

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*. See Part 4: Management Accountability (pp. 85 & 87) for the Institute's occupational health and safety policies, processes and performance.

Freedom of information

No requests were made of the Institute this year for information under the *Freedom of Information Act 1982*.

The *Freedom of Information Act 1982* gives individuals the right to view documents held by Australian Government agencies, with some exceptions. Section 8 of the Act requires the Institute to report on:

- our organisation and functions (for more information, see Chapter 2);
- any arrangements for outside participation in policy formation or administration;
- the types of documents we hold; and
- our freedom of information (FOI) procedures, facilities and contact details.

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 seminars and conferences.

Staff in the Institute's library 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);
- documents relating to day-to-day internal administration and management, including personnel files, staff and management services, correspondence, finance and accounting documents, tenders, contracts and assets lists; and
- published and unpublished research reports.

The procedure the Institute has in place for freedom of information requests is that the Institute's Executive Manager (Accountability & Reporting) assists 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 Deputy Director (Corporate & Strategy), in consultation with the Director.

Contact details for more information

Executive Manager (Accountability & Reporting)
 Australian Institute of Family Studies
 Level 20, 485 La Trobe Street
 Melbourne VIC 3000
 Email: <foi@aifs.gov.au>
 Phone: 03 9214 7804
 Fax: 03 9214 7839

Advertising and market research

The following tables provide details 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 advertising (inc. GST), 2008–09

Vendor	Purpose	Total cost
HMA Blaze Pty Ltd	Staff recruitment	\$28,187
	AIFS Seminar Series	\$2,036
Australian Psychological Society	Staff recruitment	\$200
Adcorp Australia Limited	Staff recruitment	\$119
Total advertising		\$30,542

Table A.2 Institute expenditure on mail distribution (inc. GST), 2008–09

Vendor	Purpose	Total cost
Mailcare Systems Pty Ltd	<i>Family Matters</i> and ACSSA and NCPC publications	\$51,733
Canprint Communications	LSAC materials	\$830

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 2009, 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 2008-09, electricity consumption within our tenancy (causing emissions to the air and use of resources) was reduced by 11% compared to the previous period, despite increasing staff from 64 to 75. This was achieved by shutting down computers at the end of the day, continuing the removal of redundant lights and encouraging staff to switch off lights when not needed.
- The Institute changed to 20% wind power, thus reducing emissions and resource use.
- 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 video and 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 reduced by recycling 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	141
Glossary	Mandatory	140
Contact officer(s)	Mandatory	ii
Internet home page address and Internet address for report	Mandatory	ii
Review by Director		
Review by Director	Mandatory	2
Summary of significant issues and developments	Suggested	2
Overview of department's performance and financial results	Suggested	2
Outlook for following year	Suggested	2
Significant issues and developments—portfolio	Portfolio departments—suggested	Not applicable
Departmental overview		
Overview description of department	Mandatory	8
Role and functions	Mandatory	8
Organisational structure	Mandatory	8
Outcome and output structure	Mandatory	9
Where outcome and output structures differ from PBS format, details of variation and reasons for change	Mandatory	Not applicable
Portfolio structure	Portfolio departments—mandatory	Not applicable
Report on performance		
Review of performance during the year in relation to outputs and contribution to outcomes	Mandatory	12
Actual performance in relation to performance targets set out in PBS/PAES	Mandatory	12
Performance of purchaser/ provider arrangements	If applicable, mandatory	Not applicable
Where performance targets differ from the PBS/ PAES, details of both former and new targets, and reasons for the change	Mandatory	Not applicable
Narrative discussion and analysis of performance	Mandatory	13
Trend information	Suggested	75
Factors, events or trends influencing departmental performance	Suggested	74
Significant changes in nature of principal functions/services	Suggested	Not applicable

