

## APPENDICES



## APPENDIX A: LEGISLATIVE REQUIREMENTS

### Occupational health and safety

The Institute is committed to providing and maintaining a safe and healthy workplace, and meeting its responsibilities under the *Occupational Health and Safety (Commonwealth Employment) Act 1991*.

OHS responsibilities are shared between management and employees. The Institute has an OHS Committee that works within the framework of the current OHS Agreement. This agreement is currently being reviewed by the Institute to meet new Health and Safety Management Arrangements, due by September 2008.

On an annual basis, the Institute runs a free flu vaccination program for all staff. Each employee is also able to receive reimbursement of \$100 for participation in appropriate health promotion activities under the Promoting Good Health Scheme. This aims to encourage staff to improve their fitness and general health. Staff have access to regular workstation assessments and the immediate implementation of corrective measures, such as personally designed ergonomic equipment.

### Freedom of information

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

### 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 Institute conferences.

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

### Categories of documents and procedures

The Institute maintains the following categories of documents:

- research data collected by survey interviews and questionnaires (this information is obtained from respondents on the understanding that their anonymity will be preserved and the information provided is confidential to the Institute, although datasets may be made available to external researchers when all identifying details are removed);
- general correspondence; and
- published and unpublished research reports.

The procedure the Institute has in place for Freedom of Information requests is that the Institute's General Manager (External Relations and Human Resources) will assist applicants to identify the particular documents they seek. If a request is to be refused on grounds appearing in Section 15(2) or Section 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 (External Relations and Human Resources). As noted, no Freedom of Information requests were made during the reporting period.

### Advertising and market research

The following table provides the particulars of advertising and market research expenditure of \$10,500 or greater (inclusive of GST), as required by section 311A of the *Commonwealth Electoral Act 1918*.

**Table A.1** Institute expenditure on direct mail organisations, 2007–08

Name of organisation	Service provided	Total cost
Mailcare	Distribution of research publications	\$74,954

### Ecologically sustainable development and environmental performance

Institute management and staff are committed to the principles of ecologically sustainable development. In accordance with government guidelines, AIFS participated in Earth Hour in March 2008, although it is worth noting that it is Institute practice to always turn off non-essential lighting and appliances.

The Institute's operations have the following environmental impacts and Institute staff have taken the specified initiatives to minimise their impact.

- In 2007–08, electricity consumption (causing emissions to the air and use of resources) was reduced by 36% compared to 2006–07. This was achieved by removing a significant number of redundant lights and producing floor plans that enable staff to manage lights more effectively. We also primarily use low-energy lights and all office equipment conforms to environmental standards.
- Adverse effects due to transport (causing emissions to the air and use of resources) are primarily due to domestic airline flights. Staff are encouraged to use teleconference facilities where possible. Selected seminar presentations are made available electronically so that people do not have to travel to the Institute to hear them.
- Paper consumption (use of natural resources) is minimised by use of recycled paper and ensuring that printers default to using both sides of the paper.
- Waste generation (resource waste and emissions to the air) is managed by recycling of paper, cardboard, glass, plastics and metals.
- Water consumption (use of natural resources) has been minimised by using water-saving facilities (including waterless urinals).

## APPENDIX B: COMPLIANCE INDEX

The Annual Report is prepared in accordance with the Requirements for Annual Reports approved by the Joint Committee of Public Accounts and Audit. This index refers to mandatory and suggested reporting items.

Description	Requirement	Page
Letter of transmittal	Mandatory	iii
Table of contents	Mandatory	v
Index	Mandatory	161
Glossary	Mandatory	158
Contact officer(s)	Mandatory	ii
Internet home page address and Internet address for report	Mandatory	ii
<b>Review by secretary</b>		
Review by departmental secretary (Director)	Mandatory	1
Summary of significant issues and developments	Suggested	1
Overview of department's performance and financial results	Suggested	1
Outlook for following year	Suggested	7
Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable
<b>Departmental overview</b>		
Overview description of department	Mandatory	10
Role and functions	Mandatory	10
Organisational structure	Mandatory	11
Outcome and output structure	Mandatory	11
Where outcome and output structures differ from PBS format, details of variation and reasons for change	Mandatory	No differences
Portfolio structure	Portfolio departments—mandatory	Not applicable
<b>Report on performance</b>		
Review of performance during the year in relation to outputs and contribution to outcomes	Mandatory	16
Actual performance in relation to performance targets set out in PBS/PAES	Mandatory	16
Performance of purchaser/provider arrangements	If applicable, mandatory	Not applicable

Description	Requirement	Page
Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change	Mandatory	No differences
Narrative discussion and analysis of performance	Mandatory	19
Performance against service charter, customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	No service charter
Social justice and equity impacts	Suggested	93
Discussion and analysis of the department's financial performance	Mandatory	92
Discussion of any significant changes from the prior year or from budget	Suggested	92
Summary resource tables by outcomes	Mandatory	93
Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in the future	If applicable, mandatory	Not applicable
<b>Management accountability</b>		
<b>Corporate governance</b>		
Statement of the main corporate governance practices in place	Mandatory	96
Names of the senior executive and their responsibilities	Suggested	96
Senior management committees and their roles	Suggested	96
Corporate and operational planning and associated performance reporting and review	Suggested	101
Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	Suggested	102
Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines	Mandatory	103
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	103
<b>External scrutiny</b>		
Significant developments in external scrutiny	Mandatory	104
Judicial decisions and decisions of administrative tribunals	Mandatory	No decisions
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Mandatory	104

