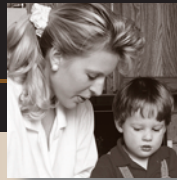
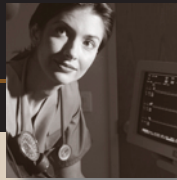


6

CORPORATE SUPPORT



CORPORATE SUPPORT

Corporate Support provides a range of services to assist the Institute to meet its goals through developing and applying improved executive, administrative, personnel and information technology policies and practices.

Human resources management

During the year two new deputy directors were appointed. The restructure described elsewhere in this report resulted in a significant amount of activity in the Human Resources area. Between June and December, nine ongoing staff accepted voluntary redundancies.

Due to the high prevalence of contract projects, the Institute has a higher than average proportion of non-ongoing staff. During the course of the year, there was significant recruitment activity in the National Child Protection Clearinghouse, the Australian Centre for the Study of Sexual Assault, and in the Communities and Families Clearinghouse Australia.

Staffing profile

Total number of staff as at 30 June 2006 was 53 excluding the Director. Of these, 13 were part-time staff. This includes fixed-term staff hired for specific research projects or functional tasks as they are needed.

Staff development

Staff take part in approved training activities in their respective disciplines as well as general skills development. During 2005–2006, the Institute invested more than \$45,000 in direct training and development activities.

Certified Agreement

The Institute's Certified Agreement 2006–2008 was certified by Vice President Hamilton in the Australian Industrial Relations Commission on 28 February 2006. The Agreement provides for salary increases totalling 10.5 per cent over the life of the agreement, which will have a nominal expiry three years after certification. The agreement included an initial pay rise of 4 per cent. A 3.5 per cent increase will be paid on 1 January 2007 and a further 3 per cent on 1 January 2008.

Staff representatives agreed to a revised classification structure, and new work level standards. Staff also agreed to the introduction of leave management guidelines that have already significantly reduced provisions for accrued annual leave. Annual leave accruals are capped at 50 days for full-time staff, with managers and staff required to maintain accruals below this level. Staff are also required to take at least 50 per cent of their annual leave entitlement each year, in order to both ensure that staff are able to take time off for rest and recreation and also to prevent accruals rising to unacceptable levels.

The passage of the WorkChoices legislation and its commencement in April has required the development of a policy and procedures framework specific to staff on Australian Workplace Agreements.

Workplace diversity and Industrial democracy

The Institute continued to foster a work environment that values and uses the contribution of people of different backgrounds and cultures. It continued to provide flexible working arrangements through its agency agreement to staff to support their different needs. The Institute's Workplace Diversity Plan was ongoing during the year and will run for the course of the current agency agreement to the end of 2005.

Table 6.1 Staffing overview: actual ongoing and non-ongoing full-time and part-time staff by gender at 30 June 2006

	Ongoing full-time	Ongoing part-time	Non-ongoing full-time	Non-ongoing part-time	Total
Male	6	0	4	2	12
Female	20	8	10	3	41
Total	26	8	14	5	53
% of all staff	49%	15%	26%	9%	100%

Table 6.2 Staffing overview: actual ongoing and non-ongoing staff by classification level and gender at 30 June 2006

Classification	AIFS classification	Ongoing staff		Non-ongoing staff		Total	% of all staff
		Male	Female	Male	Female		
SES Band 1				1	1	2	4%
Exec Level 2	AIFS Band 5	2	5	1	1	9	17%
Exec Level 1	AIFS Band 4	2	5	2	0	9	17%
APS 6	AIFS Band 3	1	9		3	13	24%
APS 5	AIFS Band 3		1	1	1	3	6%
APS 4	AIFS Band 2		6		1	7	13%
APS 3	AIFS Band 2		1	1	5	7	13%
APS 2	AIFS Band 1		1	1	1	3	6%
APS 1	AIFS Band 1					0	0%
TOTAL		5	28	7	13	53	100%
% of all staff		9%	53%	13%	25%	100%	

