

## Ministerial Brief

Department of Lands Planning and the Environment  
Staffing Numbers Report – October 2012

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**FULL-TIME EQUIVALENT (FTE) <sup>1</sup>**

Employment Categories	Pay Period 5 29 August 2012		Pay Period 9 24 October 2012		Variation
	DLP	DLP (excl. Transp)	DLPE	DLPE (excl. EPA)	DLPE (excl. EPA) minus DLP (excl. Transport)
- Permanent	449	221	248	223	+ 2
- Contract (incl. ECOs)	96	67	73	61	- 6
- Casuals	18	0	0	0	0
<b>Total FTE <sup>2</sup></b>	563	288	321	284	- 4
Part Time <sup>3</sup>	35	10	14	10	0

**HEADCOUNT <sup>4</sup>**

Employment Categories	Pay Period 5 29 August 2012		Pay Period 9 24 October 2012		Variation
	DLP	DLP (excl. Transp)	DLPE	DLPE (excl. EPA)	DLPE (excl. EPA) minus DLP (excl. Transport)
- Permanent	479	236	268	239	+ 3
- Contract (incl. ECOs)	108	72	81	69	- 3
- Casuals	45	0	0	0	0
<b>Total Headcount</b>	632	308	349	308	0
Part Time <sup>3</sup>	72	15	20	15	0

**Explanation of reporting**

Figures include staff on paid leave such as long service, maternity or sick leave.

1. FTE figures represent the portion of hours staff work, compared to full-time hours of 36.45 hours per week (eg. an employee working 4 out of 5 days is 80% of an FTE).
2. Total FTE for the department involves adding together all FTE figures (eg. two staff working 50% equates to 1 FTE).
3. Part Time staff are employed under casual, permanent or contract arrangements and are included in each Employment Category, however are also reported separately for information.
4. Headcount figures represent the number of individuals employed by the department regardless of whether they work full-time or less. Headcount figures will always be higher than FTE figures as they represent people, not hours worked.