

## INDEPENDENT AUDIT REPORT

To the Minister for Family and Community Services

### Scope

*The financial statements and directors' responsibility*

The financial statements comprise:

- Statement by Directors;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Commitments and Contingencies; and
- Notes to and forming part of the Financial Statements of the Australian Institute of Family Studies for the year ended 30 June 2004.

The members of the Board are responsible for the preparation and true and fair presentation of the financial statements in accordance with the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

### *Audit approach*

I have conducted an independent audit of the financial statements in order to express an opinion on them to you. My audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing and Assurance Standards, in order to provide reasonable assurance as to whether the financial statements are free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive, rather than conclusive, evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

While the effectiveness of management's internal controls over financial reporting was considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

I have performed procedures to assess whether, in all material respects, the financial statements present fairly, in accordance with the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the Institute's financial position, and of its performance as represented by the statements of financial performance, and cash flows.

The audit opinion is formed on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial statements; and
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the Board and management.

### ***Independence***

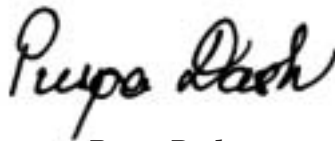
In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate Australian professional ethical pronouncements.

### ***Audit opinion***

In my opinion, the financial statements:

- (i) have been prepared in accordance with the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997* and applicable Accounting Standards; and
- (ii) give a true and fair view, of the matters required by applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and the Finance Minister's Orders, of the financial position of the Australian Institute of Family Studies as at 30 June 2004, and of its performance and cash flows for the year then ended.

### ***Australian National Audit Office***



**Puspa Dash**  
Acting Executive Director  
Delegate of the Auditor-General  
Canberra  
10 September 2004

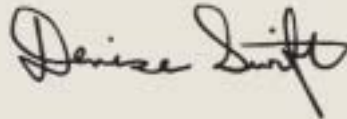
**AUSTRALIAN INSTITUTE OF FAMILY STUDIES  
STATEMENT BY DIRECTORS AND CHIEF EXECUTIVE**

In our opinion, the attached financial statements for the year ended 30 June 2004 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Authority will be able to pay its debts as and when they become due and payable.



**Dianne Gibson**  
Chairperson, Board of Management  
Australian Institute of Family Studies  
7 September 2004



**Denise Swift**  
Acting Executive Director  
Australian Institute of Family Studies  
7 September 2004

## STATEMENT OF FINANCIAL POSITION

as at 30 June 2004

	Note	2004 \$	2003 \$
<b>ASSETS</b>			
<b>Financial Assets</b>			
Cash	(10a)	1,350,279	200,971
Receivables	(10b)	1,719,758	1,374,868
Other investments	(10c)	622,543	2,331,907
<b>Total financial assets</b>		<b>3,692,580</b>	3,907,746
<b>Non-Financial Assets</b>			
Inventories	(11a)	8,870	18,682
Infrastructure, Plant & Equipment	(11b)	465,883	378,912
Intangibles	(11b)	85,657	86,155
Other non-financial assets	(11c)	84,363	61,489
<b>Total non-financial Assets</b>		<b>644,773</b>	545,238
<b>Total Assets</b>		<b>4,337,353</b>	4,452,984
<b>LIABILITIES</b>			
<b>Provisions</b>			
Capital Use Charge		-	293,667
Employees	(13a)	872,965	831,415
<b>Total provisions</b>		<b>872,965</b>	1,125,082
<b>Payables</b>			
Suppliers	(13b)	1,225,127	685,769
Other payables	(1.16)	519,195	1,234,354
<b>Total payables</b>		<b>1,744,322</b>	1,920,123
<b>Total Liabilities</b>		<b>2,617,287</b>	3,045,205
<b>Net Assets</b>		<b>1,720,066</b>	1,407,779
<b>EQUITY</b>			
<b>Parent entity interest</b>			
<b>Contributed equity</b>			
Reserves	(1.9)	94,174	
Retained surpluses	(12)	1,012,597	794,484
<b>Total parent equity interest</b>		<b>1,720,066</b>	1,407,779
<b>Total Equity</b>		<b>1,720,066</b>	1,407,779
<b>Current assets</b>		<b>3,785,813</b>	3,987,917
<b>Non-current assets</b>		<b>551,540</b>	465,067
<b>Current liabilities</b>		<b>2,443,254</b>	2,859,700
<b>Non-current liabilities</b>		<b>174,033</b>	185,505

The above statement should be read in conjunction with the accompanying notes.

## STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 30 June 2004

	Note	2004 \$	2003 \$
<b>Revenues from Ordinary Activities</b>			
Revenues from Government	(9a)	<b>3,631,000</b>	3,701,000
Goods and services	(9c)	<b>6,382,959</b>	3,021,305
Interest	(9b)	<b>115,459</b>	74,975
Proceeds from disposal of assets	(9d)	-	-
Reversal of capital use charge provision		<b>182,548</b>	
Other revenues	(9e)	<b>41,672</b>	32,722
<b>Total revenues from ordinary activities</b>		<b>10,353,638</b>	6,830,002
<b>Expenses from Ordinary Activities</b>			
Employees	(7a)	<b>4,345,229</b>	3,848,256
Suppliers	(7b)	<b>5,590,369</b>	2,473,056
Depreciation and amortisation	(7c)	<b>136,488</b>	129,970
Write-down of assets	(7d)	<b>57,339</b>	65,337
Disposal of assets	(9d)	<b>6,100</b>	8,203
<b>Total expenses from ordinary activities</b>		<b>10,135,525</b>	6,524,822
<b>Net surplus from ordinary activities</b>		<b>218,113</b>	305,180
<b>Net profit</b>		<b>218,113</b>	305,180
<b>Net credit to asset revaluation reserve</b>		<b>94,174</b>	
<b>Total revenues, expenses and valuation adjustments recognised directly in equity</b>			(140,078)
<b>Total changes in equity other than those resulting from transactions with the Australian Government as owner</b>		<b>312,287</b>	165,102

The above statement should be read in conjunction with the accompanying notes

## STATEMENT OF CASH FLOWS

for the year ended 30 June 2004

	Notes	2004 \$	2003 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations		3,631,000	3,701,000
Goods and services		6,019,462	2,508,032
Interest		121,004	72,547
Net GST received from ATO		-	31,278
Other		224,220	32,722
<b>Total cash received</b>		<b>9,995,686</b>	6,345,579
<b>Cash used</b>			
Employees		(4,303,679)	(3,753,481)
Suppliers		(5,756,104)	(983,561)
Net GST paid to ATO		(67,405)	
<b>Total cash used</b>		<b>(10,127,188)</b>	(4,737,042)
<b>Net cash from / (used by) operating activities</b>	(5)	<b>(131,502)</b>	1,608,537
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sale of plant and equipment		-	-
Sale of financial instruments		1,709,364	-
<b>Total cash received</b>		<b>1,709,364</b>	-
<b>Cash Used</b>			
Purchase of plant and equipment		(134,887)	(268,414)
Purchase of financial instruments		-	(1,114,336)
<b>Total cash used</b>		<b>(134,887)</b>	(1,382,750)
<b>Net cash from / (used by) investing activities</b>		<b>1,574,477</b>	(1,382,750)
<b>FINANCING ACTIVITIES</b>			
<b>Cash Used</b>			
Capital use charge paid		(293,667)	-
<b>Total cash used</b>		<b>(293,667)</b>	-
<b>Net cash from / (used by) financing activities</b>		<b>(293,667)</b>	-
Net increase (decrease) in cash held		<b>1,149,308</b>	225,787
Cash at beginning of reporting period		<b>200,971</b>	(24,816)
<b>Cash at end of reporting period</b>	(10a)	<b>1,350,279</b>	200,971