Table 6.3 Staffing overview: salary ranges by classification

	Pay point – lower \$	Pay point – higher \$
SES Band 1	88,087	105,388
AIFS Band 5	80,646	96,095
AIFS Band 4	69,922	77,217
AIFS Band 3	56,200	62,654
AIFS Band 3	50,833	54,543
AIFS Band 2	45,277	49,161
AIFS Band 2	40,625	44,649

Table 6.4 AIFS Certified Agreement and Australian Workplace Agreements

APS employees covered by AIFS Certified Agreement	43
APS employees covered by Australian Workplace Agreements	10

Table 6.5 Non-salary benefits by employment category and classification level**AIFS Certified Agreement**

- Access to employee assistance program
- Study assistance
- Flexible remuneration packaging
- Purchased leave
- Special leave
- Home-based work
- Flexi-time
- Airline lounge membership, if travelling frequently

SES Staff – Australian Workplace Agreements

- Motor vehicle, fuel and parking
- Mobile phone for official and incidental personal use
- Airline lounge membership
- Home equipment, comprising standard PC monitor, printer and remote access to network
- Financial and other support for professional and personal development
- Flexible remuneration packaging

Non-SES Staff – Australian Workplace Agreements

- Airline lounge membership
- Mobile phone for official and personal use
- Flexible remuneration packaging

Table 6.6 Performance pay

Level	Number	Aggregated amount \$	Average \$	Minimum \$	Maximum \$
SES 1	2	9,880	4,940	3,040	6,840
Executive Level 2	9	44,819	4,980	1,173	8,316

Table 6.7 Recruitment, retention and retirement

	Ongoing staff		Non-ongoing staff		Total	% of staff at 30 June 2005	% of staff at 30 June 2006
	Male	Female	Male	Female			
Retained	5	26	4	5	40	57%	75%
Recruited		2	3	7	12		23%
Recruited & completed contract				2	2		
Completed contract/recruited to new position			1	1	2	3%	4%
Resigned/retired		3		5	8	11%	
Voluntary redundancy	1	8			9	13%	
Completed contract			2	10	12	17%	
Total	6	39	10	30	85	100%	100%

Occupational health and safety

The OH&S committee met quarterly to consider specific workplace issues and provide recommendations to senior management. The Institute's OH&S Agreement has continued beyond its nominal expiry date, and will be reviewed in 2007. There were no reports in 2005–2006 of a dangerous occurrence under s.68 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*.

The usual program of workplace inspections, ergonomic consultations and influenza vaccinations was continued in 2005–2006.

A number of staff took advantage of assistance with eyesight testing, and the annual Health Promotion Allowance under the Certified Agreement.

Business and financial management

Consultants and competitive tendering

The Institute's major consulting costs have been concerned with data collection for contracted projects. All consultants were selected in accordance with the Institute's procurement guidelines. Major sub-contractors were required to meet detailed selection criteria in an open and competitive process.

Table 6.8 lists those consultancy services with a cost of \$10,000 or more for the year.

Provider	Service	\$
Access Co	Library services	55,910.00
ActiveCom Pty Ltd	Fedlink scoping	32,377.84
Australian Bureau of Statistics	LSAC data collection	3,115,506.00
Australian National University	LSAC Thematic Report	11,175.00
Colmar Brunton	LSAC data collection	125,444.70
Ewan Hall	Allegations of Violence in Family Law Project	19,750.00
Helen Scott	Library services	11,580.00
I-View	Data collection for Stronger Families Evaluation	207,161.00
Judy Ungerer	LSAC Consortium Advisory Group	10,450.00
La Trobe University	Family law expertise	19,032.80
Linda Harrison	LSAC Consortium Advisory Group	14,450.00
QUT	LSAC Consortium Advisory Group	19,712.30
RMIT	ACSSA Police Investigations Project	10,353.64
Sandy Taylor & Leanne Ramsay	Telstra Foundation Project 1	6,607.39
Urbis JHD	Building services	13,408.53
Wallis Consulting Group	Data collection for Family Law evaluation projects	59,679.90
		\$3,742,599.10

Property issues and assets management

AIFS current tenancy lease at 300 Queen Street, Melbourne finishes on 28 February 2007. During 2005–2006 AIFS engaged property managers, Urbis JHD, to assist with lease negotiations and to conduct a market search for potential alternative premises. It is expected that this process will be concluded early in 2006–2007 and a final decision on a preferred building made prior to the end of August 2006.

