

# Appendix 2: Legislation

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# **An Act to establish an Australian Institute of Health and Welfare, and for related purposes**

## Part I—Preliminary

### **1 Short title**

This Act may be cited as the Australian Institute of Health and Welfare Act 1987.

### **2 Commencement**

This Act shall come into operation on a day to be fixed by Proclamation.

### **3 Interpretation**

(1) In this Act, unless the contrary intention appears:

**appoint** includes re-appoint.

**Chairperson** means the Chairperson of the Institute.

**Director** means the Director of the Institute.

**Ethics Committee** means the Health Ethics Committee of the Australian Institute of Health and Welfare.

**health-related information and statistics** means information and statistics collected and produced from data relevant to health or health services.

**Institute** means the Australian Institute of Health and Welfare.

**member** means a member of the Institute.

**production** means compilation, analysis and dissemination.

**State Health Minister** means:

- (a) the Minister of the Crown for a State;
- (b) the Minister of the Australian Capital Territory; or
- (c) the Minister of the Northern Territory;

who is responsible, or principally responsible, for the administration of matters relating to health in the State, the Australian Capital Territory or the Northern Territory, as the case may be.

**State Housing Department** means the Department of State of a State or Territory that deals with matters relating to housing in the State or Territory.

**State Housing Minister** means:

- (a) the Minister of the Crown for a State; or
- (b) the Minister of the Australian Capital Territory; or
- (c) the Minister of the Northern Territory;

who is responsible, or principally responsible, for the administration of matters relating to housing in the State or Territory, as the case may be.

**State Welfare Minister** means:

- (a) the Minister of the Crown for a State; or

- (b) the Minister of the Australian Capital Territory; or
  - (c) the Minister of the Northern Territory;
- who is responsible, or principally responsible, for the administration of matters relating to welfare in the State or Territory, as the case may be.

**trust money** means money received or held by the Institute on trust.

**trust property** means property received or held by the Institute on trust.

**welfare-related information and statistics** means information and statistics collected and produced from data relevant to the provision of welfare services.

**welfare services** includes:

- (a) aged care services; and
  - (b) child care services (including services designed to encourage or support participation by parents in educational courses, training and the labour force); and
  - (c) services for people with disabilities; and
  - (d) housing assistance (including programs designed to provide access to secure housing in the long term and programs to provide access to crisis accommodation in the short term); and
  - (e) child welfare services (including, in particular, child protection and substitute care services); and
  - (f) other community services.
- (2) A reference in this Act to the Chairperson, the Director or a member, in relation to a time when a person is acting in the office of Chairperson, Director, or a member, includes a reference to that person.

Note: For the manner in which the Chairperson may be referred to, see section 18B of the *Acts Interpretation Act 1901*.

## **DIVISION 1 — ESTABLISHMENT, FUNCTIONS AND POWERS OF INSTITUTE**

### **4 Establishment of Institute**

- (1) There is hereby established a body to be known as the Australian Institute of Health and Welfare.
- (2) The Institute:
  - (a) is a body corporate with perpetual succession;
  - (b) shall have a common seal; and
  - (c) may sue and be sued in its corporate name.

Note: The *Commonwealth Authorities and Companies Act 1997* applies to the Institute. That Act deals with matters relating to Commonwealth authorities, including reporting and accountability, banking and investment, and conduct of officers.

- (3) All courts, judges and persons acting judicially shall take judicial notice of the imprint of the common seal of the Institute affixed to a document and shall presume that it was duly affixed.

### **5 Functions of the Institute**

*[Institute to have health-related and welfare-related functions]*

(1AA) The functions of the Institute are:

- (a) the health-related functions conferred by subsection (1); and
- (b) the welfare-related functions conferred by subsection (1A).

