

# 04

## Management and Accountability



# Management and Accountability

## Corporate Governance

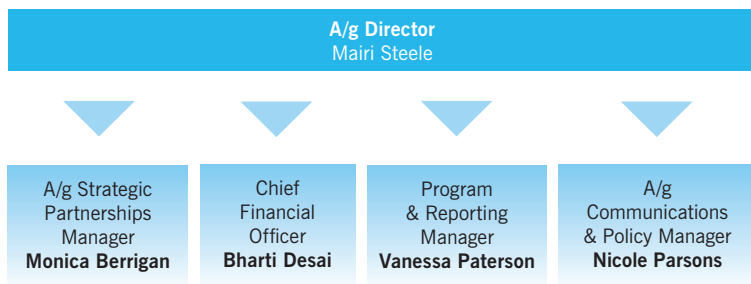
EOWA's Director reports directly to the Minister for the Status of Women. The Executive Managers report to the Director.

The organisational structure was further refined during 2008-09, consolidating processes to enable EOWA to better focus resources and respond to business needs and thereby achieve its outcome. Figure 4 displays the corporate management structure.

### Names of the Senior Executive and their Responsibilities

FIGURE 5

#### Corporate Management Structure



## **Financial and Operational Risk**

EOWA continues to integrate risk management strategies into business planning, incorporating the identification of risks and risk treatments into the Strategic Plan.

EOWA has met with Comcover throughout 2008-09 to ensure the development of good risk management practices. EOWA participated in the Comcover Risk Management Assessment Survey (RMAS). The assessments were carried out by consultants engaged by Comcover. RMAS involved an independent assessment of EOWA's risk management practices and reporting on the maturity of the risk management arrangements in the Agency. A list of recommendations was presented and EOWA will be working towards implementing the recommendations in 2009-10.

## **Audit Committee**

EOWA had regular Finance and Audit committee meetings throughout the financial year 2008-09. The committee is responsible for ensuring proper use of Commonwealth resources and the management of risks. The members of the committee as at 30 June 2009 were:

- Alison Gatt (independent member);
- Graham Johnson (independent auditor, ANAO);
- Mairi Steele (Acting Director, EOWA); and
- Bharti Desai (Chief Financial Officer, EOWA).

## **Certification of Fraud Measures in Place**

EOWA is in the process of updating its Fraud Control Plan. The Fraud Control Plan continues to be a part of the EOWA induction program for all new employees and consultants. Most of the risks have been, and will continue to be addressed, by the implementation and documentation of appropriate procedures. EOWA has appropriate fraud prevention, detection and investigation procedures and processes that meet the specific needs of the Agency and comply with the Commonwealth Fraud Control Guidelines.

## **Ethical Standards**

EOWA is committed to the Australian Public Service (APS) Values and Code of Conduct.

EOWA staff induction kits contain information provided by the Australian Public Service Commission concerning these values and codes.

## **External Scrutiny**

EOWA is scrutinised by Federal Parliament through its established committee processes and parliamentary questions on notice. There have been no significant developments in the external scrutiny process since the previous reporting period.

During the period from July 2008 to June 2009 inclusive, EOWA was not the subject of:

- Judicial decisions or decisions of administrative tribunals that have, or may have, significant impact on operations; or
- Reports on the operations of EOWA by the Auditor-General (other than the report of financial statements), Parliamentary Committee or Commonwealth Ombudsman.

## **Management of Human Resources**

### **Impact and Features of Collective Agreement and Individual Industrial Agreements**

EOWA negotiated and agreed upon a new Collective Agreement effective from April 2009 to March 2012. The main features of the 2009-12 Collective Agreement are:

- **Remuneration:** Employees receive three wage increases over the three-year duration of the agreement. The first increase of 4% took effect upon commencement on 1 April 2009; the second increase of another 4% will come into effect 12 months after commencement on 1 April 2010, and the final 4% increase will take place on 1 April 2011. The performance bonus was rolled into base ongoing salary and was applied across all bands prior to the first 4% wage increase.
- **Paid Maternity Leave:** EOWA has increased its paid maternity leave benefit to 17 weeks at full pay, with the option of a pay out at half-pay over a 34 week period. Employees also have the right to request an additional year of leave without pay.