Purchasing

The Institute has continued to conduct its procurement of goods and services in accordance with internal purchasing guidelines and relevant government procurement guidelines, which emphasise value for money considerations, as well as the promotion of open and fair competition. The Institute suppliers for both goods and services are predominantly Australian based, and their performance is reviewed by program managers on a regular basis.

During late 2005–2006, Chief Executive Instructions under the *Financial Management and Accountability Act 1997* (FMA Act) were prepared to facilitate the change on 1 July 2006. From that date, the Commonwealth Procurement Guidelines apply to all Institute purchases. Internal procedures, consistent with the guidelines were introduced in June 2006.

Advertising and market research

Table 6.9 provides the particulars of advertising and market research expenditure of \$1,500 or greater.

Provider	Service	\$
Mailcare	Publications distribution	45,412.27
HMA Blaze Pty Ltd	Staff advertising	24,331.38
The total advertising and market research costs for 2005–2006 were		\$69,743.65

Commonwealth Disability Strategy

The Institute has developed a *Disability Action Plan* that ensures employment and workplace practices are in accordance with the government's Disability Strategy.

Ecologically sustainable management

The Institute has continued to implement the Energy Policy developed last year, and monitors energy usage on a quarterly basis. The results over the last 12 months indicate a reduction in the use of electricity, which is the major energy source of the Institute.

Risk management

The external audit report for the 2005–2006 Financial Statements did not raise any management issues. The Australian equivalents to International Financial Reporting Standards (AIFRS) were operationalised in the 2005–2006 financial year. The impact of the new standards on AIFS financial figures has been minimal.

A major area of risk management for AIFS is contract management and performance, where reputation and ability to generate further business can be significantly at risk. Guidelines in this area have been significantly tightened with increasing accountability for contract performance and delivery of milestones according to contract schedules.

Freedom of information

No requests were made this year of the Australian Institute of Family Studies for information under the *Freedom of Information Act 1982*. The following information about arrangements for access to Institute documents is included under s. 8 of the Act.

Outside participation

The Institute has established and maintains formal and informal contacts with a wide range of individuals and organisations for the purpose of obtaining and giving advice, collaborating on studies, exchanging information, seeking access to data, and exploring options for the development of the Institute's work.

Specific avenues for outside participation include input by experts in design seminars and steering groups of Institute studies, external review of Institute manuscripts prior to publication, Visiting Fellows, and a biennial national Australian Institute of Family Studies Conference.

The Institute's library is open to the public, and the staff handle enquiries by phone, facsimile, email, letter, or in person.

Categories of documents and procedures

The Institute maintains the following categories of documents. The first is research data collected by survey interviews (this information is obtained from respondents on the understanding that their anonymity will be preserved and the information provided is confidential to the Institute; datasets may be made available to external researchers when all identifying details are removed). The second is general correspondence. The third category is published and unpublished research reports.

The procedure the Institute has in place for freedom of information requests is that the Institute's General Manager, Human Resources and External Relations, will assist applicants to identify the particular documents they seek. If a request is to be refused on grounds appearing in s. 15(2) or s. 24(1) of the *Freedom of Information Act 1982* (insufficient information or unreasonable diversion of resources), applicants will be notified and given an opportunity for consultation. The officer authorised to deny access to documents is the General Manager, Human Resources and External Relations. As noted, no freedom of information requests were made during the reporting period.