



BSL

Workforce Census 2016

Data to be entered - as at June, 30 2016

Council Name:									
Contact Officer:					Phone Number:				
Employment Numbers									
Please list the total number of employees currently employed within council - including all full time, part time, and casual employees; and including all employees covered by common law agreements.									
(a) Is your CEO employed under a common law agreement/fixed term contract;					Yes <input type="checkbox"/>		No <input type="checkbox"/>		
(b) Does the CEO's contract exempt him/her from Award Coverage?					Yes <input type="checkbox"/>		No <input type="checkbox"/>		
(c) What Gender is your CEO?					Male <input type="checkbox"/>		Female <input type="checkbox"/>		
(a) How many senior executive employees do you currently employ under common law agreements /fixed term contracts?					Male:		Female:		
(b) Of these senior executive employees on common law agreements / fixed term contracts, how many are also exempted by the award?									
<i>Note: As per Local Gov Act - A senior executive employee, of a local government, is an employee of the local government: (a) who reports directly to the chief executive officer; and (b) whose position ordinarily would be considered to be a senior position in the local government's corporate structure</i>									
How many managers/directors (excluding CEO & senior executives) are employed under common law agreements/fixed term contracts?					Male:		Female:		
Number- please count each employee only once									
Award		Full Time Employees		Part Time Employees		Casual Employees		Trainees & Apprentices	
		Males	Females	Males	Females	Males	Females	Males	Females
Queensland Local Government Industry Award, 2014 – All EMPLOYEES- including all Executive Staff (even if employed under common law agreements/fixed term contracts)									
General Stream									
Administrative, technical, community service, supervisory and managerial (Indigenous Councils) Group									
Administrative, technical, community service, supervisory and managerial (Other than Indigenous Councils) Group									
Aged care services (other than Nursing) Group									
Building Trades Group									
Clerical Employees Group									
Engineering & Electrical/Electronic Group									
Health Service Officers Group									
Health Sport & Fitness									
Hospitality Group									



Operations Group								
Theatrical Group								
Tour Guides Group								
Children's Services and Early Childhood Education Stream								
Nursing Stream								

Wage Rate Levels

Award	Payable Rate	Council Rate
		<i>(Including EB increases and over award payments, but excluding allowances)</i>
LGIA Award: General Stream – Administration Group	Level 2.1	\$ / week
	Level 4.1	\$ / week
	Level 6.1	\$ / week
LGIA Award: General Stream – Operations Group	Level 5	\$ / week

Age Profile of Staff

(note: the total of this Age Profile section should = the Total Number of Employees listed in Question One)

Please indicate the total number in each age group for Professional & Administrative Officers

16 – 20 years	21-29 years	30 - 44 years	45 – 55 years	56 + years

Please indicate the total number in each age group for Operational & Trade Employees

16 – 20 years	21-29 years	30- 44 years	45 – 55 years	56 + years

Human Resource Staffing Levels

Please list the total number of employees currently employed within the HR department (excluding payroll, OH&S, work cover and casual employees)

Is your senior HR Executive a member of the senior management team of Council?

Yes

No

Retirement Rate

Please list the **total number of retiring employees** (excluding casuals) whose employment ceased during the 12 month period being reported

Turnover Rate

Unplanned Turnover: Please list the total number of employees (excluding casual, limited tenure, redundant and retiring employees) whose employment ceased during the 12 month period being reported



In which areas have you experienced the greatest turnover of staff (please identify key occupational areas)	
a)	
b)	
Please list the total number of new entrants to your workforce (including full time, part time, casual) during the 12 month period being reported	

Union Membership	Employees		
	Professional & Administrative Officers	Operational Employees	Trade/ Other
The number of employees who have union membership fees deducted from their pay			

Where possible please complete the following questions on target groups – your person responsible for collecting and reporting on EEO statistics may be able to help with this section. If you do not have available data, please leave blank

PARTICIPATION RATE: TARGET GROUPS	
Please list the number of employees currently identifying as:	
➤ Aboriginal and Torres Strait Islander (ATSI)	
➤ Australian South Sea Islanders (ASSI)	
➤ Non English Speaking Background (NESB) (that is an individual who has migrated to Australia and whose first language is a language other than English, and the children of this individual)	
➤ Disabled (that is a person who has undergone an independent assessment by a qualified third party such as a GP, OT, Psychiatrist etc)	

ACTION PLANS: TARGET GROUPS		
➤ Do you currently have a formal indigenous employment strategy in place at the moment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Do you currently have a formal disability action plan in place at the moment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DEFENCE RESERVE		
Is your council formally recognised as a Defence Reserve "Supportive Employer"	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many of Council employees are in the Defence Reserve		

If you have any queries or problems filling in this questionnaire, please do not hesitate to call Gabrielle Dorward: phone 3000 2129

Please complete and return to the Local Government Association of Queensland Inc by 31 July, 2016

Save as an attachment and email to: gabrielle_dorward@lgaq.asn.au

THANK YOU