- **Paid Primary Carers Leave:** EOWA has introduced paid primary carers leave of 17 weeks at full pay. Employees also have the right to request an additional year of leave without pay. The leave applies for employees who are the primary carers of the child and can be taken around the time of birth or placement of the child.
- **Paid Secondary Carers Leave:** EOWA has introduced paid secondary carers leave of two weeks at full pay with access to a further 10 days leave under personal leave provisions. The leave can be taken within 3 months of the birth or placement of the child.
- **Balancing work and personal life through working flexibly:** EOWA is committed to helping employees balance their work and personal lives through telecommuting, flextime, part-time work, providing an increased provision for purchased leave, access to two volunteer days per year and other arrangements.
- **Recognising, building and using our employees' skills:** EOWA is providing staff with the opportunity to develop skills by provision of training and development and the health-related budgets.

The number of employees covered by a Collective Agreement or Individual Industrial Agreement and the salary ranges available for APS employees by classification structure are outlined in Appendix 8.

### **Training and Development Undertaken and its Impacts**

During the year, there were internal development opportunities for staff wishing to expand their skill base through extension projects, formal training and temporary transfers to higher duties.

Staff were encouraged to attend conferences, seminars and other networking events, in addition to structured external courses. Staff received various training and development opportunities, attending courses on project management, personal development, mentoring, computer skills, networking, legislative obligations, APS policy foundation and financial and human resource management.

A total of \$78,908 was allocated to training, development and networking activities. In 2008-09, the amount spent on EOWA Studybank was \$6,565.

### **Productivity Gains**

There were no reported productivity gains achieved in the year 2008-09.

### Staffing Structure and Statistics

A review of the staffing structure occurred in June 2008 and resulted in streamlining the organisation from five to four teams with the reallocation of work across teams. This was to support the future focus of the organisation and create efficiencies.

EOWA staffing profiles and statistics, including Collective Agreement and Individual Industrial Agreement statistics, can be found in Appendix 8.

### Performance Pay

EOWA provided performance pay to staff as described below.

Classification	Number	Total Paid (\$)	Min. paid (\$)	Max. paid (\$)
APS Level 1 to 6	13	12,680	282	1,361
Executive Level 1	4	2,390	930	1,460
Executive Level 2	4	8,070	1788	2,094
PEO	1	9,071	–	9,071
<b>Total</b>	<b>20</b>	<b>32,211</b>		

### Purchasing

EOWA has implemented sound purchasing initiatives, ensuring that all purchasing is handled in accordance with the Commonwealth Procurement Guidelines and EOWA's Chief Executive Instructions.

EOWA is committed to the Government's general and SME payment policy, and ensures that all payments are processed in time. It also publishes an annual procurement plan on Austender, in accordance with the requirements of the procurement guidelines.

## Asset Management

EOWA's policies ensure that assets are properly recorded and that efficient, effective and ethical use of Commonwealth resources is promoted. EOWA's IT assets are predominately provided through a memorandum of understanding with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

EOWA also maintains a portable register that records all items purchased under \$2,000 and maintains an asset management system.

## Consultants, Competitive Tendering and Contracting

During 2008-09, EOWA spent a total of \$534,752 on ongoing consultancy (as listed in Appendix 7).

EOWA adheres to the Commonwealth Procurement Guidelines and the EOWA Chief Executive Instructions when engaging consultants and entering into contractual arrangements.

The previous successful tenders continued to be used in 2008-09. The largest of these were FaHCSIA for IT supplies, Finance and Human Resources, Beethoven Computer Services for the provision of support services for the 'Resolve' reporting application, and CBRE for the leasing of office premises.

Contracts for purchases over \$100,000 contain a clause for the Auditor-General to have access to the contractor's premises. All contracts over \$10,000 are published in the Public Service Gazette. EOWA has not exempted contracts on the basis that it would disclose exempt matters under the *Freedom of Information Act*.

## **Providing Access to People with Disabilities**

EOWA's Workplace Diversity Policy includes reference to equal opportunities for people with a disability. Reference to the policy is included in all staff inductions. EOWA has a Workplace Diversity Contact Officer to assist in the implementation of EOWA's Workplace Diversity Policy.

The Contact Officer has initiated training with EOWA staff regarding their responsibilities around diversity and inclusiveness. EOWA continues to provide inclusive social functions that enable all EOWA staff to attend.

EOWA reports on the Agency's achievements against the Employer Role under the Commonwealth Disability Strategy through the APSC's State of the Service agency survey.