*[Health-related functions]*

(1) The Institute's health-related functions are:

- (a) to collect, with the agreement of the Australian Bureau of Statistics and, if necessary, with the Bureau's assistance, health-related information and statistics, whether by itself or in association with other bodies or persons;
- (b) to produce health-related information and statistics, whether by itself or in association with other bodies or persons;
- (c) to co-ordinate the collection and production of health-related information and statistics by other bodies or persons;
- (d) to provide assistance, including financial assistance, for the collection and production of health-related information and statistics by other bodies or persons;
- (e) to develop methods and undertake studies designed to assess the provision, use, cost and effectiveness of health services and health technologies;
- (f) to conduct and promote research into the health of the people of Australia and their health services;
- (g) to develop, in consultation with the Australian Bureau of Statistics, specialised statistical standards and classifications relevant to health and health services, and advise the Bureau on the data to be used by it for the purposes of health-related statistics;

- (h) subject to section 29, to enable researchers to have access to health-related information and statistics held by the Institute or by bodies or persons with whom contracts or arrangements have been entered into by the Institute;
- (j) to publish methodological and substantive reports on work carried out by or in association with the Institute under this subsection;
- (k) to make recommendations to the Minister on the prevention and treatment of diseases and the improvement and promotion of the health and health awareness of the people of Australia; and
- (m) to do anything incidental to any of the foregoing.

*[Welfare-related functions]*

(1A) The Institute's welfare-related functions are:

- (a) to collect, with the agreement of the Australian Bureau of Statistics, and, if necessary, with the Bureau's assistance, welfare-related information and statistics (whether by itself or in association with other bodies or persons); and
- (b) to produce welfare-related information and statistics (whether by itself or in association with other bodies or persons); and
- (c) to co-ordinate the collection and production of welfare-related information and statistics by other bodies or persons; and
- (d) to provide assistance (including financial assistance) for the collection and production of welfare-related information and statistics by other bodies or persons; and
- (e) to develop, in consultation with the Australian Bureau of Statistics, specialised statistical standards and classifications relevant to welfare services; and
- (f) subject to section 29, to enable researchers to have access to welfare-related information and statistics held by the Institute or by bodies or persons with whom contracts or arrangements have been entered into by the Institute; and
- (g) to publish methodological and substantive reports on work carried out by or in association with the Institute under this subsection; and
- (h) to do anything incidental to the functions conferred by paragraphs (a) to (g).

*[Functions of Australian Bureau of Statistics not limited by this section]*

(3) This section is not intended to limit the functions of the Australian Bureau of Statistics.

## **6 Powers of Institute**

The Institute has power to do all things necessary or convenient to be done for or in connection with the performance of its functions and, in particular, has power:

- (a) to enter into contracts or arrangements, including contracts or arrangements with bodies or persons to perform functions on behalf of the Institute;
- (b) to acquire, hold and dispose of real or personal property;
- (c) to occupy, use and control any land or building owned or held under lease by the Commonwealth and made available for the purposes of the Institute;

- (d) to appoint agents and attorneys and act as an agent for other persons;
- (e) to accept gifts, grants, devises and bequests made to the Institute, whether on trust or otherwise, and to act as trustee of money or other property vested in the Institute on trust;
- (f) subject to section 29, to:
  - (i) release data to other bodies or persons; and
  - (ii) publish the results of any of its work; and
- (g) to do anything incidental to any of its powers.

## **7 Directions by Minister**

- (1) The Minister may, by notice in writing delivered to the Chairperson, give a direction to the Institute with respect to the performance of its functions or the exercise of its powers.
  - (1A) The Minister must consult the Chairperson before giving any direction to the Institute.
  - (1B) The Minister must consult each State Health Minister before giving the direction if the direction relates to the Institute's health-related functions.
  - (1C) The Minister must consult each State Welfare Minister before giving the direction if the direction:
    - (a) relates to the Institute's welfare-related functions; and
    - (b) does not concern housing matters.
  - (1D) The Minister must consult each State Housing Minister before giving the direction if the direction:
    - (a) relates to the Institute's welfare-related functions; and
    - (b) concerns housing matters.
- (2) The Institute shall comply with any direction given under subsection (1).
- (3) This section does not affect the application of section 28 of the *Commonwealth Authorities and Companies Act 1997* in relation to the Institute.