The above statement should be read in conjunction with the accompanying notes

The comparative figures for the Cashflow Statement and accompanying note 5 have been changed to conform with changes in presentation with these financial statements

## SCHEDULE OF COMMITMENTS as at 30 June 2004

	Notes	2004 \$	2003 \$
<b>BY TYPE</b>			
Other Commitments			
Operating leases		<b>986,898</b>	1,306,475
Project commitments		<b>5,608,501</b>	8,789,805
<b>Total other commitments</b>		<b>6,595,399</b>	10,096,280
<b>Commitments receivable</b>		<b>(4,996,321)</b>	(9,723,546)
<b>Net commitments</b>		<b>1,599,078</b>	372,734
<b>BY MATURITY</b>			
<b>Project commitments</b>			
One year or less		<b>4,634,977</b>	6,398,207
From one to five years		<b>973,524</b>	2,391,598
Over five years		-	-
<b>Total project commitments</b>		<b>5,608,501</b>	8,789,805
<b>Operating lease commitments</b>			
One year or less		<b>370,088</b>	364,937
From one to five years		<b>616,810</b>	941,538
Over five years		-	-
<b>Net operating lease commitments</b>		<b>986,898</b>	1,306,475
<b>Commitments receivable</b>			
One year or less		<b>(3,950,567)</b>	(7,107,205)
From one to five years		<b>(1,045,754)</b>	(2,616,341)
Over five years		-	-
<b>Net commitments receivable</b>		<b>(4,996,321)</b>	(9,723,546)
<b>Net commitments</b>		<b>1,599,078</b>	372,734

NB: All commitments are GST inclusive where relevant.

The above statement should be read in conjunction with the accompanying notes.

The comparative figures for the Schedule of Commitments have been changed to conform with changes in presentation with these financial statements.

## Notes to Schedule of Commitments

The Institute is engaged in a tenancy agreement at 300 Queen Street Melbourne, which runs to 28 February 2007. The property rental on the car park was reviewed during the year with a revised monthly rate of \$3,900 (2003 \$3,510). The building rentals are subject to market-based assessment every two years, and the car-park rental annually.

Motor vehicle senior executive leases have no renewal or purchase options available to the Institute, and no contingent rentals exist.

Project commitments receivable are based on known commitments for contracted research funds, ie amount specified in contract agreement. Project commitments payable are based on budget and costed estimates of expenditure by the Institute in relation to the contracted projects. The costings budgets usually form the basis of determining the contract revenue for projects, and represent the funds that the Institute needs to commit to complete the project. The Stronger Families Learning Exchange (SFLEX) research contract component (see Note 5) has been extended into 2004-05 to complete a further four projects at \$40,000 per project. The SFLEX Clearing House contract has been extended by a further six months to 31 December 2004 at a cost of \$200,00. The Longitudinal study of Australian Children (LSAC) is scheduled to run until 2011, however the current contract will operate until February 2005 and will complete wave 1 of the data collection.

### Schedule of Contingencies for the year ended 30 June 2004

		2004	2003
	Note	\$	\$
Contingent Losses		-	-
Contingent Gains		-	-
<b>Net Contingencies</b>		<b>-</b>	<b>-</b>

## **AUSTRALIAN INSTITUTE OF FAMILY STUDIES NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

### **1. Summary of Significant Accounting Policies**

#### **1.1 Basis of Accounting**

The financial statements are required by clause 1(b) of Schedule 1 to the *Commonwealth Authorities and Companies Act 1997*, and are a general purpose financial report.

The statements have been prepared in accordance with:

- Finance Minister's Orders (being the Commonwealth Authorities and Companies (Financial Statements for reporting periods ending on or after 30 June 2004));
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board; and
- Consensus Views of the Urgent Issues Group.

These statements have also been prepared having regard to:

- The Explanatory Notes to Schedule 1 issued by the Department of Finance and Administration; and
- Finance Briefs issued by the Department of Finance and Administration.

The statements of Financial Performance and Financial Position have been prepared on an accrual basis, and are in accordance with historical cost convention, except for certain assets which, as noted, are at valuation. Except where stated no allowance is made for the effect of changing prices on the results or financial position of the Authority.

Assets and Liabilities are recognised in the statement of Financial Position when and only when it is probable that future economic benefits will flow and the amounts of assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are however not recognised unless required by an accounting standard. Liabilities and assets which are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies.

Revenues and expenses are recognised in the statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

In particular the following accounting policies have been consistently applied:

#### **1.2 Changes in Accounting Policy**

The accounting policies used in the presentation of these financial statements are consistent with those used in 2002-03, except in respect of:

The valuation of property, plant and equipment on a fair value basis has been adopted, where previously the deprival method was used.

### 1.3 Revenue

The revenues described in this Note are revenues relating to the core operating activities of the Institute.

Revenue from the sale of goods is recognised upon the delivery of goods to the customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the disposal of non-current assets is recognised when control of the asset passes to the buyer.

Revenue from the rendering of a service, particularly research contracts, is recognised by reference to the completion of milestones (Stage of completion) according to the contract agreement and schedules for payment. The Stage of completion will generally relate to the proportion that costs incurred to date bear to the estimated total costs of the project or particular stage of the project.

#### *Revenues from Government – Output Appropriations*

The full amount of the appropriation for departmental outputs for the year is recognised as revenue.

### 1.4 Employee Benefits

#### *Benefits*

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for wages and salaries, and annual leave are measured at their nominal amounts. Other employee benefits expected to be settled within 12 months of the reporting date are also measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

#### *Leave*

The liability for employee entitlements includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non vesting, and the average sick leave taken in future years by employees of the Institute is estimated to be less than the annual entitlement for sick leave.

Liability for long service leave has been calculated by reference to the staffing profile of the Institute, particularly contractual arrangements for employees. In determining the present value of the liability, attrition rates and pay increases through promotion and inflation have been taken into account. Long service leave entitlements amounting to \$31,958 were paid during the year (2002-03 \$21,932). The apportionment of liability between current and non-current is based on the availability of the leave for staff to use in the current period.

The provision for annual leave reflects the value of total annual leave entitlements of all employees at 30 June 2004 and is recognised at its nominal value. All annual leave is treated as available and current. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

#### *Separation and Redundancy*

Provision is made for separation and redundancy payments in circumstances where the Institute has formally identified positions as excess to requirements and a reliable estimate of the amount of the payments can be determined.

### 1.5 Leases

Lease payments for operating leases are charged as expenses in the periods in which they are incurred. The Institute has no finance leases.

### 1.6 Cash

Cash includes deposits at call which are readily convertible to cash and which are used in the cash management function on a day to day basis. Cash is recognised at its nominal amount. Interest is credited to revenue as it accrues.

### 1.7 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Assets acquired at no cost for nominal consideration are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired as part of a transfer of functions from another Government entity, in which case they are recognised as contributed equity at the carrying amount on the books of the transferor.

