

Portfolio management

Corporate Managers

Manager, Communications & Secretariat:

Ms Liz Clarke

Manager, Finance: Mr Paul Tyrrell

Manager, IT & Infrastructure: Mr Jeff

Galea

Manager, Human Resources: Ms Sue Allen

	\$m 2005–06 actual	\$m 2006–07 estimate	\$m 2007–08 budget
Executive & advisory*	0.27	0.34	0.21
Corporate support**	2.37	2.32	2.30
International support	0.79	0.80	0.80
Total	3.43	3.46	3.22

* 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)

** Includes Communications and Secretariat, Information Technology and Infrastructure, Finance, Human Resources and the Fisheries Support Program

Key performance indicators (2007–08)

- Running costs do not increase in real terms.
- All legislative and reporting requirements and requests for policy advice and information are met in an efficient and timely manner.
- Our operations are streamlined, flexible and efficient.
- Supplementation of our new records management system is finalised.
- Our corporate knowledge and information is readily accessible to all staff.

Position

ACIAR's project partnerships are international and collaborative and involve partnerships with 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

A year from now:

- we will have continued to provide high quality support for key stakeholders, the Minister, the incoming ACIAR Commission, Policy Advisory Council and the CEO/Deputy CEO
- we will have implemented the Government's decisions on the Uhrig Review in respect of ACIAR
- we will communicate delivery against specific reporting frameworks that reflect on the Aid White Paper and National Research Priorities
- we will have followed up on the recommendations arising out of a survey of overseas clients and stakeholders
- we will have continued to support the implementation of the White Paper on Australia's Aid Program recommendations as they apply to ACIAR's work
- we will have continued to improve information

management and recordkeeping practices across ACIAR to support efficient program and project management

- a well-maintained mailing list database will have streamlined processes for targeted corporate mailouts
- we will continue to conduct targeted public awareness and strategic communications activities on ACIAR's projects and achievements to reach a wide range of stakeholders.

Information Technology and Infrastructure

A year from now:

- we will have continued to maintain a secure and safe physical and information environment
- our remote access capabilities will have been further improved within the constraints allowed by a secure environment and overseas telecommunications facilities
- IT will have been used to enhance the efficiency and capabilities of ACIAR staff.

Finance

A year from now:

- the Executive will continue to receive high quality financial management reports, and we will continue to provide accurate, timely financial information in response to ad hoc requests
- the Audit Committee will be well supported in both its operational and strategic agenda
- Annual Financial Statements will continue to be unqualified with adherence to all other legislative and reporting obligations.

Human Resources

A year from now:

- we will have a best practice on-line induction package for new employees to enable easy integration to the agency
- we will continue to provide a safe and healthy work environment and perform better than most APS agencies against OHS indicators
- we will have streamlined HR processes and procedures for maximum efficiency and cost savings.

International Support

A year from now:

- we will have made a highly effective contribution to strategic and operational planning initiatives in ACIAR, including policy and procedural development
- the working relationship between ACIAR and Australian partner organisations on project administration policies and procedures will have improved
- the positive and cooperative working relationship between AusAID, DFAT and ACIAR in Australia and at Australian missions overseas, including other attached agencies, will have been maintained
- we will have improved the understanding of key internal and external stakeholders of the operational procedures and policies on project approval processes in ACIAR and in partner organisations (in Australia and overseas).