## **DIVISION 2 — CONSTITUTION AND MEETINGS OF INSTITUTE**

### **8 Constitution of Institute**

- (1) Subject to subsection (2), the Institute shall consist of the following members:
  - (a) the Chairperson;
  - (b) the Director;
  - (c) a member nominated by the Australian Health Ministers' Advisory Council;
  - (ca) a member nominated by the Standing Committee of Social Welfare Administrators;
  - (cb) a representative of the State Housing Departments nominated in the manner determined by the Minister;
  - (d) the Australian Statistician;

- (e) the Secretary to the Department;
  - (f) a person:
    - (i) who has knowledge of the needs of consumers of health services; and
    - (ii) whose nomination has been recommended by a body that is referred to in the Schedule and that represents consumers of health services; and
    - (iii) who has been nominated by the Minister;
  - (fa) a person:
    - (i) who has knowledge of the needs of consumers of welfare services; and
    - (ii) whose nomination has been recommended by a body that is referred to in the Schedule and that represents consumers of welfare services; and
    - (iii) who has been nominated by the Minister;
  - (fb) a person;
    - (i) who has knowledge of the needs of consumers of housing assistance services; and
    - (ii) whose nomination has been recommended by a body that is referred to in the Schedule and that represents consumers of housing assistance services; and
    - (iii) who has been nominated by the Minister;
  - (fc) a person:
    - (i) who has expertise in research into public health issues; and
    - (ii) whose nomination has been recommended by a body that is referred to in the Schedule and that is a peak body promoting research into public health issues; and
    - (iii) who has been nominated by the Minister;
  - (g) 3 other members nominated by the Minister;
  - (h) a member of the staff of the Institute elected by that staff.
- (1A) A recommendation for the purposes of paragraph (1)(f), (fa), (fb) or (fc):
- (a) may be made by one or more bodies; and
  - (b) may contain one or more names.
- (2) If the person referred to in paragraph (1)(d) or (e) is not available to serve as a member of the Institute, that person shall nominate a person to be a member of the Institute in lieu of himself or herself.
- (3) The performance of the functions, or the exercise of the powers, of the Institute is not affected by reason only of:
- (a) a vacancy in the office of a member referred to in paragraph (1)(a), (b), (f), (fa), (fb), (fc) or (h);
  - (b) the number of members referred to in paragraph (g) falling below 3 for a period of not more than 6 months;
  - (ba) a vacancy of not more than 6 months duration in the office of a member referred to in paragraph (1)(c), (ca) or (cb);

- (c) a vacancy in the office of the member referred to in paragraph (1)(d) or (e) or the member (if any) nominated in lieu of that member under subsection (2).
- (4) The following subsections have effect in relation to a member other than a member referred to in paragraph (1)(b), (d) or (e).
- (5) Subject to this section, a member shall be appointed by the Governor-General.
- (5A) Subject to this Act, a member referred to in paragraph (1)(a), (c), (ca), (cb), (f), (fa), (fb), (fc) or (g) may be appointed on a full-time or a part-time basis and holds office for such period, not exceeding 3 years, as is specified in the instrument of appointment.
- (5B) Subject to this Act, a member elected under paragraph (1)(h) holds office on a part-time basis for a period of one year commencing on:
  - (a) the day on which the poll for the election of the member is held; or
  - (b) if that day occurs before the expiration of the term of office of the person whose place the member fills—the day after the expiration of that term.
- (6) A person who has attained the age of 65 years shall not hold office as a member on a full-time basis.
- (7) A member holds office on such terms and conditions (if any) in respect of matters not provided for by this Act as are determined by the Governor-General.
- (8) The appointment of a member is not invalid because of a defect or irregularity in connection with the member's nomination or appointment.

