

# Reporting against other statutory requirements

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## ACIAR Values

We are committed to partnerships that:

- help reduce poverty
- respect each other's values, cultures and laws

In our work we believe in:

- open, honest communication that is personally and culturally sensitive, within and beyond ACIAR
- scientific and professional excellence to guide decision making
- innovation and creativity within the context of the APS values
- efficient use of resources

As an organisation we value:

- the commitment of our people and partners to the mission and work of ACIAR
- integrity, consultation, professionalism, fairness and ethics
- a satisfying workplace

# Management of human resources

## Snapshot of ACIAR staff as at 30 June 2008

Staff employed under the PS Act	44* FTE: 40.55
Median length of APS service	5 years
Median age	51
Women as % of total	64.1%
NESB staff as % of total	18.2%
Part-time staff as % of total	22.7%
Non-ongoing staff as % of total	36.4%
Employee turnover for 2007–08	33.9%

\* excludes 3 inoperative employees

## Performance Management

ACIAR's performance management scheme operates on a three-point rating scale and employees who are rated as 'meets expectations' or 'exceeds expectations' in the annual performance assessment receive an increment (where they are not on top of a salary range). In the cycle concluded in June 2008 there were 40 completed assessments. Twenty-four employees were rated as 'meets expectations' and 14 as 'exceeds expectations', with two employees rated as being between meeting and exceeding expectations. Of the 40 employees rated as meeting expectations or higher, 13 were advanced one salary point.

## ACIAR four-year perspective

*Staff employed under the Public Service Act 1999*

	2004–05	2005–06	2006–07	2007–08
Staff at 30 June	45	48	48	44
Staff (FTE)	42.04	44.44	43.84	40.55
Base salaries	\$3,159,222	\$3,483,490	\$3,579,420	\$3,628,500
Cessations	12	6	13	17
Staff turnover	26.7%	12.8%	25.3%	33.9%
Women	51.1%	47.9%	54.2%	61.4%
Part-time	20%	20.8%	20.8%	22.7%
Non-ongoing	26.7%	31.3%	33.3%	36.4%
Learning & development activities	\$44,158	\$66,793	\$60,507	\$59,489

*Overseas staff*

	2004–05	2005–06	2006–07	2007–08
Staff (FTE)	20.5	20.5	20.5	20.5
Base salaries	\$440,224	\$575,523	\$664,683	\$690,678
Learning & development activities	\$8,990	\$5,344	\$11,624	\$17,257

## Organisation Bonuses

Employees rated as ‘meets expectations’ or higher in the performance cycle, who have worked for ACIAR for at least nine months and who were still employed by ACIAR on 30 June 2008, received a bonus of \$2000 in recognition of ACIAR’s achievements against the 2007–08 Annual Operational Plan. Part-time employees received a pro rata payment based on hours worked. Forty employees received the performance bonus with payments totaling \$70,471.

Classification*	No. of employees	Aggregated amount	Average bonus payment
APS2-4	11	17,300	1,580
APS5-6	10	18,425	1,843
EL1-EL2	8	12,666	1,583
RPM Group, incl CoD1	11	22,000	2000
Total	40	70,471	1,751

\* Due to the small number of staff employed, including some classification levels with less than five employees, classifications have been aggregated to ensure that payments to individuals cannot be identified.

## Learning and Development

In 2007–08 ACIAR spent \$76,746 on external training for its Canberra-based employees, which averages at \$1,257 per employee. This expenditure does not take into account the attendance of Research Program Managers at work-related conferences and seminars in Australia and overseas. ACIAR continues to provide substantial study assistance for formal study and employees are encouraged to take up broader development opportunities to enhance their skills.

## Occupational Health and Safety

There were no accidents or dangerous occurrences giving rise to issue of any formal notices or directions under the *OHS (Commonwealth Employment) Act 1991*.

ACIAR provides access to an Employee Assistance Program that provides free professional counselling services and career/personnel planning to ACIAR employees and their families, assistance to line managers in the form of the Manager Assist program, and mediation services.