### 1.8 Infrastructure, Plant & Equipment (IP&E)

#### *Asset Recognition Threshold*

Purchases of infrastructure, plant and equipment are recognised initially at cost in the statement of financial position, except for purchases costing less than \$1,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

#### *Revaluations*

#### *Basis*

Infrastructure, Plant and Equipment are carried at valuation. Revaluations undertaken up to 30 June 2002 were done on a deprival basis; revaluations since that date are at fair value. This change in accounting policy is required by Australian Accounting Standard AASB 1041 *Revaluation of Non Current Assets*. Valuations undertaken in any year are as at 30 June.

Fair and deprival values for each class of asset are determined as shown below:

<b>Asset Class</b>	<b>Fair value measured at:</b>	<b>Deprival value measured at:</b>
Infrastructure and Office Equipment	Market selling price	Depreciated replacement cost
Computer Equipment	Market selling price	Depreciated replacement cost
Computer Software	Market selling price	Depreciated replacement cost

The financial effect of this change in policy relates to those assets recognised at fair value for the first time in the current period where the measurement basis for fair value is different to that previously used for deprival value. The financial effect of the change is given by the difference between the fair values obtained for these assets in the current period and the deprival-based values recognised at the end of the previous period. The financial effect by class is as follows:

<b>Asset Class</b>	<b>Increment/(decrement) to asset class</b>	<b>Contra Account</b>
Infrastructure and Office Equipment	2004: \$79,255 2003: nil	Revaluation Reserve
Computer Equipment	2004: \$6,743 2003: nil	Revaluation Reserve
Computer Software	2004: \$8,176 2003: nil	Revaluation Reserve

Total financial effect was to increase the carrying amount of IP&E by \$94,174 and to increase the asset revaluation reserve by \$94,174 (2003 nil).

#### *Frequency*

Infrastructure, plant and equipment are revalued progressively in successive three-year cycles. All current cycles commenced on 1 July 2003.

Assets in each class acquired after the commencement of a progressive revaluation cycle are not captured by the progressive revaluation then in progress.

The Finance Minister's Orders require that all infrastructure, plant and equipment assets be measured at up-to-date fair values from 30 June 2005 onwards. The current year is therefore the last year in which the Institute will undertake progressive revaluations.

#### *Conduct*

All valuations were conducted by an independent qualified valuer.

#### *Depreciation and Amortisation*

Depreciable infrastructure, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Institute using, in all cases, the straight line method of depreciation.

Depreciation rates (useful lives) and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate. In 2003-04, the useful lives of all assets were reviewed as part of the external valuation and depreciation rates were amended where necessary to reflect the remaining useful lives of the assets.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	<b>2004</b>	2003
	<b>\$</b>	<b>\$</b>
Computer Hardware	<b>3 to 5 years</b>	5 years
Infrastructure and Office Equipment	<b>5 to 10 years</b>	5 to 10 years
Office Furniture	<b>10 to 15 years</b>	13 years

### 1.9 Impairment of Non-Current Assets

Non-current assets carried at up-to-date fair value at the reporting date are not subject to impairment testing.

### 1.10 Intangibles

The Institute's intangibles comprise externally developed computer software, purchased by the Institute for internal use.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the Institute's software is three to five years (2002-03 three to five years).

The software was subject to the valuation conducted during the year and is measured at its fair value as at 30 June 2004.

### 1.11 Inventory

Inventories held for resale are valued at the lower of cost and net realisable value. The weighted average cost method is used to assign costs to Inventories.

All inventories are current assets. Institute inventory comprises published books and magazines held for resale. The costs incurred are publishing costs, such as printing, design and distribution.

### 1.12 Taxation

The Institute is exempt from all forms of taxation except for Fringe Benefits Tax, and Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST:

- Except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- Except for receivables and payables.

### 1.13 Insurance

The Institute has insured for risks through the Government's insurable risk managed fund, called 'Comcover'. Workers' compensation is insured through Comcare Australia.

### 1.14 Bad and Doubtful Debts

Bad debts are written off during the year in which they are identified. A provision is raised for doubtful debts, if considered necessary, based on a review of all outstanding accounts at year-end. The Institute's level of bad debts continues to be very small, and no provision has been made in 2003-04 (2002-03 nil).

### 1.15 Other (Unexpended Advances)

Unexpended advances include annual magazine subscriptions for *Family Matters*, comprising the payment and issue of publications that relate to after 30 June 2004. They are brought to account over the subscription period, and amounted to \$21,886 (2002-03 \$25,957). There is also prepaid revenue relating to the various research contracts of \$497,309 (2002-03 \$1,208,397)

### 1.16 Comparative Figures

Where necessary, comparative figures have been adjusted to conform with changes in presentation in these financial statements.

## 2. Adoption of AASB Equivalents to International Financial Reporting Standards from 2005-2006.

The Australian Accounting Standards Board has issued replacement Australian Accounting Standards to apply from 2005-06. The new standards are the AASB Equivalents to International Financial Reporting Standards (IFRSs) which are issued by the International Accounting Standards Board. The new standards cannot be adopted early. The standards being replaced are to be withdrawn with effect from 2005-06, but continue to apply in the meantime.

The purpose of issuing Australian Equivalents to IFRSs is to enable Australian entities reporting under the *Corporations Act 2001* to be able to more readily access overseas capital markets by preparing their financial reports according to accounting standards more widely used overseas.

For-profit entities complying fully with the Australian Equivalents will be able to make an explicit and unreserved statement of compliance with IFRSs as well as with the Australian Equivalents.

It is expected that the Finance Minister will continue to require compliance with the Accounting Standards issued by the AASB, including the Australian Equivalents to IFRSs, in his Orders for the Preparation of Authorities' financial statements for 2005-06 and beyond.

The Australian Equivalents contain certain additional provisions which will apply to not-for-profit entities, including the Australian Institute of Family Studies. Some of these provisions are in conflict with the IFRSs and therefore the Institute will only be able to assert compliance with the Australian Equivalents to the IFRSs.

Existing AASB standards that have no IFRS equivalent will continue to apply.

Accounting Standards AASB 1047 *Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards* requires that the financial statements for 2003-04 disclose:

- An explanation of how the transition to the AASB Equivalents is being managed; and
- A narrative explanation of the key differences in accounting policies arising from the transition.

The purpose of this Note is to make these disclosures.

### *Management of the transition to AASB Equivalents to IFRSs*

The Institute's Audit Committee is tasked with the oversight of the transition to and implementation of the Australian Equivalents to IFRSs. The Chief Finance Officer is formally responsible for the project and is in the process of developing a plan for the transition, which will be presented to the Audit Committee on completion.

### *Major changes in accounting policy*

Changes in accounting policies under Australian Equivalents are applied retrospectively – that is, as if the new policy had always applied. This rule means that a balance sheet prepared under the Australian Equivalents must be made as at 1 July 2004, except as permitted in particular circumstances by AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards*. This will enable the 2005-06 financial statements to report comparatives under the Australian Equivalents also.

Changes to major accounting policies are discussed in the following paragraphs:

*Infrastructure, plant and equipment*

It is expected that the Finance Minister's Orders will require infrastructure, plant and equipment assets carried at valuation in 2003-04 to be measured at up-to-date fair value from 2005-06. This differs from the accounting policies currently in place for these assets which, up to and including 2003-04, have been revalued progressively over a three-year cycle and which currently include assets at cost (for purchases since the commencement of a cycle).