## 9 Acting members

- (1) The Minister may appoint a person to act in the office of Chairperson, of Director, or of member (other than the Chairperson or Director):
  - (a) during a vacancy in the office, whether or not an appointment has previously been made to the office; or
  - (b) during any period, or during all periods, when the holder of the office is absent from duty or from Australia or is, for any other reason, unable to perform the functions of the office;
 but a person appointed to act during a vacancy shall not continue so to act for more than 12 months.
- (2) A person may resign appointment under this section by instrument in writing delivered to the Minister.
- (3) An appointment may be expressed to have effect only in such circumstances as are specified in the instrument of appointment.
- (4) The Minister may:
  - (a) determine the terms and conditions of appointment, including remuneration and allowances, if any, of a person acting under subsection (1); and
  - (b) terminate such an appointment at any time.
- (5) Where a person is acting in an office and the office becomes vacant while that person is so acting, then, subject to subsection (3), the person may continue so to act until the Minister otherwise directs, the vacancy is filled or a period of



12 months from the date on which the vacancy occurred expires, whichever first happens.

- (6) While a person is acting in an office, the person has and may exercise all the powers, and shall perform all the functions and duties, of the holder of the office.
- (7) Anything done by or in relation to a person purporting to act under this section is not invalid by reason only that:
  - (a) the occasion for the appointment of the person had not arisen;
  - (b) there was a defect or irregularity in or in connection with the appointment;
  - (c) the appointment had ceased to have effect; or
  - (d) the occasion for the person to act had not arisen or had ceased.

## **10 Remuneration and allowances**

- (1) Unless otherwise prescribed, a member shall be paid such remuneration as is determined by the Remuneration Tribunal.
- (2) A member shall be paid such allowances as are prescribed.
- (3) This section has effect subject to the *Remuneration Tribunal Act 1973*.

## **11 Leave of absence**

- (1) Subject to section 87E of the *Public Service Act 1922*, a full-time member has such recreation leave entitlements as are determined by the Remuneration Tribunal.
- (2) The Minister may:
  - (a) grant a full-time member leave of absence, other than recreation leave, on such terms and conditions as to remuneration or otherwise as the Minister determines; and
  - (b) grant a part-time member leave of absence on such terms and conditions as to remuneration or otherwise as the Minister determines.

## **12 Resignation**

A member may resign by instrument in writing delivered to the Governor-General.

## **13 Termination of appointment**

- (1) The Governor-General may terminate the appointment of a member because of misbehaviour or physical or mental incapacity.
- (2) If a member:
  - (a) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with creditors or assigns remuneration for their benefit;
  - (b) without reasonable excuse, contravenes section 21 of the *Commonwealth Authorities and Companies Act 1997*;
  - (c) being a full-time member who is paid remuneration under this Part:
    - (i) engages in paid employment outside his or her duties without the consent of the Minister; or
    - (ii) is absent from duty, without leave of absence for 14 consecutive days or for 28 days in any period of 12 months; or

(d) being a part-time member, is absent, without leave by the Minister, from 3 consecutive meetings of the Institute;

the Governor-General may terminate the appointment of the member.

(3) Where:

(a) a member has been appointed under paragraph 8(1)(c), (ca) or (cb) or subsection 8(2) on the nomination of a body or person referred to in that paragraph or subsection, as the case may be, and the body or person notifies the Minister in writing that the nomination is withdrawn; or

(b) a member has been appointed under paragraph 8(1)(g) on the nomination of the Minister and the Minister withdraws his or her nomination of the member; or

(c) a member has been elected under paragraph 8(1)(h) and the member ceases to be a member of the staff of the Institute;

the Governor-General shall terminate the appointment of the member.

#### **14 Disclosure of interests**

(3) Section 21 of the *Commonwealth Authorities and Companies Act 1997* does not apply to an interest of a member referred to in paragraph 8(1)(c), (ca), (cb) or (h) or a member nominated under subsection 8(2), being an interest that the member has by reason only of having been nominated by a body or person referred to in that paragraph or subsection.

