

Topic: Staffing

Key points at a glance

- 30 September 2022 - 106.01 FTE ongoing staff.
- 30 September 2022 - total headcount of 122.
- 30 September 2022 - twelve non-ongoing staff and one Labour Hire Contractor.
- The ACNC has an ASL cap (agreed with ATO) of 120 and manages staff within affordable budget. At 30 September 2022 - tracking at 108.68 for the rolling 12 months.
- The overall engagement of staff has remained stable at 78% with no variance since the previous Census.
- Retention for 2021-22 year is 80.5% (Turnover 19.5%)

Staffing Statistics

Table 1: FTE by team includes all ongoing APS employees in the ACNC and excludes non-ongoing staff.

Directorate	30 September 2022 FTE employees*	30 June 2022 FTE Employees*	30 June 2021 FTE Employees*
ACNC Executive	5	4	5
Advice Services	12	13	17
Commission Review Program	2	0	0
Compliance	18.8	18.62	20.22
Corporate Services	2.87	4.87	5
Deductible Gift Recipient Reform	10.71	11.71	5.81
Education & Public Affairs	8	6.92	5.92
Information Technology	8	6.61	7
Legal & Policy	6.97	6.97	6.2
Registration	25.66	23.8	19.07
Reporting & Red Tape Reduction	6	5	6
Grand Total	106.01	101.5	97.22

- These figures take into account part time arrangements and staff on paid and unpaid long-term leave.

Table 2: Headcount by Employment Type

Employee type	30 September 2022 *	30 June 2022*	30 June 2021*
Statutory appointee	0	1	1
Ongoing in the workplace (including those from the ATO)	108	104	99
Non-ongoing	12	16	18
Secondment from other Government Agencies	1	1	0
Total	122	122	118

- These figures count a part time employee as one (1) headcount and includes staff on paid and unpaid long-term leave

Table 3: Headcount by APS Classification (including Higher Duties):

Employee by pay scale classification	30 September 2022	30 June 2022	30 June 2021
APS 3	1	1	0
APS 4	20	19	19
APS 5	23	25	28
APS 6	40	38	33
EL1	30	31	29
EL2	3	3	3
EL2 H	3	3	3
SES1	1	1	1
SES2 (Acting Commissioner)	1*	0	1*
Commissioner	0	1	1
Total	122	122	118

- The SES2 position is due to the backfilling of the Commissioners role and is not permanent in the structure.
- We currently have twelve non-ongoing staff that are engaged for specific terms across the ACNC to supplement the ongoing workforce for measures that are temporarily funded, including government initiatives such as Deductible Gift Recipient reform measures, Commission Review Program and Modernising Business Registers.
- We have one additional specialist project role responsible for the development of online learning packages to build capability in the sector which is filled using labour hire.

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- We monitor our budget position and make staffing decisions according to business priorities and funding capacity.

Culture Vision and Action Plan

- [The ACNC Culture Vision for 2022-2025](#) has been released, with a commitment to collaboration and service captured by the idea of One ACNC.
- The cultural traits are Shared Purpose, Continually Evolving, People Belong and Supported and Connected.
- This plan has been developed by staff and has a commitment to how we will engage with the sector in accordance with our Regulatory Approach Statement and Stakeholder Engagement Framework.
- ACNC staff commit to working together and with the sector to create a positive, safe and productive environment for staff, charities and stakeholders.

APSC Employee Census

- APSC 2022 Employee Census was open between 9 May 2022 and 10 June 2022 for staff to submit information in relation to their APS employment. 80% of ACNC staff participated.
- The results in the 2022 Census Highlights Report were provided to all staff, with ACNC-wide discussions being held throughout September 2022. The ACNC has opted in to releasing the results publicly, with results being published on the APSC website and the ACNC website in November 2022.
- The overall engagement of staff has remained stable at 78% with no variance since the previous Census.
- 96% of staff have a clear understanding of how their roles contribute to achieving outcomes for the Australian Public and strongly believe in the purpose and objectives of the ACNC.
- 91% of staff rate the ACNC's success in meeting goals and objectives. This has increased from 79% in the last census.
- An action plan with three key priorities areas (innovation, staff consultation and diversity, inclusion, and wellbeing) has been developed in consultation with staff and will be implemented over the upcoming year.

Commencements and gains

- There was a total of 9 commencements* and gains# in the ACNC between 1 July and 30 September 2022. This includes both ongoing and non-ongoing staff.
- In the year ended 30 June 2022 there were a total of 31 commencements and gains.

*Commencements are staff who have joined the ACNC from recruitment processes that were advertised externally.

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#Gains are staff who have joined the ACNC from other APS Agencies including the ATO.

Separation and loss rate comparisons

- There was a total of 5 separations* and losses# between 1 July and 30 September 2022 of ongoing and non-ongoing staff.
- In the year ending 30 June 2022 there were a total of 27 separation and losses.

*Separations are staff that have permanently left the Australian Public Service including resignations and the end of contracts.

#Losses include ongoing ACNC staff who are promoted or transfer to other APS Agencies and staff returning to the ATO after a period of higher duties with the ACNC.

Staff retention

Table 4: ACNC staff retention and turnover rates

Financial Year	Retention Rate	Turnover Rate
2021-2022	80.5%	19.5%
2020-2021	91.5%	8.5%
2019-2020	77.1%	22.9%
2018-2019	92.1%	7.9%
2017-2018	77%	23%
2016-2017	85.5%	14.5%
2015-2016	68%	32%
2014-2015	88%	12%
2013-2014	76%	24%

Recruitment

- ACNC staff are employed under the *Public Service Act 1999* by the Commissioner of Taxation, specifically for the purpose of assisting the ACNC

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Commissioner, and are therefore also bound by the employment conditions of ATO employees.

- There are three recruitment processes that have recently been finalised in the ACNC. This does not include filling of vacancies using candidates from Order of Merits, ATO Temporary Employment Register, the ATO Mobility Register or internal expression of interests.

Table 5: Recruitment processes that closed between 1 July and 30 September 2022 include:

Role	Level	Date Advertised
Advice Services Officer	APS 4	1 July 2022
Communications and Media Officer	APS 6	1 August 2022
Law Interpretation Specialist	EL1	14 September 2022

- For the 2021-22 year there were a total of 27 externally advertised recruitment processes completed.

Diversity and inclusion

- The ACNC promotes an environment where the cultures, backgrounds, and experiences of our employees are recognised and valued.
- We actively support the ATO Diversity & Inclusion Plan 2024 which includes a focus on:
 - Aboriginal & Torres Strait Islander people
 - Age inclusion
 - Cultural and linguistic diversity
 - Disability and neurodiversity
 - Gender equality (non-binary, female and male)
 - Lesbian, gay, bisexual, trans/transgender and intersex (LGBTI+) people.
- The ACNC has an Aboriginal and Torres Strait Islander Communities Engagement Strategy that sets out our commitment to working with these communities and guides related activities.
- The ACNC has two dedicated Aboriginal Liaison Officer positions within the Advice directorate.
- Currently 5% of our staff identify as Aboriginal or Torres Strait Islander First Nations people.

Flexible working conditions

- A number of staff utilise more traditional flexible working conditions. Figures provided below are as at 30 September 2022, noting staff on long term leave have been removed:
 - Part time Arrangement – 17 Staff (14.9%)
 - Purchase Leave – 19 Staff (16.6%)
 - Compressed Working Hours – 4 Staff (3.5%)
 - Work from Home Agreement – 105 Staff (92.1%)
- The ACNC has adopted a hybrid working model allowing staff to work from home up to 60% of the time by agreement with their manager (subject to meeting operational requirements).