However, it is important to note that the Finance Minister requires these assets to be measured at up-to-date fair values as at 30 June 2005. Further, the transitional provisions in AASB 1 will mean that the values at which assets are carried as at 30 June 2004 under existing standards will stand in the transitional balance sheet as at 1 July 2004.

*Impairment of Non-Current Assets*

The Institute's policy on impairment of non-current assets is at note 1.10.

Under the new Australian Equivalent Standard, these assets will be subject to assessment for impairment and, if there are indications of impairment, measurement of any impairment. (Impairment measurement must also be done, irrespective of any indications of impairment, for intangible assets not yet available for use.) The impairment test is that the carrying amount of an asset must not exceed the greater of (a) its fair value less costs to sell, and (b) its value in use. 'Value in use' is the depreciated replacement cost for not-for-profit assets which would be replaced if the Institute were deprived of them.

*Employee Benefits*

The provision for long service leave is measured at the present value of estimated future cash outflows using market yields as at the reporting date on national government bonds.

Under the new Australian Equivalent standard, the same discount rate will be used unless there is a deep market in high quality corporate bonds, in which case the market yield on such bonds must be used.

### **3. Economic Dependency**

The Australian Institute of Family Studies was established under the *Family Law Act 1975* and is controlled by the Commonwealth of Australia. The Institute is dependent on appropriations from Parliament for its continued existence and ability to carry out its normal activities.

#### 4. Reporting by segments and outcomes

The Institute is structured to meet one outcome:

“Inform governments, policy makers and other stakeholders on factors influencing how families function”.

Only one output is identified for this outcome.

##### *Net Cost of Outcome Delivery*

	<b>Outcome 1</b>	
	<b>2004</b>	2003
	<b>\$'000</b>	\$'000
Administered expenses	-	-
Departmental expenses	<b>10,135</b>	6,665
<b>Total expenses</b>	<b>10,135</b>	6,665
<i>Costs recovered from the provision of goods and services to the non-government sector</i>		
Administered	-	-
Departmental	<b>224</b>	347
<b>Total costs recovered</b>	<b>224</b>	347
<i>Other external revenues</i>		
Departmental		
Sale of goods and services - to related entities	<b>6,159</b>	2,674
Interest	<b>115</b>	75
Reversal of capital use charge provision	<b>183</b>	-
Other	<b>42</b>	33
Total Departmental	<b>6,499</b>	2,782
<b>Total other external revenues</b>	<b>6,499</b>	2,782
<b>Net cost of outcome</b>	<b>3,412</b>	3,536

##### *Departmental Revenues and Expenses by Output*

	<b>Outcome 1</b>	
	<b>2004</b>	2003
	<b>\$'000</b>	\$'000
<b>Operating expenses</b>		
Employees	<b>4,345</b>	3,848
Suppliers	<b>5,590</b>	2,473
Depreciation and amortisation	<b>137</b>	130
Write-down of assets	<b>57</b>	66
Disposal of Assets	<b>6</b>	8
<b>Total operating expenses</b>	<b>10,135</b>	6,525
<b>Funded by:</b>		
Revenues from Government	<b>3,631</b>	3,701
Sale of goods and services	<b>6,383</b>	3,021
Interest	<b>115</b>	75
Reversal of capital use charge provision	<b>183</b>	-
Other	<b>42</b>	33
<b>Total operating revenues</b>	<b>10,354</b>	6,830

## 5. Cashflow Reconciliation

### Reconciliation of net surplus to net cash from operating activities

	2004	2003
	\$	\$
Net surplus	218,113	305,180
Decrease / (Increase) in inventory	9,812	8,072
Decrease / (Increase) in receivables	(344,890)	(514,113)
Decrease / (Increase) in other assets	(22,874)	21,618
Increase / (Decrease) in liability to suppliers	539,358	404,448
Increase / (Decrease) in other payables	(715,159)	1,150,384
Increase / (Decrease) in employee provisions	41,550	94,775
Loss on sale/ disposal of equipment	6,100	8,203
Depreciation expense	136,488	129,970
<b>Net cash from / (used by) operating activities</b>	<b>(131,502)</b>	<b>1,608,537</b>
Reconciliation of cash		
Cash	(9a) 1,350,279	200,971

## 6. Contract and Grant Revenue

The Institute undertakes some research and dissemination of information on a contract and grant basis, which contributes to meeting its stated objectives. During this year revenue to the value of \$6,280,527 (2002-03 \$2,690,703) was earned. The funding auspice, amounts and projects were as follows:

Aboriginal and Torres Strait islander Services (ATSIS) \$14,409, (2002-03 \$nil). A needs analysis and action plan about the issues of family violence and family wellbeing was produced in collaboration with ATSIS Tasmania.

Department of Family and Community Services (Australians Working Together), \$12,923 (2002-03 \$nil). An evaluation of compulsory interviews and activity requirements, on parents and children aged 13-15 years, introduced by the Australian Government in September 2003. Wave 1 questionnaire testing and piloting has been completed, and the Literature review is partially completed.

Department of Family and Community Services (Efficacy of Early Childhood Interventions), \$65,100 (2002-03 \$nil). The project was to evaluate methodologies for producing cost-benefit analyses of early childhood interventions. The project was completed and a final report was produced by 30 June 2004.

Department of Family and Community Services and Melbourne Institute (HILDA) \$2,400 (2002-03 \$13,680). A collaborative project to conduct a survey of Household, Income and Labour Dynamics in Australia which has now finished. The Institute has a support role to assist the Melbourne Institute, which is the legal entity.

Department of Family and Community Services (Longitudinal Study of Australian Children, LSAC) \$3,698,909 (2002-03 \$1,075,215). A major study of Australian children which is due to run until 2011. Initial contract between AIFS and the Department is for three years to February 2005. In 2003-04 all LSAC study instruments were finalised and administered on a preliminary sample of about 500 families. Recruitment of a further 10,000 families was commenced

in March 2004, with about 6,000 recruited by the end of June. Work has commenced on data processing and the development of a child outcome index.

Department of Family and Community Services (National Child Protection Clearinghouse), \$293,811 (2002-03 \$293,811). The current contract with the department runs until 30 June 2004. The contract is for the Institute to resource and facilitate a network of people and organisations concerned with child abuse prevention, and disseminate information accordingly. In 2003-2004 it has provided a range of informational and specialist advisory services to stakeholders, particularly the Commonwealth and State/Territory government agencies, undertaken research projects, made a number of presentations (including keynote addresses) and produced a number of issues papers and newsletters.

Department of Family and Community Services (Stronger Families Learning Exchange (SFLEX) Research Projects), \$1,103,397 (2002-03 \$455,000). This contract is part of the Government's Stronger Families and Communities Strategy and has been extended until 31 December 2004. SFLEX provides training, support and advice on family wellbeing, primary prevention and early intervention. The team is close to completing work on the original 45 action research projects, and has commenced work on four additional projects. Eight workshops around the themes of action research, evaluation and sustainability have been conducted for projects on a regional basis.

Department of Family and Community Services (Stronger Families Learning Exchange (SFLEX) Clearinghouse), \$400,000 (2002-03 \$338,500). This contract is also part of the Government's Stronger Families and Communities Strategy. This component represents the development and operation of a clearinghouse, and the current contract has been extended to 31 December 2004. The clearinghouse promotes resource sharing and provides library and information services. During the year the clearinghouse produced three regular bulletins and completed the web site.

