

04

Management and Accountability



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Corporate Governance

EOWA's Director reported directly to the Minister for Employment and Workplace Relations between July and November 2007. Since November 2007, she has reported to the Minister for the Status of Women. EOWA Executive Managers report to the Director.

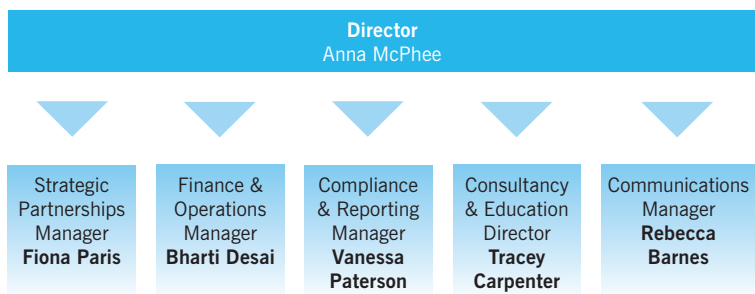
The organisational structure that was put in place towards the end of 2004-05 continued to work well, streamlining processes to enable EOWA to better respond to business needs and thereby achieve its outcome. Figure 4 displays the corporate management structure.

In June 2008, the Director announced a restructure including notification of an excess employee effective from October 2008. The proposed restructure is planned to continue EOWA's high level of service to clients.

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 2007-08 to ensure the development of good risk management practices.

Audit Committee

EOWA had regular Finance and Audit committee meetings throughout the financial year 2007-08. 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 2008 were:

- Alison Gatt (Chair and external member)
- Anna McPhee (Director)
- Bharti Desai

Certification of Fraud Measures in Place

EOWA updated its Fraud Control Plan to cover 2006-08. The Fraud Control Plan continues to be a part of the EOWA induction program for all new employees and consultants. During the year, all staff were trained on fraud awareness delivered by Comcover's accredited consultant. 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 meets 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 2007 to June 2008 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 Certified Agreements and Australian Workplace Agreements

EOWA implemented its new Certified Agreement effective from April 2006 to March 2009. The main features of the 2006-09 Certified Agreement are:

- **Remuneration:** Employees receive three wage increases over the three-year duration of the agreement. The first increase of 4% took effect upon certification on 1 April 2006; the second increase of another 4% will come into effect 12 months after certification on 1 April 2007, and the final 4% increase took place on 1 April 2008.
- **Performance Bonus:** A performance bonus has been introduced.
- **Paid Maternity Leave:** EOWA provides a paid maternity leave benefit to 14 weeks at full pay, with the option of a pay out at half-pay over a 28-week period.
- **Balancing work and personal life through working flexibly:** EOWA is committed to helping employees balance their work and personal lives through telecommuting, flex-time, part-time work 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 Certified Agreement or Australian Workplace 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, as well as formal training. In addition, all staff have access to a new flexible web-based IT training package.

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 \$44,544 was allocated to training, development and networking activities. In 2007-08, the amount spent on EOWA Studybank was \$4,875.

Productivity Gains

There were no reported productivity gains achieved in the year 2007-08.

Staffing Structure and Statistics

There have been no further changes to the staffing structure within the Agency in the past year.

EOWA staffing profiles and statistics, including CA and AWA 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	11,054	433	1,390
Executive level 1	4	6,122	1,836	1,836
Executive level 2	1	2,268	2,268	2,268
PEO	1	18,020	–	18,020
Total	19	37,464		

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 payment policy and ensures that all accounts are processed by the due date. It also publishes an Annual procurement plan on Austender, in accordance with the requirements of the procurement guidelines.

Asset Management

EOWA's assets were managed internally by the Organisational Services section. EOWA's policies ensure that assets are properly recorded and that efficient, effective and ethical use of Commonwealth resources is promoted. EOWA also operates under an MOU with the Department of Families, Community Services and Indigenous Affairs for the use of its assets and support services.

EOWA undertakes annual stocktakes and reconciles the stocktake reports to physical assets. EOWA confirms that the stocktake matched the physical assets as at 30 June 2008.

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 2007–08, EOWA spent a total of \$503,262 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 2007-08. The largest of these was DEWR for IT supplies, Finance, Human Resources and the maintenance and enhancement of the EOWA reporting application, Beethoven Computer Services for the development of the reporting system software and Nesova Pty Ltd 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 and annual training is conducted to ensure staff are aware of their rights and obligations. EOWA has two Workplace Diversity Contact Officers to assist in the implementation of EOWA's Workplace Diversity Policy.

The Contact Officer conducts 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.