#### **15 Meetings**

(1) Subject to this section, meetings of the Institute shall be held at such times and places as the Institute determines.

(2) The Institute shall meet at least once every 4 months.

(3) The Chairperson:

(a) may at any time convene a meeting; and

(b) shall convene a meeting on receipt of a written request signed by not fewer than 3 members.

(4) The Minister may convene such meetings as the Minister considers necessary.

(5) At a meeting:

(a) if the Chairperson is present, the Chairperson shall preside;

(b) if the Chairperson is absent, the members present shall appoint one of their number to preside;

(c) a majority of the members for the time being constitute a quorum;

(d) all questions shall be decided by a majority of the votes of the members present and voting; and

(e) the member presiding has a deliberative vote and, if necessary, also has a casting vote.

(6) The Institute shall keep minutes of its proceedings.

(7) The Institute shall regulate the procedure of its meetings as it thinks fit.

## DIVISION 3— COMMITTEES OF INSTITUTE

### 16 Committees

- (1) The Institute shall appoint a committee to be known as the Health Ethics Committee of the Australian Institute of Health and Welfare.
- (2) The functions and composition of the Ethics Committee shall be as prescribed.
- (3) Regulations shall not be made for the purpose of subsection (2) except in accordance with a recommendation of the National Health and Medical Research Council.
- (4) The Institute may appoint such other committees as it thinks fit to assist it in performing its functions.
- (5) The functions and composition of a committee appointed under subsection (4) shall be as determined from time to time in writing by the Institute.
- (6) The succeeding subsections of this section apply in relation to a committee appointed under subsection (1) or (4).
- (7) The members of a committee may include members of the Institute.
- (8) A member of a committee holds office for such period as is specified in the instrument of appointment.
- (9) A member of a committee may resign by instrument in writing delivered to the Institute.
- (10) Except where the Minister otherwise directs in writing, a member of a committee shall be paid such remuneration as is determined by the Remuneration Tribunal.
- (11) A member of a committee (other than a member of the Institute) shall be paid such allowances as are prescribed.
- (12) Subsections (9) and (10) have effect subject to the *Remuneration Tribunal Act 1973*.
- (13) A member of a committee must disclose at a meeting of the committee any pecuniary or other interest:
  - (a) that the member has directly or indirectly in a matter being considered, or about to be considered by the committee; and
  - (b) that would conflict with the proper performance of the member's functions in relation to the consideration of the matter.

The member must make the disclosure as soon as practicable after he or she knows of the relevant facts.
- (14) The disclosure must be recorded in the minutes of the meeting.
- (15) Subsection (13) does not apply to an interest held by a member described in paragraph 8(1)(c), (ca), (cb) or (h) or subsection 8(2) merely because the member was nominated by a body or person mentioned in that paragraph or subsection.

## **DIVISION 4 — DIRECTOR OF INSTITUTE**

### **17 Director of Institute**

- (1) There shall be a Director of the Institute.
- (2) The Director shall be appointed by the Minister on the recommendation of the Institute.
- (3) The Director shall be appointed on a full-time or part-time basis for such period, not exceeding 5 years, as is specified in the instrument of appointment.
- (5) The Director holds office on such terms and conditions (if any) in respect of matters not provided for by this Act as are determined by the Minister.
- (6) The appointment of the Director is not invalid because of a defect or irregularity in connection with the appointment or the recommendation by the Institute.
- (7) The Director shall not be present during any deliberation, or take part in any decision, of the Institute with respect to the appointment of the Director.
- (8) Sections 11 and 14 apply to the Director.
- (9) Sections 12 and 13 apply to the Director as if references in those sections to the Governor-General were references to the Minister.

### **18 Functions of Director**

- (1) The Director shall manage the affairs of the Institute subject to the directions of, and in accordance with policies determined by, the Institute.
- (2) All acts and things done in the name of, or on behalf of, the Institute by the Director shall be deemed to have been done by the Institute.