Department of Prime Minister and Cabinet, Office of the Status of Women (Fertility Decision Making project) \$82,143 (2002-03 \$105,000). A study to examine and report on factors that impact on fertility decisions with an emphasis on gender dynamics. The final report is under preparation at 30 June 2004.

Victorian Department of Justice (Crime Prevention Project) Stage 2, \$65,000 (2002-03 \$50,000 Stage 1). A study in two stages to investigate relationships between children and criminality, and look at involvement with police and the court system. The second report has been published and launched, and a draft of the third report, including statistical analyses, has been prepared

Department of Prime Minister and Cabinet, Office of the Status of Women (Australian Centre for the Study of Sexual Assault) \$498,626 (2002-03 \$204,466). The contract commenced in January 2003 and is due to be completed in May 2005. The mission of the Centre is to improve access to current information on sexual assault in order to assist policymakers and others interested in this area to develop evidence-based strategies to prevent, respond to, and ultimately reduce the incidence of sexual assault. During the year the Centre produced three newsletters, one issues paper and three briefing papers, and developed a web site. There was also considerable work promoting the Centre and collaborating with other research organisations.

Victorian Department of Human Services (Active Participation Strategy Literature Research and Review) \$2,637 (2002-03 \$nil).

A collaborative project comprising the Royal Automobile Club of Victoria and the Transport Accident Commission of Victoria \$14,650 (2002-03 \$14,350). The project collects data concerning patterns and predictors of driving behaviour at 19-20 years of age, and disseminates these findings. All statistical analyses have been completed and a draft report has been prepared and is being revised.

Grant from the Australian Research Council (Multiple and Changeable Care Arrangements) \$16,155 (2002-03 \$16,155). Macquarie University administers the grant and AIFS is a partner investigator. The study is in its third year and is using the CATI interviewing facility to investigate trends in multiple and changeable care arrangements in Australia.

Grant from the Box Hill Hospital (Donor Insemination Services) \$10,367 (2002-03 \$12,727). This project is a contribution by AIFS to a Donor insemination study which is initially funded from an Australian Fertility Society Research grant. During the year AIFS prepared questionnaires, and contributed to the production of a research paper.

## 7. Operating Expenses

	2004	2003
	\$	\$
(a) <i>Employee Expenses</i>		
Wages and salary	<b>3,439,938</b>	3,072,881
Superannuation	<b>440,663</b>	392,411
Leave and other entitlement	<b>315,130</b>	281,613
Other employee benefits	<b>125,456</b>	86,434
<b>Total employee benefits expense</b>	<b>4,321,187</b>	3,833,339
Workers compensation premium	<b>24,042</b>	14,917
<b>Total employee expenses</b>	<b>4,345,229</b>	3,848,256
(b) <i>Suppliers Expenses</i>		
Goods from related entities	<b>11,717</b>	4,959
Goods from external entities	<b>343,652</b>	246,827
Services from related entities	<b>400,853</b>	147,717
Services from external entities	<b>4,496,630</b>	1,767,289
Operating lease rentals	<b>337,517</b>	306,264
<b>Total supplier expenses</b>	<b>5,590,369</b>	2,473,056
(c) <i>Depreciation and Amortisation</i>		
Depreciation of infrastructure, plant and equipment	<b>136,488</b>	129,970
The aggregate amounts of depreciation or amortization expensed during the reporting period for each class of depreciable asset are as follows:		
Infrastructure and Office Equipment	<b>44,451</b>	35,359
Computer Equipment	<b>65,463</b>	63,930
Intangible Software	<b>26,574</b>	30,681
	<b>136,488</b>	129,970
(d) <i>Write down of assets</i>		
Inventory written off	<b>57,339</b>	65,337
<b>Total write down of assets</b>	<b>57,339</b>	65,337

## 8. Employer's Superannuation Contribution

The Institute contributes to the Commonwealth Superannuation Scheme (CSS) for those employees who chose to stay in the CSS on the commencement of the Public Sector Superannuation Scheme (PSS) on 1 July 1990. The Institute also contributes to the PSS for those staff who transferred from the CSS and all eligible staff who joined the Institute after the PSS commencement date. The Institute also provides productivity contributions to staff ranging from 2% to 3% of salary.

The Institute's present contribution as employer to the CSS is 26.6% of salary and 11.5% of salary in respect of the PSS. In 2003-04 \$440,663 (2002-03 \$392,411) was expended in employer superannuation by the Institute.

## 9. Operating Revenues

	Note	2004 \$	2003 \$
<b>(a) Revenues from government</b>			
Appropriations from outputs		<b>3,631,000</b>	3,701,000
<b>Total revenues from government</b>		<b>3,631,000</b>	3,701,000
<b>(b) Interest revenue</b>			
Deposits - Cheque account		<b>18,516</b>	8,420
Bank Bills of Exchange		<b>96,943</b>	66,555
<b>Total interest revenue</b>		<b>115,459</b>	74,975
<b>(c) Sale of goods and services</b>			
Goods		<b>54,367</b>	55,397
Contract services	(6)	<b>6,254,005</b>	2,661,821
Conference revenue		-	203,563
Other services		<b>74,587</b>	100,524
<b>Total sales of goods and services</b>		<b>6,382,959</b>	3,021,305
Provision of goods to:			
Related entities		<b>13,591</b>	14,144
External entities		<b>40,776</b>	41,253
<b>Total sale of goods</b>		<b>54,367</b>	55,397
Rendering of contract services to:			
Related entities		<b>6,145,196</b>	2,456,790
External entities		<b>108,809</b>	205,031
<b>Total rendering of services</b>		<b>6,254,005</b>	2,661,821
Conference revenue from:			
Related entities		-	20,356
External entities		-	183,207
<b>Total conference revenue</b>		-	203,563
Rendering of other services to:			
Related entities			
External entities		<b>74,587</b>	100,524
<b>Total rendering of other services</b>		<b>74,587</b>	100,524
Cost of sales of goods		<b>34,883</b>	42,112
<b>(d) Net loss from disposal of assets</b>			
Infrastructure, plant and equipment			
Proceeds from disposal		-	-
Net book value of assets disposed		<b>6,100</b>	8,203
<b>Total net gain from disposal of assets</b>		<b>6,100</b>	8,203
<b>(e) Other revenues</b>			
Grants	(6)	<b>26,522</b>	28,882
Cost recovery		<b>12,367</b>	1,216
Other		<b>2,783</b>	2,624
<b>Total other revenue</b>		<b>41,672</b>	32,722

Cost recovery revenue represents revenue from a variety of individual sources including recovery of costs and reimbursements of fares for Institute staff undertaking speaking engagements interstate.

## 10. Financial Assets

	2004	2003
	\$	\$
(a) <i>Cash</i>		
Cash at bank	1,349,779	200,830
Petty cash	500	141
<b>Total Cash</b>	<b>1,350,279</b>	<b>200,971</b>
(b) <i>Gross Receivables classified by Category</i>		
Sales of goods and services	1,625,796	1,324,213
Other	-	1,337
GST receivable	93,962	49,318
<b>Total receivables (net)</b>	<b>1,719,758</b>	<b>1,374,868</b>
<i>Gross Receivables overdue are aged as follows</i>		
Not overdue	1,565,758	1,374,868
Over due by:		
Less than 30 days	154,000	-
<b>Total receivables (gross)</b>	<b>1,719,758</b>	<b>1,374,868</b>
(c) <i>Other Investments</i>		
Bills of exchange and term deposits	622,543	2,331,907
<b>Total Other Investments</b>	<b>622,543</b>	<b>2,331,907</b>

During the year there were no bad and doubtful debts written off. No provision has been established for doubtful debts given the continuing low levels of debtors that need to be written off.

