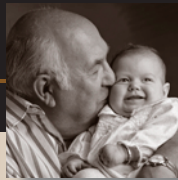


2

STRUCTURE AND OPERATIONS



STRUCTURE AND OPERATIONS

Operation of the Institute

The Australian Institute of Family Studies is an Australian Government statutory authority established in February 1980 under Part XIVA of the *Family Law Act 1975*.

The Institute is part of the Families, Community Services and Indigenous Affairs portfolio.

During 2005–2006, the Institute operated firstly within the Family and Community Services portfolio and then, following machinery of government changes in January 2006, within the renamed and expanded Families, Community Services and Indigenous Affairs portfolio. Senator the Hon Kay Patterson was the responsible Minister for the period July 2005–January 2006. The current responsible Minister is the Hon Mal Brough MP.

Staff of the Institute are employed under the *Public Service Act 1999*. Staff numbers at 30 June 2006 were 53 people excluding the Director.

Enabling legislation

The Institute was established in February 1980 under Part XIVA of the *Family Law Act 1975*. As described in s. 114B(2) of Part XIVA of the Act (at 30 June 2006), the functions of the Institute are:

- (a) to promote, by the conduct, encouragement and co-ordination of research and other appropriate means, the identification of, and development of understanding of, the factors affecting marital and family stability in Australia, with the object of promoting the protection of the family as the natural and fundamental group unit in society; and
- (b) to advise and assist the Minister in relation to the making of grants, and with the approval of the Minister to make grants, out of moneys available under appropriations made by the Parliament, for purposes related to the functions of the Institute and the supervising of the employment of grants so made.

Key objectives

The Strategic Plan 2006–2008 was approved by the Minister for Families, Community Services and Indigenous Affairs on 24 May 2006.

The key objectives of the Institute are to:

1. Conduct high-quality research on a broad range of policy relevant issues regarding families in Australia.
2. Inform and influence policy development, in areas relevant to family wellbeing.

3. Promote and lead public understanding and debate about factors affecting family functioning and wellbeing.
4. Identify and communicate current and emerging issues in family research, policy and practice.
5. Maintain and strengthen our role as the national centre for research on families.

Corporate governance and accountability

The *Families, Community Services and Indigenous Affairs and Other Legislation (2006 Budget and Other Measures) Act 2006* received Royal Assent on 30 June 2006. The Act amends Part XIVA of the *Family Law Act 1975* to ensure that the governance arrangements of the Institute conform to the executive management governance arrangements envisaged in the Uhrig Report. The effect of this Act will be to provide a transition for the Institute on 1 July 2006 so that it will no longer be subject to the *Commonwealth Authorities and Companies Act*. Instead it will become a prescribed agency under the *Financial Management and Accountability Act*.

The basic functions of the Institute will not be affected by these amendments. The most significant amendment is the dissolution of the Board of Management of the Institute at midnight 30 June 2006. The Institute will no longer have a legal identity separate from the Commonwealth. The statutory functions that were previously the responsibility of the Institute itself will now rest with the Director.

The amendments also provide for a more direct relationship between the Minister and the Institute. The *Family Law Act 1975* now provides for the appointment of the Director by the Minister, and provides that the Minister may, in writing, direct the Director about the performance of the Director's functions.

Board of Management

The Board of Management of the Institute ceased operations at midnight 30 June 2006.

The Board of Management met on four occasions during the reporting period. Its last meeting was held on Wednesday 28 June 2006.

The Board was entrusted with the general direction of the Institute. Subject to the Board's general direction, the Director was responsible for managing the day-to-day affairs of the Institute.

The Board was responsible for setting broad guidelines for the operation of the Institute. Its role was to ensure that the Director has established appropriate plans, policies and procedures for the efficient and effective management of the Institute and its resources.

During the year, the Board participated in the development of and endorsed the Strategic Plan 2005–2008 and the Research Plan 2005–2008. Board members also provided feedback on and guidance in relation to the organisational restructure.

In the reporting period, no Ministerial requests for the Board's consideration that the Institute engage in a particular activity were received under s.114B(3) of the *Family Law Act* (since amended).

The Audit, Finance and Administration Sub-Committee held meetings in association with Board of Management meetings. The sub-committee oversaw corporate governance, monitored the progress of the Institute's budget and contributed to the management, administration and financial workings of the Institute.

There were four Board meetings and four Audit, Finance and Administration Sub-Committee meetings during the year.

