

Portfolio management

Corporate managers

*Ms Lisa Wright, Governance and Communications
Mr Paul Tyrrell, Finance
Ms Sharyn Turner, Human Resources
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Funding			
	\$m 2007–08 actual	\$m 2008–09 estimate	\$m 2009–10 budget
Executive and advisory ^a	0.29	0.56	0.59
Corporate support ^b	4.02	3.34	3.27
Total	4.31	3.90	3.86

^aIncludes Board of Management (2007-08)/Commission, Policy Advisory Council and CEO's corporate reserve

^bIncludes Communications and Secretariat, Information Technology and Infrastructure, Finance, Human Resources and the Fisheries Support Program

Key performance indicators (2009–10)

- support the new ACIAR CEO in his first year of engagement
- ensure departmental costs do not increase in real terms
- ensure all legislative and reporting requirements and requests for policy advice and information are met in an efficient and timely manner
- ensure our corporate knowledge and information is readily accessible to all staff
- reduce our annual electricity consumption below 200,000 kilowatt-hours.

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 administration. They also require an investment in overseas offices that is sufficient to facilitate a collaborative approach in which partner-country priorities are heard and addressed.

Indicative priorities

Governance and Communications

- Continue to provide high-quality support for key stakeholders, the Minister, the ACIAR Commission, the Policy Advisory Council and the CEO/ Deputy CEO
- Communicate and coordinate, in concert with relevant staff, delivery against specific reporting frameworks, such as the ACIAR Commission and Parliamentary reporting requirements
- Maintain and continuously improve ACIAR's website as the primary information-rich hub for stakeholders.
- Continue to improve information management and record-keeping practices across ACIAR to support efficient program and project management

- Continue to conduct targeted public awareness and strategic communications activities on ACIAR and its 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 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

- Facilitate the implementation of ACIAR's Collective Agreement 2008–2011 so that the off-setting productivity savings are available to cover the prescribed wage increases
- Ensure appropriate 'work-life' balance issues are addressed in our human resources policies
- Maintain our workforce planning framework to ensure that the inevitable workforce turnover is foreseen, and strategies are in place to address it.

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.