ACIAR promotes and encourages a healthy lifestyle by providing access to annual health assessments, subsidising healthy lifestyle initiatives, arranging annual flu injections and providing pre-travel assessments by a qualified medical practitioner for overseas travellers which includes vaccinations and medical kits.

ACIAR engages a qualified workplace assessor to conduct ergonomic assessments for new employees and employees who experience discomfort at their workstation. Modifications are made to work practices and work areas as required and this has resulted in less work-related physical ailments among employees.

## Workplace Diversity

During this reporting period ACIAR developed and implemented its Reconciliation Plan, which was accepted by Reconciliation Australia and placed on their website on 31 August 2007.

ACIAR’s workforce statistics for the past three years are below.

## Comparison of Workforce Statistics against Service-wide Figures

Category	30 June 2005		30 June 2006		30 June 2007	
	APS	ACIAR <sup>1</sup>	APS	ACIAR <sup>2</sup>	APS	ACIAR <sup>3</sup>
Ongoing	92.5%	75.6%	92.2%	75.6%	92.3%	66%
Non-ongoing	7.5%	24.4%	7.8%	24.4%	7.7%	34%
Full time	88.7%	80%	88.7%	80%	88.3%	78.7%
Part time	11.3%	20%	11.3%	20%	11.7%	21.3%
Women	54.2%	53.3%	55.8%	53.3%	56.6%	55.3%
ATSI	2.3%	0%	2.1%	0%	2.1%	0%
NESB1	5.5%	13.3%	5.7%	13.3%	5.8%	12.8%
PWD	3.9%	0%	3.6%	6.4%	3.3%	6.4%
Under 25	4.0%	4.4%	4.5%	4.4%	5%	8.5%
25–34	25.1%	13.3%	24.8%	13.3%	24.9%	12.8%
35–44	30.5%	15.6%	30%	15.6%	29.1%	19.1%
45–54	30.3%	26.7%	30.1%	26.7%	29.8%	29.8%
55 and over	10.1%	40%	10.6%	40%	11.2%	29.8%
APS1–2	5.1%	2.2%	4.5%	2.2%	5%	2.1%
APS3–4	35.6%	33.3%	36%	33.3%	34.8%	29.8%
APS5–6	34.1%	17.8%	33.8%	17.8%	33.7%	21.3%
EL	22.6%	44.5%	23%	44.5%	23.7%	40.4%
SES <sup>4</sup>	1.6%	2.2%	1.7%	2.2%	1.7%	2.1%
Graduate/ trainee	1%	0%	1.1%	0%	1.1%	4.3%

### Commonwealth Disability Strategy (CDS)

ACIAR is committed to ensuring that all people seeking employment have fair access to employment opportunities. Applicants with disabilities are encouraged to identify

their disability when applying for vacancies and ACIAR's Recruitment and Selection Policy provides advice to selection panels on making provision for the needs of these applicants. People seeking employment with ACIAR can find guidance and assistance on the recruitment page of ACIAR's website.

<sup>1</sup> Based on 45 APS employees, excluding the Director

<sup>2</sup> Based on 47 APS employees, excluding the Director

<sup>3</sup> Based on 43 APS employees, excluding the CEO

<sup>4</sup> ACIAR has one Chief of Division Grade 1, which is equivalent to SES band 1

## Productivity Savings – Certified Agreement

ACIAR estimated that the 3.5% salary increase to be paid in the third year of the Certified Agreement would equate to a cost of \$442,746. During 2007–08, savings of \$505,481 were achieved through:

- movement of employees from full time to part time;
- positions being filled at lower levels or at lower salary points;
- positions being vacant for periods of time;
- savings on employer superannuation contributions;
- abolishing leave banking for program managers; and
- more efficient travel arrangements.

A table showing the comparison of costs and savings over the three years of the Agreement is below.

	Year 1 2005–06	Year 2 2006–07	Year 3 2007–08
Projected cost	\$155,236 (4% increase)	\$294,366 (3.5% increase)	\$348,746 (3.5% increase)
Actual savings	\$285,055	\$448,146	\$505,481
Net savings	\$129,819	\$153,780	\$62,988

A breakdown of staff numbers in each broadband at 30 June 2008 is in Appendix 4.