Table 2.1 Board of Management 2005–2006

Ms Dianne Gibson (Presiding Member)

MA (Psych)
Principal Mediator
Family Court of Australia
Canberra
(Appointed July 2000, reappointed July 2003)
Non-Executive Director
Attendance: 4 Board meetings, 4 Audit, Finance and Administration Sub-Committee meetings

Professor Donald Chalmers

LLB (Hons) (Lon), LLM (PNG)
Faculty of Law
University of Tasmania
(Appointed July 1998, reappointed July 2000)
Non-Executive Director
Attendance: 3 Board meetings

Mr David Kalisch

BEcon (Hons) (Adelaide)
Deputy Secretary, Department of Health and Ageing (from March 2006)
Executive Director, Family and Children
Department of Families, Community Services and Indigenous Affairs (to February 2006)
Canberra
(Appointed December 2002, resigned March 2006)
Non-Executive Director
Attendance: 1 Board meeting

Professor Frank Oberklaid OAM

MBBS MD (Melb), FRACP, DCH
Centre for Community Child Health
University of Melbourne

(Appointed July 2000, reappointed July 2003)
Non-Executive Director
Attendance: 1 Board meeting

Professor John Dewar

Deputy Vice Chancellor
Griffith University
(Appointed July 2005)
Non-Executive Director
Attendance: 4 Board meetings

Dr Marie Leech

General Manager, Community Services
Mission Australia
(Appointed July 2005)
Non-Executive Director
Attendance: 2 Board meetings, 1 Audit, Finance and Administration Sub-Committee meeting

Ms Angela MacRae

Tax Policy Consultant
(Appointed July 2005)
Non-Executive Director
Attendance: 4 Board meetings, 3 Audit, Finance and Administration Sub-Committee meeting

Professor Alan Hayes

BA (Hons) (UNSW), PhD (Macquarie), FAPsS, FAm.PsyS
Director
Australian Institute of Family Studies
(Appointed September 2004)
Executive Director
Attendance: 4 Board meetings, 4 Audit, Finance and Administration Sub-Committee meeting

Table 2.2 Board of Management 1980–2006

Presiding members

The Hon Mr Justice Austin Asche	February 1980 – June 1986
The Hon Mr Justice John Fogarty	September 1986 – June 1989
Associate Professor Terry Carney	February 1990 – January 1995
Ms Ann Sherry	March 1995 – May 1998
Dame Margaret Guilfoyle DBE	May 1998 – May 2000
The Hon Ann Henderson	July 2000 – June 2002
Ms Dianne Gibson	June 2002 – June 2006

Table 2.2 Board of Management 1980–2006 *continued***Board members**

Mr Jim Carnsew	February 1980 – July 1983
Professor Jacqui Goodnow	February 1980 – July 1983
Monsignor Barry Hickey	February 1980 – July 1983
Mr David Tulloch	February 1980 – July 1983
Mr John Davoren	August 1983 – June 1986
Ms Mary Finn	August 1983 – June 1986
Ms Clare Petre	August 1983 – June 1986
Professor Lois Bryson	August 1983 – June 1989
Mr Rod Burr	August 1983 – June 1989
Mr Lindsay Curtis	September 1986 – June 1989
Dr Meredith Edwards	September 1986 – June 1989
The Hon Justice Elizabeth Evatt AO	July 1989 – June 1991
Mrs Annemaree Lanteri	July 1989 – June 1991
Associate Professor Bettina Cass	July 1989 – December 1992
Mr John Bowdler	August 1990 – January 1994
Mr Alan Bansemmer	March 1994 – January 1995
Mr Ian Lindenmayer	January 1995 – March 1996
Ms Colleen Forrester	September 1991 – November 1996
Dr Don Grimes AO	September 1991 – November 1996
Professor Linda Rosenman	March 1994 – December 1996
Ms Adele Horin	March 1994 – June 1998
Professor Robert Gregory	July 1989 – September 1998
Mrs Susan Bastick	February 1998 – December 1998
Dr Sarah Kennedy	February 1998 – February 2000
Dame Margaret Guilfoyle DBE	July 1992 – May 2000
Professor John Matthews	July 1998 – May 2000
Professor Steven Schwartz	July 1998 – May 2000
Ms Louise Staley	July 1998 – July 2004
Professor Donald Chalmers	July 1998 – June 2006
Ms Dianne Gibson	July 2000 – June 2006
Professor Alan Hayes	July 2000 – September 2004
Ms Robyn McKay	July 2000 – December 2002
Professor Frank Oberklaid OAM	July 2000 – June 2006
Mr David Kalisch	December 2002 – March 2006
Professor John Dewar	July 2005 – June 2006
Dr Marie Leech	July 2005 – June 2006
Ms Angela MacRae	July 2005 – June 2006

