

# Portfolio management

## Corporate managers

*Ms Liz Clarke, Communications & Secretariat*

*Mr Paul Tyrrell, Finance*

*Ms Sue Allen, Human Resources*

*Mr Andrew Sinclair, IT & Infrastructure*

## Funding

	\$m 2006–07 actual	\$m 2007–08 estimate	\$m 2008–09 budget
Executive & advisory <sup>a</sup>	0.09	0.29	0.56
Corporate support <sup>b</sup>	4.12	4.02	3.34
Total	4.21	4.31	3.90

<sup>a</sup> Including Board of Management/Commission and Policy Advisory Council. This includes reserve of approximately \$0.10 m (2006–07) and \$0.10 m (2007–08)

<sup>b</sup> Includes Communications and Secretariat, Information Technology and Infrastructure, Finance, Human Resources and the Fisheries Support Program

## Key performance indicators (2008–09)

- running costs not increased in real terms
- all legislative and reporting requirements and requests for policy advice and information met in an efficient and timely manner
- our operations streamlined, flexible and efficient
- full implementation of our new records management system finalised
- our corporate knowledge and information readily accessible to all staff

## Position

ACIAR's project partnerships are international and collaborative, involving a diverse range of research providers and government instrumentalities. Effective project development, management and delivery of results in this complex environment require a sound administrative underpinning. It also requires an investment in overseas offices that is sufficient to facilitate a collaborative approach in which partner-country priorities are heard and addressed.

## Indicative priorities

### Communications and Secretariat

- Continue to provide high quality support for key stakeholders, the Minister, the ACIAR Commission, Policy Advisory Council and the CEO/Deputy CEO.
- Communicate delivery against specific reporting frameworks that reflect the National Research Priorities and the Overseas Development Program.
- Upgrade ACIAR's website.
- Continue to improve information management and record-keeping practices across ACIAR to support efficient program and project management.
- Develop a well-maintained mailing list database to streamline processes for targeted corporate mailouts.
- Continue to conduct targeted public awareness and strategic communications activities on ACIAR's projects and achievements to reach a wide range of stakeholders.

## Finance

- Continue to provide high-quality financial management reports to the Executive and accurate, timely financial information in response to ad hoc requests.
- Support the Audit Committee well in both its operational and strategic agendas.
- Continue to present annual financial statements as unqualified with adherence to all legislative and reporting obligations.

## Human Resources

- Put in place a new collective agreement that maintains our competitiveness in the labour market and confirms our status as a flexible, family-friendly workplace.
- Put in place new health and safety management arrangements and continue to perform better against OHS indicators than most APS agencies.
- Simplify and streamline HR processes and procedures for maximum effectiveness and cost savings.

## Information Technology and Infrastructure

- 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.