

Personnel Management and Policy

The Australian Institute of Family Studies, as a Commonwealth Statutory Authority, is subject to the various personnel policy initiatives that have become part of the policy package with which the Commonwealth administers its most important resource, its staff.

Industrial democracy

The Institute's Consultative Committee is the main forum for implementation of Industrial Democracy. The Committee comprises representation from management, staff and one member from the Community and Public Sector Union (CPSU). The Committee met on two occasions, and will have a central role in the implementation of the new agency agreement.

The Institute has effectively implemented the new *Public Service Act 1999*, and has finalised the Workplace Diversity program, which will ensure a commitment to new public service values.

Occupational health and safety

The *Occupational Health and Safety (Commonwealth Employees) Act 1991* requires the Institute to report on its activities under the Act. The Institute's objective is the promotion and maintenance of the physical, mental and social wellbeing of its employees.

During the year, the Institute was subject to a workplace audit conducted by Comcare which investigated compliance with the relevant Occupational Health and Safety legislation and provided recommendations for improved practice. The findings of the audit indicated no serious breaches of the legislation, or problems requiring immediate remedy.

Flowing on from these recommendations, the Institute is currently updating its Occupational Health and Safety agency agreement, and has developed policies and guidelines for dealing with hazards in the workplace, and incident/accident

investigation and reporting. The Institute has also ensured that relevant codes of practice and other educative material are available to staff on the Institute's Internet

Table 5.1 Total staff employment by employment category and gender at 30 June 2000

State of Victoria	
Full-time staff	
<i>Permanent</i>	
Men	4
Women	22
Total	26
<i>Temporary</i>	
Men	2
Women	2
Total	4
<i>All full-time staff</i>	
Men	6
Women	24
Total	30
Part-time staff	
<i>Permanent</i>	
Men	0
Women	10
Total	10
<i>Temporary</i>	
Men	0
Women	3
Total	3
<i>All part-time staff</i>	
Men	0
Women	13
Total	13
All staff	
Men	6
Women	37
Total	43

home page, and in its library. As well, the Institute is implementing procedures to ensure that all regular maintenance and safety checks are performed by the building owner/property manager. During 1999–2000 there were no reports of a dangerous occurrence under section 68 of the Act.

Staff development and training

Staff take part in approved training activities in their respective disciplines as well as general skills development. During 1999–2000, the Institute invested \$32,993 in direct training and development activities.

Table 5.2 Total number of employees, full-time and part-time permanent and temporary by classification and gender at 30 June 2000

Classification	Permanent			Temporary			Total		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Male	Female	Total
SES BAND 1	0	0	0	1	0	1	1	0	1
SES BAND 3	1	0	1	0	0	0	1	0	1
EXECUTIVE LEVEL 2	2	3	5	1	2	3	3	5	8
EXECUTIVE LEVEL 1	0	5	5	0	0	0	0	5	5
APS 6	0	4	4	0	1	1	0	5	5
APS 5	1	11	12	0	0	0	1	11	12
APS 4	0	4	4	0	1	1	0	5	5
APS 3	0	2	2	0	1	1	0	3	3
APS 2	0	3	3	0	0	0	0	3	3
Total	4	32	36	2	5	7	6	37	43

Table 5.3 Consultancy services costing \$10,000 and over

Provider	Service	\$
Dr Bryan Tanney	Youth Suicide Evaluation contract	10,000
University of Queensland	Parenting Extension project consultancy	11,186
Ms Alisa Hamilton	Database and abstracting	12,507
Total		33,693

Note

(1) The three consultants were engaged in work of a specific project nature, and the skills were not available in-house.

(2) For 1999–2000, the total number of consultancies was 40 at a total cost of \$82,368.