## **DIVISION 5 — STAFF**

### **19 Staff**

- (1) The staff required for the purposes of this Act shall be:
  - (a) persons appointed or employed under the *Public Service Act 1922*; and
  - (b) persons appointed or employed by the Institute.
- (2) The Director has all the powers of a Secretary under the *Public Service Act 1922*, so far as those powers relate to the branch of the Public Service comprising the staff referred to in paragraph (1)(a), as if that branch were a separate Department of the Public Service.
- (3) The Institute may engage as advisers or consultants persons having suitable qualifications and experience.
- (4) The terms and conditions of appointment or employment of members of the staff referred to in paragraph (1)(b) are such as are determined by the Institute.
- (5) The terms and conditions of engagement of advisers or consultants are such as are determined by the Institute.

**20 Money to be appropriated by Parliament**

- (1) There is payable to the Institute such money as is appropriated by the Parliament for the purposes of the Institute.
- (2) The Minister for Finance may give directions as to the means in which, and the times at which, money referred to in subsection (1) is to be paid to the Institute.

**22 Money of Institute**

- (1) The money of the Institute consists of:
  - (a) money paid to the Institute under section 20; and
  - (b) any other money, other than trust money, paid to the Institute.
- (2) The money of the Institute shall be applied only:
  - (a) in payment or discharge of the expenses, charges, obligations and liabilities incurred or undertaken by the Institute in the performance of its functions and the exercise of its powers;
  - (b) in payment of remuneration and allowances payable under this Act; and
  - (c) in making any other payments required or permitted to be made by the Institute.
- (3) Subsection (2) does not prevent investment of surplus money of the Institute under section 18 of the *Commonwealth Authorities and Companies Act 1997*.

**23 Contracts**

The Institute shall not, except with the written approval of the Minister:

- (a) enter into a contract involving the payment or receipt by the Institute of an amount exceeding \$200,000 or such higher amount as is prescribed; or
- (b) enter into a lease of land for a period of 10 years or more.

**24 Extra matters to be included in annual report**

- (2) A report on the Institute under section 9 of the *Commonwealth Authorities and Companies Act 1997* must, in respect of each direction given under subsection 7(1) that is applicable to the period to which the report relates, include:
  - (a) particulars of the direction; or
  - (b) where the Institute considers that the particulars contain information concerning a person or are of a confidential nature—a statement that a direction was given.

**25 Trust money and trust property**

- (1) The Institute:
  - (a) shall pay trust money into an account or accounts referred to in subsection 18(2) of the *Commonwealth Authorities and Companies Act 1997* containing no money other than trust money;
  - (b) shall apply or deal with trust money and trust property only in accordance with the powers and duties of the Institute as trustee; and

- (c) may only invest trust money:
  - (i) in any manner in which the Institute is authorised to invest the money by the terms of the trust; or
  - (ii) in any manner in which trust money may be lawfully invested.

## **26 Exemption from taxation**

The income, property and transactions of the Institute are not subject to taxation (including taxation under the *Bank Account Debits Tax Act 1982*) under any law of the Commonwealth or of a State or Territory.

### 27 Delegation by Institute

- (1) The Institute may, either generally or as otherwise provided by the instrument of delegation, by writing under its common seal:
  - (a) delegate to a member;
  - (b) delegate to a member of the staff of the Institute; and
  - (c) with the approval of the Minister—delegate to any other person or body;all or any of the Institute's powers or functions under this Act, other than this power of delegation.
- (2) A power or function so delegated, when exercised or performed by the delegate, shall, for the purposes of this Act, be deemed to have been exercised or performed by the Institute.
- (3) A delegation does not prevent the exercise of a power or performance of a function by the Institute.

### 28 Delegation by Director

- (1) The Director may, either generally or as otherwise provided by the instrument of delegation, by instrument in writing:
  - (a) delegate to a member;
  - (b) delegate to a member of the staff of the Institute; or
  - (c) with the approval of the Minister—delegate to any other person or body;all or any of the Director's powers and functions under this Act, other than this power of delegation.
- (2) A power or function so delegated, when exercised or performed by the delegate, shall, for the purposes of this Act, be deemed to have been exercised or performed by the Director.
- (3) A delegation does not prevent the exercise of a power or performance of a function by the Director.