Description	Requirement	Page
<b>Management of human resources</b>		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	105
Workforce planning, staff turnover and retention	Suggested	105
Impact and features of certified agreements and AWAs	Suggested	108
Training and development undertaken and its impact	Suggested	106
Occupational health and safety performance	Suggested	106
Statistics on staffing	Mandatory	106
Certified agreements and AWAs	Mandatory	108
Performance pay	Mandatory	109
<b>Assets management</b>		
Assessment of effectiveness of assets management	If applicable, mandatory	111
Purchasing		111
Assessment of purchasing against core policies and principles	Mandatory	111
Consultants	Mandatory	111
<b>Australian National Audit Office access clauses</b>		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	None to report
<b>Exempt contracts</b>		
Contracts exempt from the AusTender	Mandatory	None to report
<b>Commonwealth Disability Strategy</b>		
Report on performance in implementing the Commonwealth Disability Strategy	Mandatory	109
<b>Financial statements</b>		
Financial statements	Mandatory	115
<b>Other information</b>		
Occupational health and safety (Section 74 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i> )	Mandatory	152
Freedom of information (Subsection 8(1) of the <i>Freedom of Information Act 1982</i> )	Mandatory	152
Advertising and market research (Section 311A of the <i>Commonwealth Electoral Act 1918</i> )	Mandatory	153

Description	Requirement	Page
Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> )	Mandatory	153
<b>Other</b>		
Discretionary grants	Mandatory	Not applicable
Correction of material errors in previous annual report	If applicable, mandatory	None

## APPENDIX C: GLOSSARY

A&AR	Assessment and Action Records
AAS	Australian Accounting Standard
AASB	Australian Accounting Standards Board
ABS	Australian Bureau of Statistics
ACCAP	Australian Council for Children and Parenting
ACCP	Australian Centre for Child Protection, University of South Australia
ACER	Australian Council for Educational Research
ACF	Australian Childhood Foundation
ACSSA	Australian Centre for the Study of Sexual Assault
ADSRl	Australian Demographic and Social Research Institute
AF&SA	Australian Family & Society Abstracts
AFRC	Australian Family Relationships Clearinghouse
AGD	Attorney-General's Department
AGIMO	Australian Government Information Management Office
AGLIN	Australian Government Libraries Information Network
AIFS	Australian Institute of Family Studies
AIHW	Australian Institute of Health and Welfare
ANAO	Australian National Audit Office
ANU	Australian National University
APS	Australian Public Service
ARC	Australian Research Council
ASSDA	Australian Social Science Data Archive
ATP	Australian Temperament Project
ATSI	Aboriginal and Torres Strait Islander
AWA	Australian Workplace Agreement
CAFCA	Communities and Families Clearinghouse Australia
CALD	Culturally and linguistically diverse
CDDA	Compensation for Detriment Caused by Defective Administration
CDSMAC	Community and Disability Services Ministers' Advisory Council
CfC	Communities for Children
CFSOS	Child and Family Services Outcome Survey
CSS	Commonwealth Superannuation Scheme
DAFF	Department of Agriculture, Forestry and Fisheries
DEECD	Victorian Department of Education and Early Childhood Development
DEEWR	Department of Education, Employment and Workplace Relations
DHS	Victorian Department of Human Services
DI	Donor insemination
DVIRC	Domestic Violence and Incest Resource Centre
ELT	Executive Leadership Team
FaCSIA	Department of Families, Community Services and Indigenous Affairs
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
FBT	Fringe benefits tax
FCoA	Family Court of Australia

FMA Act	<i>Financial Management and Accountability Act 1997</i>
FMC	Federal Magistrates Court
FMO	Finance Minister's Order
FRSP	Family Relationship Services Programs
GM	General Manager
GPPS	General Population of Parents of a Child under 18 Years Survey
GST	Goods and services tax
HILDA	Household, Income and Labour Dynamics in Australia
HIPPY	Home Interaction Program for Parents and Youngsters
HR	Human resources
IT	Information technology
ItG	Invest to Grow
KPI	Key performance indicator
LA	Local Answers
LSAC	<i>Growing Up in Australia: the Longitudinal Study of Australian Children</i>
MoU	Memorandum of Understanding
NAPCAN	National Association for the Prevention of Child Abuse and Neglect
NCPASS	National Child Protection and Support Services Data Group
NCPCC	National Child Protection Clearinghouse
NHMRC	National Health and Medical Research Council
NLC	Negotiating the Life Course
NZ	New Zealand
OHS	Occupational health and safety
OOHC	Out-of-home care
PM&C	Department of the Prime Minister and Cabinet
PMO	Prime Minister's Office
PPP	Promising Practice Profiles
PSS	Public Sector Superannuation Scheme
PSSap	PSS accumulation plan
RAAC	Risk Assessment and Audit Committee
RACV	Royal Automobile Club of Victoria
RAV	Relationships Australia Victoria
SFCS	Stronger Families and Communities Strategy
SFIA	Stronger Families in Australia
SLG	Senior Leadership Group
SNAICC	Secretariat of National Aboriginal and Islander Child Care
SPRC	Social Policy Research Centre, UNSW
TAC	Transport Accident Commission
UNSW	University of New South Wales
UQ	University of Queensland