

Funding	\$m ^a
2009–10 actual	9.07
2010–11 budget allocation	9.93
2011–12 budget estimate	9.99

^a Includes Commission, Policy Advisory Council, CEO's corporate reserve, Communications and Public Affairs, Information Management and Information Technology Services, Governance and Parliamentary Liaison, Finance and Facilities, and Human Resources

Position

Sound administration underpins ACIAR's collaborative international-project partnerships, requiring liaison with a diverse range of research providers, government instrumentalities and other stakeholders. ACIAR's corporate staff work to ensure effective project development, management and delivery of results in this complex environment, and are responsible for supporting business continuity. Integral to managing a diverse portfolio across partner countries are the seven overseas offices at Australian diplomatic posts. Country Office staff play key roles in managing stakeholder relations and ensuring that partner-country priorities are heard and addressed.

2011–12 PRIORITIES

Communications and Public Affairs

The Communications and Public Affairs unit is responsible for communicating the results and outcomes of ACIAR-funded research and the delivery of corporate communications, media relations, marketing and publications activities. Its priorities are provided in the 'Communicating research results' section.

Governance and Parliamentary Liaison

The Governance and Parliamentary Liaison unit is responsible for delivery of corporate reporting, governance, legal and contracts, ministerial and parliamentary liaison, secretariat support to the ACIAR Commission and Policy Advisory Council, and corporate support to the seven Country Offices.

- Provide high-quality support for key stakeholders, the Minister, the ACIAR Commission, the Policy Advisory Council and the CEO
- Communicate and coordinate, in concert with relevant staff, delivery against specific reporting frameworks, such as the ACIAR Commission and parliamentary reporting requirements

- Ensure that the overseas offices continue to make a significant contribution to: engaging a range of new project partners in Australia and partner countries; and adoption of ACIAR project outcomes and in-country program strategies, priorities and project delivery
- Continue to make a highly effective contribution to business and strategic planning initiatives in ACIAR, including policy and procedural development
- Maintain and continuously improve the working relationship between ACIAR and Australian partner agencies on project administration policies and procedures
- Support the positive and cooperative working relationship between ACIAR, AusAID and the Department of Foreign Affairs and Trade in Australia and at Australian overseas missions, including other attached agencies
- Provide an effective and compliant legal framework for ACIAR's programs, including the negotiation of related international agreements and advice

Finance and Facilities

The Finance and Facilities unit is responsible for delivery of key finance functions and business services, including ensuring the application of relevant Australian Government financial standards; management and preparation of annual financial accounts and statements; delegations and audit and risk measures; purchasing, tendering and compliance; database management; and property and facilities management.

- Continue to provide high-quality financial management and report in an accurate and timely manner
- Support the Audit Committee in both its operational and strategic agendas
- Contribute to the management of maintenance and development needs for the agency's project information database, related programming, data management and helpdesk services; and work to integrate key agency information systems to better meet business and user needs
- Continue to present annual financial statements as unqualified, with adherence to all legislative and reporting obligations
- Continue to maintain a secure and safe physical environment

Human Resources

The Human Resources unit develops policy and implements practical solutions on all human resource matters, including recruitment, induction, learning and development, performance management, OHS&E and workplace diversity. The unit is also responsible for developing and implementing the ACIAR Collective Agreement.

- Facilitate the Australian Government Bargaining Framework and implementation of ACIAR's Enterprise Agreement 2011–14
- Ensure that appropriate work–life balance issues are addressed in ACIAR's HR policies
- Maintain ACIAR's workforce planning framework to ensure that the inevitable workforce turnover is foreseen, and strategies are in place to address it

Information Management and Information Technology Services

The Information Management and Information Technology (IT) Services unit is responsible for provision of information management, including records and knowledge management; and IT services, including design and delivery of ICT management and systems, and intranet and internet.

- Maintain and continuously improve ACIAR's website as the primary information source for stakeholders
- Continue to improve information management and record-keeping practices across ACIAR, consistent with current Australian Government standards
- Continue to maintain a secure and compliant information environment
- Implement recommendations from the 2010 Agency Security Review

- Manage the maintenance and development needs for the agency's project information database (PISA), related programming, data management and helpdesk services; and work to integrate key agency information systems to better meet business and user needs
- Further improve our remote access capabilities, utilisation of web conferencing and other communication applications within the constraints allowed by a secure environment and overseas telecommunications facilities
- Use IT to enhance the efficiency and capabilities of ACIAR staff
- Ensure that ACIAR's intranet is successfully maintained and developed as an effective tool for the communication and education of staff

Corporate managers

Mr David Shearer, Director Corporate

Mr Warren Page, Manager,

Communications and Public Affairs

Ms Kim Taylor, Manager,

Governance and Parliamentary Liaison

Mr Albert Blair, Chief Finance Officer;

Manager, Finance and Facilities

Ms Sharyn Turner, Manager, Human Resources

Mr Andrew Sinclair, Manager, Information Technology

(Information Management and IT Services)

TBA, Manager, Information Management

(Information Management and IT Services)

KEY PERFORMANCE INDICATORS (2011–12)

- Departmental and administered costs maintained within agreed budget parameters
- All legislative and reporting requirements and requests for policy advice and information met in an efficient and timely manner
- ACIAR corporate knowledge and information readily accessible to all staff
- Stakeholders have access to information on program and project outcomes, and impacts of past projects
- New staff enterprise bargaining agreement effectively implemented