

Corporate programs

Funding

	2008–09 actual \$m	2009–10 budget allocation \$m	2010–11 budget estimate \$m
Executive and advisory ^a	0.46	0.59	0.55
Corporate support ^b	2.95	3.14	3.15
Total	3.41	3.73	3.70

^a Includes Commission, Policy Advisory Council and CEO's corporate reserve

^b Includes Communications and Public Affairs, Information Management and IT Services, Governance and Parliamentary Liaison, Finance 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. A key component of managing a diverse portfolio across partner countries are the seven overseas offices at Australian diplomatic posts, ensuring that partner-country priorities are heard and addressed.

Priorities

Communications and Public Affairs

The Communications and Public Affairs Program is responsible for communicating the results and outcomes of ACIAR-funded research and delivery of corporate communications, media relations, marketing and publications activities. Priorities for the Communications and Public Affairs Program 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 and secretariat support to the 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 to 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 DFAT in Australia and at Australian overseas missions, including other attached agencies

Finance

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.

- » Manage the transition of ACIAR's financial budgeting and reporting to a split departmental/administered arrangement

- » Continue to provide high-quality financial management reports in an accurate and timely manner
- » Support the Audit Committee in both its operational and strategic agendas
- » Manage 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 databases 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 and information environment
- » Further improve our remote access capabilities 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

Human Resources

The Human Resources unit develops policy and implements practical solutions on all human resource (HR) 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 implementation of ACIAR's Collective Agreement 2008–11 so that the offsetting productivity savings are available to cover the prescribed wage increases
- » Ensure that appropriate 'work-life' balance issues are addressed in our HR policies
- » Ensure that the new National Employment Standards are reflected in our HR policies
- » Maintain our 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; IT services, including design and delivery of ICT management and systems, intranet and internet; and for building and infrastructure management support. In addition, the unit leads in ACIAR efforts to reduce consumption of power and water as conservation and cost-reduction measures.

- » 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

Key performance indicators (2010–11)

- » 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
- » Our corporate knowledge and information readily accessible to all staff
- » Stakeholders have access to information on program and project outcomes, and impacts of past projects

Corporate managers

Ms Lisa Wright, Director Corporate

TBA, Manager, Communications and Public Affairs

Ms Kim Taylor, Manager, Governance and Parliamentary Liaison

Mr Albert Blair, Chief Financial Officer, Finance and Facilities

Ms Sharyn Turner, Manager, Human Resources

Mr Andrew Sinclair, Manager, IT, Information Management and IT Services

Ms Bridget Knaus, Manager, Information Management, Information Management and IT Services