### 29 Confidentiality

- (1) Subject to this section, a person (in this subsection called the *informed person*) who has:
  - (a) any information concerning another person (which person is in this section called an *information subject*), being information acquired by the informed person because of:
    - (i) holding an office, engagement or appointment, or being employed, under this Act;
    - (ii) performing a duty or function, or exercising a power, under or in connection with this Act; or
    - (iii) doing any act or thing under an agreement or arrangement entered into by the Institute; or

(b) any document relating to another person (which person is in this section also called an *information subject*), being a document furnished for the purposes of this Act;

shall not, except for the purposes of this Act, either directly or indirectly:

- (c) make a record of any of that information or divulge or communicate any of that information to any person (including an information subject);
- (d) produce that document to any person (including an information subject); or
- (e) be required to divulge or communicate any of that information to a court or to produce that document in a court.

Penalty: \$2,000 or imprisonment for 12 months, or both.

- (2) Subject to subsections (2A) and (2B), nothing in this section prohibits:
  - (a) a person from divulging or communicating information, or producing a document, to the Minister if it does not identify an information subject;
  - (b) a person from divulging or communicating information, or producing a document, to a person specified in writing by the person (in this subsection called the *information provider*) who divulged or communicated the information, or produced the document, directly to the Institute;
  - (c) a person from divulging or communicating information, or producing a document, to a person specified in writing by the Ethics Committee if to do so is not contrary to the written terms and conditions (if any) upon which the information provider divulged or communicated the information, or produced the document, directly to the Institute; or
  - (d) the publication of conclusions based on statistics derived from, or of particulars of procedures used in, the work of the Institute, if:
    - (i) to do so is not contrary to the written terms and conditions (if any) upon which an information provider divulged or communicated information relevant to the publication, or produced a document relevant to the publication, directly to the Institute; and
    - (ii) the publication does not identify the information subject.
- (2A) Paragraph (2)(c) applies only to information that is health-related information and statistics.
- (2B) Paragraph (2)(c) applies to a document only to the extent to which the document contains health-related information and statistics.
- (3) A person to whom information is divulged or communicated, or a document is produced, under paragraph (2)(a), (b) or (c), and any person under the control of that person is, in respect of that information or document, subject to subsection (1) as if the person were a person exercising powers, or performing duties or functions, under this Act and had acquired the information or document in the exercise of those powers or the performance of those duties or functions.



- (4) In this section:
  - (a) **court** includes any tribunal, authority or person having power to require the production of documents or the answering of questions;
  - (b) **person** includes a body or association of persons, whether incorporated or not, and also includes:
    - (i) in the case of an information provider—a body politic; or
    - (ii) in the case of an information subject—a deceased person;
  - (c) **produce** includes permit access to;
  - (d) **publication**, in relation to conclusions, statistics or particulars, includes:
    - (i) the divulging or communication to a court of the conclusions, statistics or particulars; and
    - (ii) the production to a court of a document containing the conclusions, statistics or particulars; and
  - (e) a reference to information concerning a person includes:
    - (i) a reference to information as to the whereabouts, existence or non-existence of a document concerning a person; and
    - (ii) a reference to information identifying a person or body providing information concerning a person.

### 30 Restricted application of the *Epidemiological Studies (Confidentiality) Act 1981*

- (1) The *Epidemiological Studies (Confidentiality) Act 1981* (in this section called the Confidentiality Act) does not apply to anything done in the exercise of a power or performance of a function under this Act.
- (2) Notwithstanding the Confidentiality Act, a person who has assisted, or is assisting in, the conduct of a prescribed study or an epidemiological study may, at the written request of the Institute:
  - (a) communicate to the Institute any information acquired by the person because of having assisted, or assisting, in the conduct of that study; and
  - (b) give the Institute access to documents prepared or obtained in the conduct of that study.
- (3) It is a defence to a prosecution under the Confidentiality Act if it is established that the information was communicated or access to a document was given, as the case may be, in accordance with a written request by the Institute.
- (4) In this section:
  - (a) **epidemiological study** has the same meaning as in the Confidentiality Act; and
  - (b) **prescribed study** has the same meaning as in the Confidentiality Act.