Description	Requirement	Page
Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	Not applicable
Social justice and equity impacts	Suggested	15
Discussion and analysis of the department's financial performance	Mandatory	72
Discussion of any significant changes from the prior year or from budget.	Suggested	72
Agency resource statement and summary resource tables by outcomes	Mandatory	74
Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in future	If applicable, mandatory	Not applicable
Management accountability		
Corporate governance		
Statement of the main corporate governance practices in place	Mandatory	78
Names of the senior executive and their responsibilities	Suggested	78
Senior management committees and their roles	Suggested	78
Corporate and operational planning and associated performance reporting and review	Suggested	80
Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	Suggested	81
Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines	Mandatory	82
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	83
How nature and amount of remuneration for SES officers is determined	Suggested	90
External scrutiny		
Significant developments in external scrutiny	Mandatory	83
Judicial decisions and decisions of administrative tribunals	Mandatory	83
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Mandatory	83
Management of human resources		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	83
Workforce planning, staff turnover and retention	Suggested	86
Impact and features of collective agreements, determinations, common law contracts and AWAs	Suggested	87
Training and development undertaken and its impact	Suggested	86
Occupational health and safety performance	Suggested	87
Productivity gains	Suggested	87
Statistics on staffing	Mandatory	87
Collective agreements, determinations, common law contracts and AWAs	Mandatory	87
Performance pay	Mandatory	90
Assets management		
Assessment of effectiveness of assets management	If applicable, mandatory	90
Purchasing		
Assessment of purchasing against core policies and principles	Mandatory	90

Description	Requirement	Page
Consultants		
The annual report must include a summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website. (Additional information as in Attachment D to be available on the Internet or published as an appendix to the report. Information must be presented in accordance with the proforma as set out in Attachment D.)	Mandatory	90
Australian National Audit Office Access Clauses		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	92
Exempt contracts		
Contracts exempt from the AusTender	Mandatory	92
Commonwealth Disability Strategy		
Report on performance in implementing the Commonwealth Disability Strategy	Mandatory	92
Financial statements		
Financial statements	Mandatory	95
Other information		
Occupational health and safety (s74 of the <i>Occupational Health and Safety Act 1991</i>)	Mandatory	134
Freedom of information (ss8(1) of the <i>Freedom of Information Act 1982</i>)	Mandatory	134
Advertising and market research (section 311A of the <i>Commonwealth Electoral Act 1918</i>)	Mandatory	135
Ecologically sustainable development and environmental performance (s516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	135
Other		
Grant programs	Mandatory	Not applicable
Correction of material errors in previous annual report	If applicable, mandatory	None

APPENDIX C: ACRONYMS & ABBREVIATIONS

AASB	Australian Accounting Standards Board
ABS	Australian Bureau of Statistics
ACSSA	Australian Centre for the Study of Sexual Assault
AF&SA	Australian Family & Society Abstracts
AFRC	Australian Family Relationships Clearinghouse
AGD	Attorney-General's Department
AIFS	Australian Institute of Family Studies
AIHW	Australian Institute of Health and Welfare
ANU	Australian National University
APS	Australian Public Service
ATP	Australian Temperament Project
AWA	Australian Workplace Agreement
CAFCA	Communities and Families Clearinghouse Australia
CDDA	Compensation for Detriment Caused by Defective Administration
CSS	Commonwealth Superannuation Scheme
DEEWR	Department of Education, Employment and Workplace Relations
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
FBT	Fringe benefits tax
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FMO	Finance Minister's Order
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
LSAC	<i>Growing Up in Australia: the Longitudinal Study of Australian Children</i>
MoU	Memorandum of Understanding
NCPC	National Child Protection Clearinghouse
NTER	Northern Territory Emergency Response
OECD	Organization for Economic Co-operation and Development
PBS	Portfolio Budget Statements
PM&C	Department of the Prime Minister and Cabinet
PPP	Promising Practice Profiles
PSM	Public Service Medal
PSS	Public Sector Superannuation Scheme
PSSap	PSS accumulation plan
RAAC	Risk Assessment and Audit Committee
SES	Senior Executive Service
SFCS	Stronger Families and Communities Strategy
SFIA	Stronger Families in Australia
SPRC	Social Policy Research Centre