

EDUCATION, SCIENCE AND TRAINING

SENATE LEGISLATION COMMITTEE - QUESTIONS ON NOTICE 2005-2006 SUPPLEMENTARY ESTIMATES HEARING

Outcome: CSIRO

Output Group: CSIRO

DEST Question No. E703_06

Senator Wong asked on 2 November 2005, EWRE Hansard page 43.

Question:

Senator Wong – Can we go back to the 780 who are within the scope of the review and potentially within the scope of the staff reduction strategy and the areas you have identified. Are you able to give me a bit more detail, perhaps on notice, as to the functions of the staff within the areas you identified before?

Mr Whelan – Yes.

Senator Wong – In broad terms on what you are going to give me, so I know whether I have to keep asking questions now?

Mr Whelan – No problems at all. We would be able to describe, for example, within the finance space the 30 to 50 major activities that the finance function undertook – for example, paying accounts, procuring goods, stocktaking assets, preparing financial statements and the like. We could give you that level of detail. We have undertaken that level of activity analysis.

Senator Wong – Are for commercialisation?

Mr Whelan – Similarly.

Senator Wong – Could you be able to also identify when you do that the proportion of the 780 in each of those areas? You read out seven areas or thereabouts.

Mr Whelan – Yes, And that is correct. I would expect that over the next few weeks as we enter into discussions with staff I will be able to provide you with quite a lot of detail around this as we bring that together.

Answer:

CSIRO has provided the following response.

Functional areas of staff in scope of research support services review

The following table summarises the key activities and total baseline staff numbers (Full Time Equivalent – FTE) by function:

Function	Service Category
Finance (187 FTE)	Management Accounting Preparation and submission of periodic monitoring data (information) General financial management analysis and advice Monitoring performance against agreed Key Performance Indicators (KPI's)
	Budgeting/planning services Developing and updating Capital and Operating Budgets & Forecasts Providing analytical support for decision making

Function	Service Category
Finance (cont)	Business advisory services Provision of financial & commercial advice
	Miscellaneous finance services (Local fixed assets administration, managing local petty cash, receipt and banking of cash received locally, risk management)
	Complex customer/collaborator/partnership arrangements Accounting as managing agents for CRC's Trust fund accounting
	Procurement support services Advising on the procurement/disposal of goods & services – first point of contact
	Accounts Receivable Generation of invoices and credit notes Production of customer statements Monthly debtor reporting Co-ordination of debt recovery action Processing of accounts receivable adjusting journals Capture of GST information
	Accounts Payable Processing of invoices and payment vouchers Production and dispatch of payments through EFT or cheque Dispatch of remittance advices Processing of accounts payable adjusting journals Corporate card administration Payment of travel claims and advances
	Asset administration services Maintaining register of fixed assets and portable and attractive items Accounting for depreciation
	Corporate financial services Statutory accounting Taxation compliance in relation to taxes such as FBT, GST, Payroll tax and PAYG Managing investments Maintaining Intellectual Property licences and agreements database Leasing arrangements
	Commercial accounting services Commercial accounting/taxation advice Accounting services relating to CSIRO subsidiaries, joint ventures and other equity holdings

Function	Service Category
Finance (cont)	Procurement services Managing major tendering & procurement process Provision of advice regarding procurement practices and contract management Processing of purchase requisitions and orders
People & Culture (HR) (124 FTE)	Organisational Development
	Recruitment and Selection
	Induction
	Performance Management
	Rewards Review
	Awards
	Learning and Development (training courses)
	Workforce Planning
	Deployment and Redeployment
	Talent Management
	Career Management
	Employment Relations
	Remuneration and Benefits
	Human Resource Information
	Systems Reporting and Analysis
	Diversity
Property and Facilities (187 FTE)	Accommodation Strategic Planning
	Property Resources
	Capital Work and Sustainability
	Facility Management (including Security, Compliance, Repairs and Maintenance, Waste Management etc)
Legal (48 FTE)	Legal advice
	Compliance advice
	Corporate secretarial
	Large / complex transaction management
	Policy / law reform
	Dispute management

Function	Service Category
	IP management
Commercialisation (18 FTE)	Licensing
	Equity related transactions
	Managing the equity portfolio
	Extraction of IP revenue from CRCs
	Obtaining ComEx and BCC approvals for 'in scope' deals
Contract Administration (49 FTE)	Proposal and Contract Set Up
	Contract Delivery
	Matter Management
	Customer and contract reporting
Information Services (124 FTE)	Libraries
	Records
	Delivering expert information services