## New Collective Agreement

Negotiations for a new collective agreement commenced in December 2007 and following changes to the procedures for workplace bargaining which were implemented in March 2008 after the change of government, the modified draft Collective Agreement was accepted by employees in June 2008.

## Sick Leave and Absenteeism

ACIAR's sick and personal leave usage is provided with figures for the previous two years for comparison purposes. The use of sick leave and carer's leave reduced significantly in 2007–08.

Category	Type of leave	2005–06	2006–07	2007–08
1	Paid or unpaid sick leave	343.42 days (2.95% of available working days)	451.2 days (3.91% of available working days)	383.4 days (3.58% of available working days)
2	Paid or unpaid personal leave	73.11 days (0.63%)	56.4 days (0.49%)	46.3 days (0.43%)
Total		416.53 days (3.57%)	507.6 days (4.4%)	429.7 days (4.02%)

# External scrutiny and auditing

## Judicial decisions and decisions of administrative tribunals

There were no decisions made at either the judicial or administrative tribunal level during the 2007–08 financial year that impacted on ACIAR. No impending decisions relating directly to ACIAR are outsourced or pending.

There are no significant developments relating to the increasing of, limiting of, or other changes to external scrutiny arrangements.

## Reports by the Auditor General and the ANAO

The only ACIAR-specific audit completed in 2007–08 was of the 2006–07 financial statements, (unqualified).

Through its Audit Committee the Centre looks at the findings and recommendations of relevant Australian National Audit Office (ANAO) reports for their applicability to ACIAR. These audits include the following across agency audits:

- Audit Report No. 7 – The Senate Order for the Departmental and Agency Contracts (Calendar Year 2006);
- Audit Report No. 32 – Management of Recruitment in the Australian Public Service;
- Audit Report No. 37 – Management of Credit Cards; and
- Audit Report No. 41 – Management of Personnel Security – Follow-up Audit.

The Audit Committee also examines Better Practice Guides issued by the ANAO in regard to their applicability to improve systems and processes. Reports of interest were:

- Developing and Managing Internal Budgets, and
- Internal Audit in the Public Sector.

## Purchasing and tendering compliance

### Purchasing

ACIAR complies with the *Commonwealth Procurement Guidelines* and the objectives of Commonwealth Procurement. The Centre applies value for money as the core principle in the procurement process, consistent with section 4 (4.1) of the Guidelines. ACIAR's Chief Executive Instructions include details on delegations, the spending of public moneys and dealing with public property. These instructions have been developed in accordance with the *Commonwealth Procurement Guidelines*, the *Environmental Purchasing Guide* and various Finance Circulars.

Most of ACIAR's procurement falls into either: Exemption 5 – procurement for the direct purpose of providing foreign assistance, or Exemption 6 – procurement of research and development services, but not the procurement of inputs to research and development undertaken by the agency, as outlined in Appendix B: Exemptions from mandatory Procurement Procedures, *Commonwealth Procurement Guidelines*.

These contracts and agreements, under Exemption 5 and 6 include: contracts for scoping and feasibility studies; appraisals relating to project design, monitoring and evaluation of programs or projects; project implementation; procurement of goods and services for projects; agreements with NGOs, other governments and international agencies; follow-up activities including workshops to disseminate project outcomes; and post-project assessments and reviews.

In relation to project activities the Centre:

- publishes an Annual Operational Plan that includes areas of priority for research, developed in consultation with partner countries; and
- disseminates this to research providers, both within and outside Australia, inviting suitable experts to submit ideas and develop these in consultation with ACIAR’s Research Program Managers.

### Competitive Tendering

Open purchasing (over \$80,000) involving tendering was carried out during 2007–08. One involved a restricted tender, two were exempt under the procurement guidelines and one was conducted following an approach to the market. ACIAR did not let any contracts for \$80,000 or more that did not provide the Auditor General access to a contractor’s premises. No contracts were let in excess of \$10,000 that were exempted from publication in AusTender due to Freedom of Information exemptions.