## 11. Non-financial assets

### (a) Inventories

As part of Institute policy, some publications are sold and some are provided free of charge. A program of disposal of obsolete publications was commenced in 1996, and has continued on an annual basis. These publications had no net realisable value.

	2004	2003
	\$	\$
Inventory	8,870	18,682
Total	<u>8,870</u>	<u>18,682</u>

### (b) Infrastructure, Plant and Equipment and Intangibles

	2004	2003
	\$	\$
Infrastructure and Office Equipment		
- at cost	30,735	-
- accumulated depreciation	(659)	-
	<u>30,076</u>	-
- at 2003 valuation (deprival)	-	455,856
- accumulated depreciation	-	(241,842)
	-	<u>214,014</u>
- at 2004 valuation (fair value)	305,325	-
- accumulated depreciation	(6,084)	-
	<u>299,241</u>	-
<b>Total Infrastructure and Office Equipment</b>	<u>329,317</u>	214,014
Computer Equipment		
- at cost	7,581	105,780
- accumulated depreciation	(421)	(18,540)
	<u>7,160</u>	87,240
- at 2003 valuation (deprival)	-	257,681
- accumulated depreciation	-	(180,023)
	-	<u>77,658</u>
- at 2004 valuation (fair value)	138,774	-
- accumulated depreciation	(9,368)	-
	<u>129,406</u>	-
<b>Total Computer Equipment</b>	<u>136,566</u>	164,898
<b>Total Infrastructure, Plant and Equipment</b>	<u>465,883</u>	378,912
Intangible Software		
- at cost	17,900	16,290
- accumulated depreciation	(710)	(3,193)
	<u>17,190</u>	13,097
- at 2003 valuation (deprival)	-	140,215
- accumulated depreciation	-	(67,157)
	-	<u>73,058</u>
- at 2004 valuation (fair value)	72,070	-
- accumulated depreciation	(3,603)	-
	<u>68,467</u>	-
<b>Total Intangible Software</b>	<u>85,657</u>	86,155

**Movement Summary**

	Infrastructure, Office Equipment	Computer Equipment	Intangible Software	Total
Gross Value 1 July 2003	<b>455,856</b>	<b>363,461</b>	<b>156,505</b>	<b>975,822</b>
Additions:				
Acquisition of new assets	84,633	32,354	17,900	134,887
Revaluations of assets	79,255	6,743	8,176	94,174
Disposals	(4,134)	(1,966)	-	(6,100)
Write-offs	(279,550)	(254,237)	(92,611)	(626,398)
Gross Value 30 June 2004	<b>336,060</b>	<b>146,355</b>	<b>89,970</b>	<b>572,385</b>
Accumulated Depreciation 1 July 2003	<b>241,842</b>	<b>198,563</b>	<b>70,350</b>	<b>510,755</b>
Annual Depreciation charges	44,451	65,463	26,574	136,488
Disposals				
Write-offs	(279,550)	(254,237)	(92,611)	(346,848)
Accumulated Depreciation 30 June 2004	<b>6,743</b>	<b>9,789</b>	<b>4,313</b>	<b>20,845</b>
Net Book Value 30 June 2004	<b>329,317</b>	<b>136,566</b>	<b>85,657</b>	<b>551,540</b>
Net Book Value 30 June 2003	214,014	164,898	86,155	465,067

**(c) Other Non-Financial Assets**

	<b>2004</b>	2003
	<b>\$</b>	\$
Prepayments	84,363	61,489

**12. Equity**

	Accumulated Results	Asset Revaluation Reserve	Capital	Total Equity	
	2003-04	2003-04	2003-04	2003-04	2002-03
Balance 1 July	794,484	-	613,295	1,407,779	1,242,677
Net surplus (deficit)	218,113	-	-	218,113	305,180
Capital use charge	-	-	-	-	(140,078)
Net revaluation increment	-	94,174	-	94,174	-
Balance 30 June	1,012,597	94,174	613,295	1,720,066	1,407,779

### 13. Provisions and Payables

	2004	2003
	\$	\$
(a) <i>Employee Provisions</i>		
Salaries and wages	117,649	83,580
Superannuation	-	-
Annual leave	275,550	288,378
Long service leave	479,766	459,457
<b>Aggregate employee entitlement liability</b>	<b>872,965</b>	<b>831,415</b>
Current	698,932	645,910
Non-current	174,033	185,505
	<b>872,965</b>	<b>831,415</b>
(b) <i>Suppliers</i>		
Trade creditors	1,225,127	685,769

### 14. Auditor's Remuneration

	2004	2003
	\$	\$
Remuneration to the Auditor-General for auditing The financial statements for the reporting period. The fair value of services provided was:	<b>19,500</b>	20,000

No other services were provided by the Auditor-General during the reporting period.

### 15. Directors' Remuneration (Board of Management)

Total remuneration received or due and receivable by directors of the Institute is \$184,362 (2002-03 \$207,525).

The number of directors of the Institute included in these figures is shown below in the relevant remuneration bands.

	2004	2003
	\$	\$
\$Nil- \$10,000	5	5
\$170,000-\$180,000	1	-
\$200,001-\$210,000	-	1
Total	<b>6</b>	<b>6</b>

The Director of the Institute is the full time chief executive officer, as well as a member of the Board of Management.

## 16. Officers' Remuneration

The aggregate amount of total remuneration of officers is \$657,582 (2002-2003 \$438,276). The officers' remuneration includes all officers taking part in the management of the Institute during 2003-04, excluding the Executive Director whose details are included in Note 15 - Remuneration of Directors.

	<b>2004</b>	2003
	<b>\$</b>	\$
\$100,000-\$110,000	<b>3</b>	3
\$110,001-\$120,000	<b>2</b>	1
\$120,001-\$130,000	<b>1</b>	-
Total	<b>6</b>	4

## 17. Average Staffing Levels

	<b>2004</b>	2003
	<b>\$</b>	\$
The average staffing level for the Institute during the year was:	<b>59</b>	55

Comparative figures have been updated to include contractors, who have provided services to the Institute throughout the year.

## 18. Related Parties

The Directors of the Authority during the year were:

Ms Dianne Gibson, Chairperson  
 Professor Donald Chalmers  
 Professor Alan Hayes  
 Mr David Kalisch  
 Professor Frank Oberklaid  
 Dr Ann Sanson, Acting Director

Information in relation to remuneration of Board of Management is disclosed in Note 15.

There were no other related party transactions.