Directors (Executive members of the Board)

Dr Don Edgar	February 1980 – December 1993
Dr Peter McDonald (Acting Director)	October 1993 – February 1994
Ms Marie Coleman (Acting Director)	March 1994 – July 1994
Dr Harry McGurk	July 1994 – April 1998
Mr John Shelton (Acting Director)	March 1998 – April 1999
Mr David Stanton (Acting Director)	May 1999 – November 1999
Mr David Stanton Director	November 1999 – January 2003
Dr Ann Sanson (Acting Director)	January 2003 – January 2004
Ms Gwenda Prince (Acting Director)	January 2004 – February 2004
Dr Ann Sanson (Acting Director)	February 2004 – June 2004
Ms Denise Swift, PSM (Acting Director)	July 2004 – September 2004
Professor Alan Hayes	September 2004 – 30 June 2006

Table 2.3 Structure of the Institute at 30 June 2006

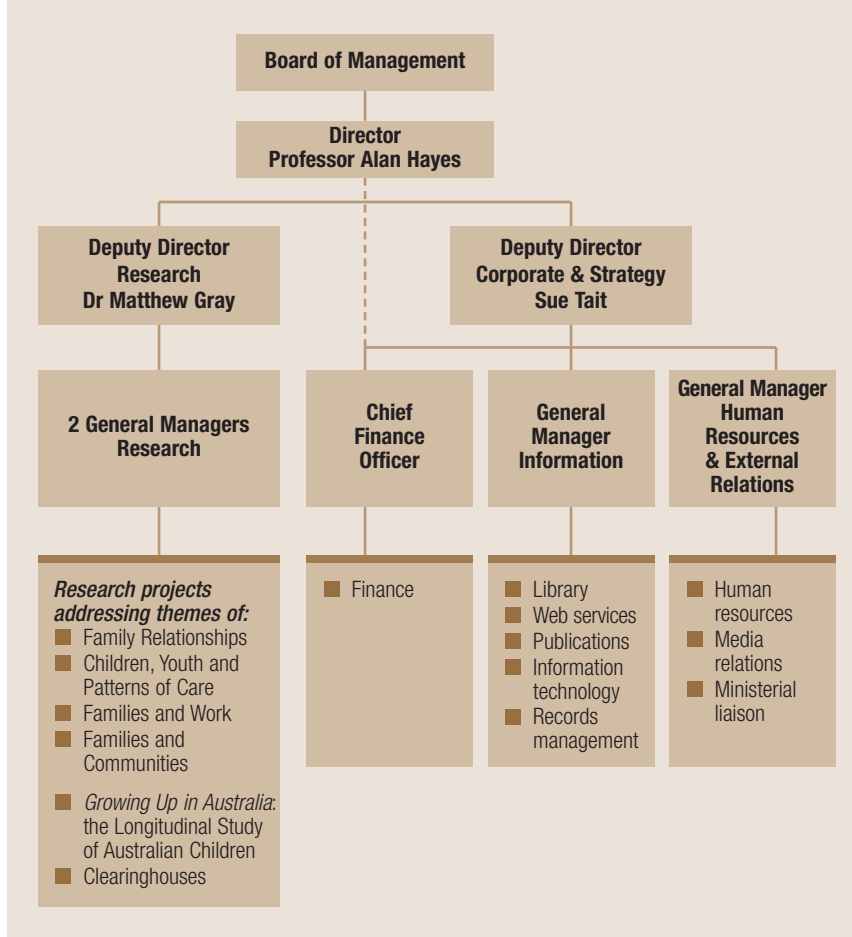
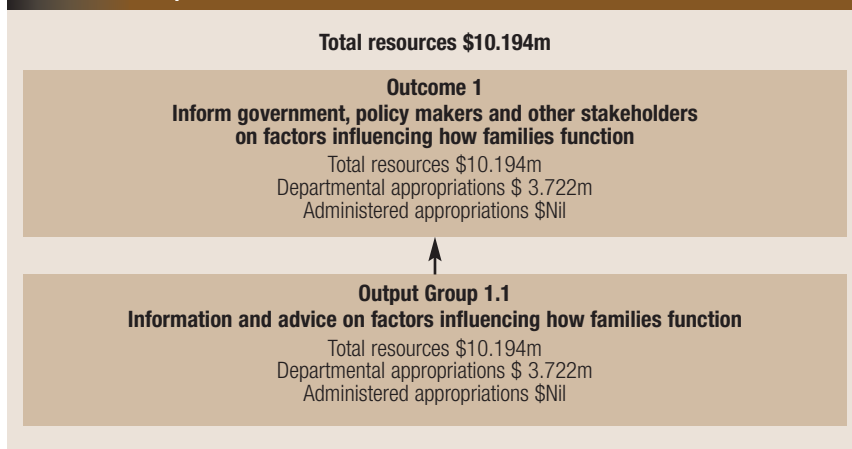


