

## Reporting against other statutory requirements

	<b>Page</b>
<b>Management of human resources</b>	<b>153</b>
Commonwealth Disability Strategy (CDS)	154
Occupational Health and Safety	155
Workplace Diversity Plan	155
<b>External scrutiny and auditing</b>	<b>156</b>
Judicial decisions and decisions of administrative tribunals	156
Reports by the Auditor General and the ANAO	156
<b>Purchasing and tendering compliance</b>	<b>156</b>
Purchasing	156
Competitive tendering	157
Discretionary grants	157
Consultants	157
Advertising and market research	157

### 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

## Four-year perspective

### Staff employed under the Public Service Act 1999

	2000-01	2001-02	2002-03	2003-04
<b>Staff at 30 June</b>	54	53	48	47
<b>Staff (FTE)</b>	51.8	49.6	45.7	44.3
<b>Base salaries</b>	\$3,211,204	\$3,387,216	\$3,319,528	\$3,362,474
<b>Cessations</b>	14	12	12	11
<b>Staff turnover</b>	26.9%	22.5%	23.3%	23.4%
<b>Women</b>	63%	58.5%	56.3%	57.4%
<b>Part-time</b>	16.7%	17%	14.6%	14.9%
<b>Non-ongoing</b>	13%	17%	16.7%	21.3%
<b>Learning and development activities</b>	\$66,808	\$58,513	\$103,898	\$85,596

### Overseas staff

	2000-01	2001-02	2002-03	2003-04
<b>Staff (FTE)</b>	17	19	18.8	18.8
<b>Base salaries</b>	\$554,956	\$551,619	\$569,828	\$505,919
<b>Learning and development activities</b>	\$241	\$6,900	\$8,561	\$8,047

### Cessations

	2000-01	2001-02	2002-03	2003-04
<b>Retrenched/annulled</b>			2	1
<b>Promotions/transfers</b>	4	2		1
<b>End of contract</b>	6	5	4	1
<b>Resigned</b>	3	4	3	4
<b>Retired</b>	1	1	1	3
<b>Leave without pay</b>			2	1
<b>Total</b>	<b>14</b>	<b>12</b>	<b>12</b>	<b>11</b>

### Performance Development and Appraisal Scheme (PDAS)

The PDAS operates on a 5-point rating scale and employees who are rated as Competent, Superior or Outstanding in the annual performance cycle receive an increment (where they are not on top of a salary range). In the cycle concluded in June 2004 there were 46 completed assessments, including 2 SES employees. Two non-SES employees were rated as outstanding, 26 employees as superior and 18 as competent. Of the 46 employees rated as competent or higher, 23 were advanced one salary point. There were no employees rated as unsatisfactory or requiring development.



Sue Allen, Personnel Administrator

## **Bonus for performance of organisation**

Employees rated as competent or above in the performance cycle, and who worked for ACIAR for at least six months, received a bonus of \$1,300 in recognition of ACIAR's achievements against the 2003–04 Operational Plan (as defined in Section 4 of the ACIAR Certified Agreement 2002–2005). Part-time employees received a pro rata payment. Payments totalled \$54,381.

## **Variation to Certified Agreement**

One of the outcomes of a Staff Workshop in November 2003 was an agreement by staff and management to simplify the performance management and recognition and reward schemes. This process required an amendment to the ACIAR Certified Agreement 2002–2005, and following a majority vote of 92% of eligible staff on 22 June 2004 the variation was approved by the Australian Industrial Relations Commission on 5 July 2004, to take effect for the final year of the Certified Agreement, 2004–05. Under the Certified Agreement two SES employees and three non-SES employees were covered by Australian Workplace Agreements at the end of June 2004.

## **Training and development**

ACIAR spent \$85,596 on learning and development opportunities for its Canberra-based employees, an average of \$1,821 per employee. This figure does not include in-house training/workshops conducted by consultants or other ACIAR staff, or the attendance of research staff at conferences and seminars in Australia and overseas. ACIAR provides studies assistance for formal education and staff are encouraged to take up broader development opportunities, such as temporary secondment to affiliated organisations.

## **Commonwealth Disability Strategy (CDS)**

ACIAR's Employer and Provider Roles include meeting the Centre's requirements under the CDS.

As an employer, the Centre is committed to ensuring that all people seeking employment have fair access to such opportunities.

Applicants for employment positions, with disabilities, are encouraged to identify their disability to ensure that the selection process accommodates any special needs they might have. Recruitment processes require selection panels to make provision for the needs of applicants with disabilities. Guidance and assistance to people seeking employment with ACIAR is available from the recruitment page on ACIAR's website.

ACIAR's Certified Agreement provides a framework for internal review of employment actions. Where complaints cannot be resolved through internal mechanisms, employees have access to the formal complaint resolution mechanisms available under the public service employment framework.



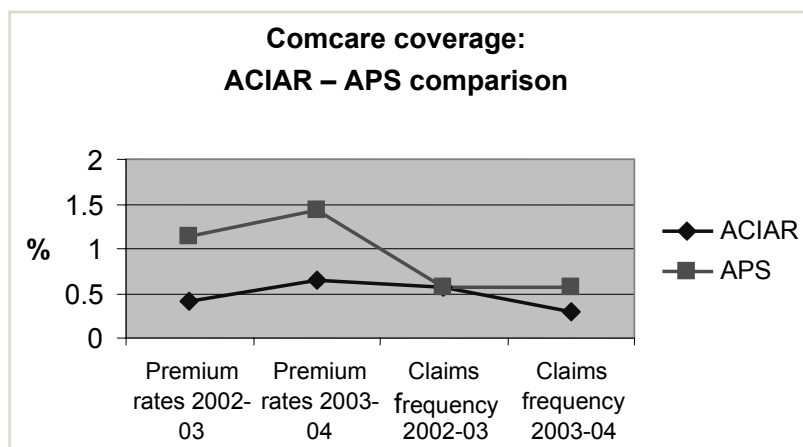
## Occupational Health and Safety

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

The OHS Committee reported a number of matters to the ACIAR Consultative Council which were endorsed for attention. Two First Aid Officers were appointed, following training and certification by St Johns Ambulance.