## 19. Financial Instruments

### (a) Interest Rate Risk

Financial Instrument	Notes	Floating Interest Rate		Fixed Interest Rate Maturing In						Non-Interest Bearing		Total		Weighted Average Effective Interest Rate		
		2004	2003	1 Year or Less		1 to 5 Years		> 5 Years		2004	2003	2004	2003	2004	2003	2004
				2004	2003	2004	2003	2004	2003							
<b>Financial Assets</b>																
Cash on hand	10(a)	-	-	<b>1,349,779</b>	200,830	-	-	-	-	<b>500</b>	141	<b>1,350,279</b>	200,971	<b>2.75</b>	2.50	
Bills of exchange	10(c)	-	-	-	1,743,611	-	-	-	-	-	-	-	1,743,611	-	4.58	
Term deposits	10(c)	-	-	<b>622,543</b>	588,296	-	-	-	-	-	-	<b>622,543</b>	588,296	<b>5.25</b>	4.94	
Receivables for goods and services	10(b)	-	-	-	-	-	-	-	-	<b>1,719,758</b>	1,374,868	<b>1,719,758</b>	1,374,868	-	-	
<b>Total</b>		-	-	<b>1,972,322</b>	2,532,737	-	-	-	-	<b>1,720,258</b>	1,375,009	<b>3,692,580</b>	3,907,746			
<b>Total Assets</b>												<b>4,337,353</b>	4,452,984			
<b>Financial Liabilities</b>																
Suppliers																
	13(b)	-	-	-	-	-	-	-	-	<b>1,225,127</b>	685,769	<b>1,225,127</b>	685,769	-	-	
Other payables	1.16	-	-	-	-	-	-	-	-	<b>519,195</b>	1,234,354	<b>519,195</b>	1,234,354	-	-	
<b>Total</b>										<b>1,744,322</b>	1,920,123	<b>1,744,322</b>	1,920,123	-	-	
<b>Total Liabilities</b>												<b>2,617,287</b>	3,045,205			

## (b) Net Fair Values of Financial Assets and Liabilities

Financial Assets	Note	2004		2003	
		Total Carrying Amount	Aggregate Net Fair Value	Total Carrying Amount	Aggregate Net Fair Value
Cash on hand		<b>1,350,279</b>	<b>1,350,279</b>	200,971	200,971
Bills of exchange		-	-	1,743,611	1,743,611
Receivables of goods and services		<b>1,719,758</b>	<b>1,719,758</b>	1,374,868	1,374,868
Term deposit		<b>622,543</b>	<b>622,543</b>	588,296	588,296
<b>Total Financial Assets</b>		<b>3,692,580</b>	<b>3,692,580</b>	3,907,746	3,907,746
Financial Liabilities (Recognised)					
Trade and other creditors		<b>1,744,322</b>	<b>1,744,322</b>	1,920,123	1,920,123
<b>Total Financial Liabilities (Recognised)</b>		<b>1,744,322</b>	<b>1,744,322</b>	1,920,123	1,920,123

The net fair values of cash, bills of exchange and non-interest bearing monetary financial assets approximate their carrying amounts.

The net fair values for trade creditors are approximated by their carrying amounts.

## (d) Credit Risk Exposures

The Institute's maximum exposure to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Position.

The Institute has no significant exposure to any concentrations of credit risk.

## INDEX

- Accessibility to Child Abuse Prevention Programs, 55, 84
- Adoption of AASB Equivalents to International Financial Reporting Standards from 2005-2006, 123-124
- advertising and market research costs, 105
- Ageing and Inter-generational Exchanges within Families project, 17, 44, 78
- Attorney-General's Department, 56
- Audit, Finance and Administration Sub-Committee, 9, 12
- Auditor-General's Report (Ch.7), 108-109
- auditor's remuneration, 134
- Australian Bureau of Statistics (ABS) data, 19
- Australian Centre for the Study of Sexual Assault (ACSSA), 2, 16, 17, 18, 20, 51-55, 82-83, 88, 92, 93
  - good practice programs and responses database, 52, 53
  - health burden of violence against women, 54
  - "Home Truths" conference, 54
  - library collection, 53
  - networking outreach, 53
  - presentations, 55
  - publications, 54
  - published output, 52
  - research enquiry service, 52
  - summary of research project performance, 82-83
  - website, 53
- Australian Children's Contact Services Project, 56, 84
- Australian Council for Educational Research (ACER), 39
- Australian Domestic and Family Violence Clearinghouse, 52
- Australian Family & Society Abstracts*, 56, 95
- Australian Government Department of Education, Science and Training, 21
- Australian Government Department of Family and Community Services, 18, 29, 42, 45, 55, 59, 60, 61
- Australian Government Department of Health and Ageing, 31
- Australian National University, 35, 45
- Australian Research Alliance for Children and Youth (ARACY), 3
- Australian Research Council Linkage grants, 27, 45
- Australian Research Council's Strategic Partnership with Industry and Research Training (SPIRT) Support Scheme, 56
- Australians Working Together (AWT) Parenting Payment Activity Requirement study, 17, 19, 21, 45, 79
- Australian Temperament Project (ATP), 2, 3, 17, 18, 19, 25, 26, 30, 31, 66, 67, 71
- Australian Workplace Agreements, 101, 102
- average staffing levels, 135
- Board of Management, 6, 8, 9, 134, 135
- broad involvement in policy processes, 22-23
  - consultations, 23
  - parliamentary submissions, 22
  - representation at conferences and meetings, 23
  - representation on expert panels, 23
  - visitors, 23
- business and financial management, 104-106
- Caring for Children after Parental Separation project, 2, 17, 18, 19, 20, 21, 37, 76
- Case for Marriage in Australia project, 17, 35, 74

- cashflow reconciliation, 126
- Centre for Mental Health Research,  
Australian National University, 25
- Certified Agreement, 101, 102
- Charles Sturt University, 18
- Child Care Choices project, 17, 18, 19,  
20, 27, 67
- Child Care Choices of Indigenous  
Families research project, 27
- Child Care in Cultural Context project,  
2, 17, 18, 20, 27, 69
- Children and Family Life, 2, 17, 18, 19,  
28, 69
- Children and Parenting Program, 16,  
17, 25-31, 66-72
- Children Conceived through Donor  
Insemination project, 17, 18
- Children Conceived through Donor  
Insemination follow-up study, 29, 70
- collaborative partnerships, 3, 18
- Commonwealth Authorities and  
Companies Act 1997*, 108, 109
- Communication and Information  
(Ch.5), 4, 88-98  
review of the program, 88
- Communication and Information Plan  
2003–2006*, 5
- consultants and competitive tendering,  
104
- consultancy services, 105
- consultations and visitors, 3, 23
- contract and grant revenue, 126-128
- Core Research, 2, 18
- Contract Research, 17, 18, 48-63, 80-85
- Corporate governance and accountability,  
12
- Corporate Support (Ch.6), 100-106
- Crime Prevention Victoria, 17, 30, 71
- Demographic Trends Analysis, 2, 16, 17,  
18, 32, 46, 79-80
- directors; *see* Board of Management
- directors' remuneration, 134, 135
- disability strategy, 105
- Early Development Index, 21
- ecologically sustainable management,  
106
- economic dependency, 124
- Efficacy of Early Childhood  
Interventions project, 18, 29, 70
- enabling legislation, 8
- equity, 133
- ethics approvals, 21
- Ethics Committee; *see* Human Research  
Ethics Committee
- Families in the Asian Region project,  
17, 33, 73
- Families, Social Capital and Citizenship  
project, 17, 41, 77
- Family and Community and Community  
Services portfolio, operation within, 8
- Family and Marriage Program, 16, 17,  
32-40, 72-77
- Family and Society Program, 16, 17,  
41-45, 77-79
- Family and Work Decisions project,  
2, 17, 18, 19, 20, 42, 45, 78
- Family Facts and Figures*  
(online content), 46
- Family Information Centre, 53, 93-95;  
*see also* library
- family law, 2, 18, 36, 75
- Family Law Monitoring and Evaluation,  
17, 36, 75
- Family Law Act 1975*, 8, 12, 16
- Family Law Reform Act 1995*, 8
- Family Matters* (journal), 8, 21, 46, 89, 93
- Family Relationships and Work  
Circumstances project, 17, 35, 43, 74
- Family Transitions Analysis, 17, 32, 72