Purchasing activities are subject to the provisions of the Chief Executive’s Instruction (CEI 6.02 Procurement) relating to procurement.

In accordance with the *Commonwealth Procurement Guidelines*, ACIAR prepared an Annual Procurement Plan for 2007–08 and this was published on AusTender.

### Consultants and Contracts

The policies and procedures for selecting consultants, and approving expenditure for them, are set out in the Chief Executive’s Instructions. The procurement method is determined having regard to the nature of the work involved and the broad cost thresholds set out in the Chief Executive’s Instructions.

ACIAR’s reporting against the Senate Order of 20 June 2001 requiring departments and agencies to list contracts entered into with a value of more than \$100,000, that were still to be concluded or had been concluded during the previous 12 months, is available on the ACIAR website and reported separately to that outlined below.

During 2007–08 seven contracts for consultancies were entered into, involving expenditure of \$141,945. The aggregate value of these contracts was \$166,424 (refer to Table 1) and compared to \$246,200 in 2006–07.

In addition to these consultancies, ACIAR had a large number of aid/research contracts to

**Table 1 Consultancy contracts 2007–08**

Consultant name	Description	Contract price	Selection process <sup>1</sup>	Justification <sup>2</sup>
Dr William Winter	Expert advice on ACIAR’s possible involvement in Zimbabwe.	\$13,200	Direct Sourcing	Need for specialised or professional services
Deua Consulting	Provide expert IT advice on ACIAR’s infrastructure & applications	\$11,000	Direct Sourcing	Need for specialised or professional services
Mr Philip Young	Evaluate for R&D investment into NW China	\$63,885	Direct Sourcing	Need for specialised or professional services
Mr David Marston	Evaluate for R&D investment into NW China	\$48,632	Direct Sourcing	Need for specialised or professional services

**Table 1 Consultancy contracts 2007–08 continued...**

Consultant name	Description	Contract price	Selection process <sup>1</sup>	Justification <sup>2</sup>
Prof Xiande Li	Evaluate for R&D investment into NW China	\$11,266	Direct Sourcing	Need for specialised or professional services
Prof Jinxia Wang	Evaluate for R&D investment into NW China	\$9,022	Direct Sourcing	Need for specialised or professional services
Mr John Schiller	Provide advice to ACIAR on CARF Project	\$9,419	Direct Sourcing	Need for specialised or professional services
<b>TOTAL</b>		<b>\$166,424</b>		

<sup>1</sup> Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (January 2005)

<sup>2</sup> Justification for decision to use consultancy: a. skills currently unavailable within agency; b. need for specialised or professional skills; c. need for independent research or assessment

provide services related mainly to the research program. These contracts totalled \$3,528,285 in 2007–08 compared to \$3,546,000 in 2006–07 (refer to Table 2). All contracts over \$10,000 were reported in AusTender. Information on expenditure on contracts and consultancies is also available on the AusTender website [www.tenders.gov.au](http://www.tenders.gov.au).

### Discretionary Grants

ACIAR did not issue any discretionary grants during 2007–08 or have any ongoing grants from previous years.

### Advertising and market research

ACIAR did not enter into contracts with any advertising agencies, market researchers or polling organisations or media advertising organisations. No direct marketing of information to the public was undertaken, and ACIAR has no contracts. The Centre maintains mailing lists of project personnel and those requesting selected material.

**Table 2 Consultancy services let during 2007–08, to \$10,000 or more**

ACIAR consultancy contracts				Other contracts and agreements*	
	Number of new contracts awarded	Financial limits of new contracts awarded	2007–08 Expenditures *	Number of new contracts and agreements awarded	Financial limits of new contracts and agreements awarded
Contracts				165	\$3,136,205
Contracts & agreements					
Tenders				1	\$392,080
Calls for quotations					
Direct approach	7	\$166,424	\$141,595		
<b>Total</b>	<b>7</b>	<b>\$166,424</b>	<b>\$141,595</b>	<b>166</b>	<b>\$3,528,285</b>

\* The distinction between a consultancy contract and other contract forms is in accordance with FMG No. 15 – Guidance on Procurement Publishing Obligations