provided by staff.

EEO	Equal Employment Opportunity
APS	Australian Public Service
INDG	Indigenous
PWD	People with disabilities
CLD	Culturally and linguistically diverse background, first and second generations

### Staff training

The Library continued its use of Personal Development Plans (PDP) for staff as the primary mechanism for determining general staff training needs. During the year, 998 PDP training requests were received, with 100 per cent of applicants offered training. The combined outlay on training and development was \$253 964.

**TABLE 5**

Training days (in person days)

Classification	Female	Male	Total
Senior Executive Service	7	5	12
Executive Level 1-2	171	150	321
APS 5-6	415	210	625
APS 1-4	526	87	613
<b>TOTAL</b>	<b>1119</b>	<b>452</b>	<b>1571</b>