- family trends and transitions, 4, 32, 46, 72
- Fertility Decision Making Project, 4, 17, 18, 20, 34, 35, 73
- financial assets, 131
- financial instruments, 136-137
- Financial Statements (Ch.8), 112-137  
notes to and forming part of, 118-137
- Freedom of Information, 106
- Griffith University, 56
- Growing Up in Australia, 48; *see also* Longitudinal Study of Australian Children (LSAC)
- Health Insurance Commission (HIC), 48
- Healthy Retirement Project, 41
- Household Income and Labour Dynamics in Australia (HILDA) survey, 3, 17, 18, 19, 20, 35, 37, 39, 42, 44, 77
- Human Research Ethics Committee, 12-13, 21
- human resources management; *see* staffing
- Information Technology Unit, 103
- Institute seminars, 96-98
- International Delegations and Visitors, 4
- International Society for the Study of Behavioural Development (ISSBD), 3
- key objectives, 10
- library, 5, 93-95; *see also* Family Information Centre  
collection, 93  
presentations, 95  
publications, 94  
services, 94
- Longitudinal Study of Australian Children (LSAC), 2, 4, 17, 18, 19, 20, 21, 48-51, 80-82, 92  
commissioned reports, 49  
presentations, 50  
presentations by Consortium Advisory Group Members, 51  
publications, 49  
publications by Consortium Advisory Group Members, 51  
publications on the web, 49  
representation at workshops, conferences and external committees, 50  
summary of research project performance, 80-82
- Macquarie University, 18
- media liaison, 91-93
- Melbourne Institute of Applied Economic and Social Research, 18, 29, 39
- Minister for Family and Community Services, 2, 8, 13, 48, 92
- Monash Medical School, 29
- National Bibliographic Database, 94
- National Child Protection Clearinghouse (NCPC), 2, 3, 4, 16, 17, 18, 20, 52, 53, 55-59, 84, 88, 93  
additional projects, 56  
advisory services, 57  
communications, 57  
information exchange, 57  
knowledge base, 56  
presentations, 58  
publications, 58  
representation at workshops, conferences and external committees, 59  
summary of research project performance, 84  
website, 57
- National Research Priorities, 18, 21-22
- National Statement on Ethical Conduct in Research Involving Humans, 12
- New South Wales Department of Community Services, 18

- Northern Territory Child Protection  
review, 56, 84
- Northern Territory Department of  
Health and Community Services, 56
- non-financial assets, 132
- occupational health and safety, 102
- Office of the Status of Women (OSW),  
34, 51
- officers' remuneration, 135
- Online information, 95-96  
alerting service, 96  
internet developments, 95  
intranet, 96  
representation at workshops,  
conferences and external  
committees, 96  
statistics of web use, 95
- operating expenses, 129
- operating revenues, 130
- Operation of the Institute, 8
- Outputs and Outcomes framework, 11
- parliamentary inquiries, 3, 5, 22, 92
- Parenting influences on adolescent  
alcohol use, 31, 72
- Parents on Low Income study, 17, 45,  
78
- partnerships with external  
organisations, 3, 18
- performance pay, 102
- Positive Family Relationships, 34-36, 74
- presentations; *see* Research Program
- property issues and assets  
management, 105
- provisions and payables, 134
- Public Service Act 1999*, 8
- publications; *see* Research Program
- Publishing, 89-93  
contract publications and reports, 91  
*Family Matters*, 8, 21, 46, 89-90, 93  
*Family Matters* online, 91  
re-badging Institute publications, 89  
*Research Paper* series, 91  
*Research Report* series, 91  
review processes, 89  
series publications, 91
- purchasing guidelines, 104
- quality management and ethics  
approvals, 21
- quantitative and qualitative research  
methods, 19
- records management, 104
- Relationship Education and Marriage  
Outcome Project, 18
- Relationship Wellbeing Analysis, 74
- Relationships Trends Analysis, 34
- reporting by segments and outcomes, 125
- representation at conferences and  
meetings, 23;  
*see also* Research Program
- representation on expert panels, 23
- Research Plan 2002–2005*, 2, 16, 17, 24
- Research Program (Ch.3), 16-63  
categories, 18  
collaborative, 18  
methods, 19-20  
overview, 3, 17  
performance summary, 66-85  
policy-relevant, 19, 20  
presentations, 26, 27, 28, 30, 32,  
33, 34, 35, 36, 38, 39, 41, 42, 43,  
44, 47, 50, 55, 58, 63  
publications, 26, 27, 30, 32, 36, 38,  
41, 42, 43, 44, 49, 54, 58, 61, 62  
representation at workshops,  
conferences and external  
committees, 28, 33, 37, 40, 42,  
43, 44, 47, 50, 59, 63  
themes, 19-20  
structure, 17  
summary, 24  
summary of research project  
performance, 66-85
- research support grants, 12

- risk management, 105
- Royal Automobile Club of Victoria (RACV), 3, 18, 31
- Royal Children's Hospital, Melbourne, 25
- schedule of commitments, 116  
notes, 117
- schedule of contingencies, 117
- security, 105
- Staffing,  
appointments, 5,  
certified agreement, 100-102  
development, 100  
non-salary benefits, 102  
overview, 101  
profile, 100  
workplace diversity/industrial  
democracy, 102
- Statement by Directors, 112
- statement of cash flows, 115
- statement of financial performance, 114
- statement of financial position, 113
- Strategic Plan 2002–2005*, 2, 10, 88
- Stronger Families and Communities  
Strategy, 59, 60, 61
- Stronger Families Learning Exchange  
(SFLEX), 3, 16, 17, 18, 20, 59-63, 88, 93  
clearinghouse collection and library  
services, 61, 62  
databases, 61  
development of resources, 60  
national workshop, 61  
presentations, 63  
publications, website and extranet,  
61, 62  
regional workshops, 60  
representation at workshops,  
conferences and external  
committees, 63  
summary of research project  
performance, 85  
training and support team  
activities, 60
- Structure and Operations (Ch.2), 8-13
- submissions to inquiries, 3
- Summary of Research Project  
Performance (Ch.4), 66-85
- summary of significant accounting  
policies, 119-122
- superannuation, employer's  
contribution, 129  
Commonwealth Superannuation  
Scheme (CSS), 129  
Public Sector Superannuation  
Scheme (PSS), 129
- Survey operations and Computer  
Assisted Telephone Interviewing  
(CATI), 103
- Understanding Contact Disputes  
project, 17, 39, 76
- University of Melbourne, 18, 25, 56
- University of New South Wales, 52
- University of South Australia, 35
- University of Sydney, 18, 39
- Victorian Department of Human  
Services, 54
- Victorian Health Promotion Foundation  
(VicHealth), 54
- Victorian Transport Accident  
Commission (TAC), 3, 17, 18, 31, 71
- vision statement, vi, 8
- Work and Family project, 78
- workplace diversity and industrial  
democracy, 102
- Year in Review (Ch.1), 2-6