Table 2.4 Outputs and outcomes framework



Outcomes	Departmental (price of outputs) Revenue from government (appropriations)			Revenue from other sources	Price of outputs	Total administered appropriations	Total appropriations	
	Bill No. 1 (\$'000)	Special approps (\$'000)	Total (\$'000)					
Outcome 1 Inform governments, policy makers, and other stake- holders on factors influencing how families function	Actual	3,722	–	3,722	6,472	10,194	–	3,722
	Budget	3,722	–	3,722	8,050	11,772	–	3,722

	Actual 2005–2006 (\$'000)	Budget 2005–2006 (\$'000)
Administered appropriations		
Total administered expenses (A)	–	–
Departmental appropriations		
Output Group 1.1	3,722	3,722
Total revenue from government (B)	3,722	3,722
Contributing to the price of departmental outputs	3,722	3,722
Revenue from other sources		
Sales of goods and services	6,354	7,975
Interest and dividends	118	75
Total revenue from other sources (C)	6,472	8,050
Total price of departmental outputs (B+C)	10,194	11,772
Total resourcing for Outcome 1 (A+B+C)	10,194	11,772
Average staffing level (number)	53	55

Outputs and outcomes

The Institute operates within the Australian Government's outputs and outcomes framework. The Institute has one output and one outcome and a number of specific performance indicators. The Institute's research performance is discussed in the Research Activities Section in Chapter 3 and detailed in the Summary of Research Performance (Chapter 4). The Institute's communication and information performance is outlined in Chapter 5, the corporate support performance in Chapter 6, and the financial performance in Chapters 7–8.

Ethics Committee

The role of the Institute's Human Research Ethics Committee is to ensure that the ethical standards outlined in the National Statement on Ethical Conduct in Research Involving Humans, and elaborated in the Institute's ethics statement, *Ethical Issues in the Research Process* (1996), are met in all research projects undertaken by the Institute.

In particular, the Committee must ensure that projects meet the three key principles of respect for persons, beneficence and justice as set down in the National Statement. The Committee is registered with Australian Health Ethics

Committee, a sub-committee of the National Health and Medical Research Council (NHMRC).

The Ethics Committee meets at least twice a year to consider new project proposals, to receive brief oral and written reports on ongoing projects, to consider any complaints or problems which may have arisen regarding ethical issues in Institute research and to review the complaints procedures as required. The Committee also has an expedited review process in place for projects that need approval between meetings of the Committee.

Members of the Ethics Committee are appointed for three-year terms by the Minister of Families, Community Services and Indigenous Affairs.

Table 2.7 Ethics Committee 2005–2006

Dr Trevor Batrouney

BA BEd (Melb), MEd PhD (Monash)
Adjunct Professor
RMIT University
(to January 2009)

Mr Warren Cann

BBSc (Hons), MSc (Clin Psych), MAPS
Director
Victorian Parenting Centre
(to January 2009)

Ms Judith Foster

BA (Swinburne)
(to January 2009)

Sr Carol Hogan

BA (Melb), BTheol, PhD student
(Melb Coll of Divinity)
(to January 2009)

Reverend Dr Philip Hughes (Chair)

MA MEd (Melb), DTheol (SEAGST)
Christian Research Association
(to January 2009)

Professor Richard Ingleby

MA DPhil (Oxford), LL.M (Cambridge)
Latham Chambers
Faculty of Business and Law, Deakin University
(to January 2009)

Dr Duncan Ironmonger

BCom MCom (Melb), PhD (Cambridge)
Department of Economics
University of Melbourne
(to December 2007)

Dr Frank Morgan

BA MBBS MD GradDipMgmt (Melb)
Advocacy Branch
Department of Veterans' Affairs
(retired January 2006)

Dr Kerreen Reiger

BA Hons (Melb), PhD (La Trobe)
Department of Sociology
La Trobe University
(to December 2007)