The Certified Agreement provides for annual health assessments and flu injections for employees. Over half the staff took the opportunity to receive free flu injections prior to the onset of winter, and a large number of staff participated in the annual health assessment program. Workstation assessments are provided to all new employees by a qualified ergonomist/physiotherapist, and to employees who experience discomfort at their workstation.

ACIAR employees have access to a free Employee Assistance Program that provides professional services to management, employees and their families.



## Workplace Diversity Plan

In June 2003 ACIAR launched a Workplace Diversity Plan 2003–2006 that reflects the Centre’s continuing commitment to workplace diversity in its Certified Agreements, corporate plans and strategic planning and review processes.

In its Certified Agreement and HR policies the Centre emphasises and encourages a balance between work and private life. A survey in March 2004 of perceptions relating to the use of family-friendly initiatives indicated 94 per cent of staff agreed that the policies and initiatives available supported their needs.

## Recognition and Reward Scheme

Non-cash rewards valued at \$3,000 were awarded to two staff for professional and/or personal development as a result of achieving a rating of Outstanding in the 2003–04 performance cycle.

## Sick leave and absenteeism

Of a total of 11,500 working days in 2003–04, 3.8 per cent were taken in sick leave (2.8 per cent) and personal leave (1.0 per cent). This compares with a total of 3.6 per cent (sick leave 2.7 per cent and personal leave 0.9 per cent) in 2002–03.



## External scrutiny and auditing

### Judicial decisions and decisions of administrative tribunals

No decisions that impacted on ACIAR were made at either the judicial or administrative tribunal level during the 2003–04 financial year. There are no impending decisions relating directly to ACIAR that are outstanding or pending.

There were 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 audits completed in 2003–04 were the 2002–03 financial statements (unqualified) and the 2003–04 interim financial statements.

There was one cross-agency audit completed which included ACIAR: Audit Report No. 24, *Agency Management of Special Accounts*. This included 13 recommendations. Three are not applicable to ACIAR and the remaining 10 have been actioned.

Through its Audit Committee the Centre looks at the findings and recommendations of relevant ANAO reports for their applicability to ACIAR. These audits include the following cross-agency audits:

- Audit Report No. 3, *Management of Risk and Insurance*
- Audit Report No. 11, *Annual Performance Reporting*
- Audit Report No. 14, *Survey of Fraud Control Arrangements in APS Agencies*
- Audit Report No. 19, *Property Management*
- Audit Report No. 42, *Financial Delegations for the Expenditure of Public Monies in FMA Agencies*.

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:

- *Public Sector Governance*
- *Management of Scientific Research and Development Projects in Commonwealth Agencies*
- *Better Practice in Annual Performance Reporting*



## Purchasing and tendering compliance

### Purchasing

The Centre complies with the *Commonwealth Procurement Guidelines* and the objectives of Commonwealth Procurement. ACIAR applies value for money as defined under section 4 (4.1), where “value for money is the core principle underpinning Australian Government procurement” in procurement processes. ACIAR has in place Director’s Financial Instructions that include details on Delegations, the Spending of Public Moneys and dealing with Public Property. These instructions have been developed

in accordance with section 5 (5.1) of the Commonwealth Procurement Guidelines—dealing with Efficient, Effective and Ethical Use of Resources, requiring Directors to fulfil their obligations to the FMA Act 1997 and under the Guidelines by ensuring agencies have appropriate policies, procedures and guidelines in place governing procurement.

Due to the nature of the Centre's operations, with the majority of expenditure being project grants, and the small number of transactions, it is not cost-effective to implement purchasing performance measures, other than through the application of the Director's Financial Instructions. Most suppliers are now paid electronically, with electronic remittance advice of payments.

### **Competitive tendering**

During 2003–04 ACIAR undertook the following tender processes:

- **Travel Management Services.** Carlson Wagonlit Travel was the successful tenderer for travel management services for the Foreign Affairs and Trade Portfolio. The new arrangements commenced on 5 April 2004.
- **Airline Services.** Separate route deals for both domestic and international travel were negotiated with various airlines as part of a portfolio arrangement.

ACIAR did not let any contracts for \$100,000 or more where the contracted party or parties refused the Auditor General access to the said contractor's premises. No contracts were let in excess of \$2,000 that were exempted from publication in the Purchasing and Disposal Gazette due to Freedom of Information exemptions.

### **Discretionary grants**

The Centre did not issue any discretionary grants in 2003–04 or have any ongoing grants from previous years.

### **Consultants**

ACIAR entered into 113 consultancy services contracts during 2003–04. The total expenditure on all consultancy services contracts during 2003–04 was \$1.36m. External consultants were engaged to provide services that were related mainly to the research program. Additional information on consultancies let to the value of \$10,000 or more is available upon request to ACIAR.

### **Advertising and market research**

The Centre did not enter into contracts with any advertising agencies, market researchers or polling organisations or media advertising organisations. ACIAR did not enter into any direct marketing of information to the public. The Centre maintains mailing lists of project personnel and those requesting selected material.