### 31 Periodical reports

- (1) The Institute shall prepare and, as soon as practicable, and in any event within 6 months:
  - (a) after 31 December 1987—shall submit to the Minister a health report for the

period commencing on the commencement of this Act and ending on that date; and

- (b) after 31 December 1989 and every second 31 December thereafter—shall submit to the Minister a health report for the 2 year period ending on that 31 December.

(1A) The Institute must submit to the Minister:

- (a) as soon as practicable after (and in any event within 6 months of) 30 June 1993, a welfare report prepared by the Institute for the period:
  - (i) beginning on the day on which the *Australian Institute of Health Amendment Act 1992* commences; and
  - (ii) ending on 30 June 1993; and
- (b) as soon as practicable after (and in any event within 6 months of) 30 June 1995 and every second 30 June thereafter, a welfare report for the 2 year period ending on that 30 June.

(2) The Institute may at any time submit to the Minister:

- (a) a health or welfare report for any period; or
- (b) a report in respect of any matter relating to the exercise of the powers, or the performance of the functions, of the Institute or its committees under this Act.

(3) A health report shall provide:

- (a) statistics and related information concerning the health of the people of Australia; and
- (b) an outline of the development of health-related information and statistics by the Institute, whether by itself or in association with other persons or bodies; during the period to which the report relates.

(3A) A welfare report must provide:

- (a) statistics and related information concerning the provision of welfare services to the Australian people; and
- (b) an outline of the development of welfare-related information and statistics by the Institute, whether by itself or in association with other persons or bodies; during the period to which the report relates.

(4) The Minister shall cause a copy of a report submitted under subsection (1) or (1A) to be laid before each House of the Parliament within 15 sitting days of that House after the day on which the Minister receives the report.

(5) The Minister may cause a copy of a report submitted under subsection (2) to be laid before each House of the Parliament.

## 32 Regulations

The Governor-General may make regulations, not inconsistent with this Act, prescribing matters required or permitted by this Act to be prescribed.

Schedule—Bodies that may nominate board members

**Subsection 8(1)**

**Australian Council of Social Service**

**Australian Hospital Association**

**Australian Medical Association**

**Australian Pensioners' and Superannuants' Federation**

**Australian Private Hospitals' Association**

**Brotherhood of St Laurence**

**Catholic Social Welfare Commission**

**Consumers' Health Forum of Australia**

**National Shelter**

**Public Health Association of Australia**

Australian Institute of Health and Welfare Regulations

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE REGULATIONS 1997  
NO. 231\*1\***

- Dated 3 September 1997

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE REGULATIONS 1997  
NO. 231—REG 1**

Citation

REG

1. These Regulations may be cited as the Australian Institute of Health and Welfare Regulations.

[Note: These Regulations commence on gazettal: *see Acts Interpretation Act 1901*, section 48.]

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE REGULATIONS 1997  
NO. 231—REG 2**

Contract value limit

REG

2. For paragraph 23 (a) of the *Australian Institute of Health and Welfare Act 1987*, the amount of \$500,000 is prescribed.

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE REGULATIONS 1997  
NO. 231—NOTE 1**

NOTE

\*1\* Notified in the Commonwealth of Australia Gazette on 10 September 1997.

### **Citation**

1. These Regulations may be cited as the Australian Institute of Health Ethics Committee Regulations.

### **Interpretation**

2. In these Regulations, unless the contrary intention appears:
  - “Ethics Committee” means the Australian Institute of Health Ethics Committee referred to in subsection 16(1) of the Act;
  - “the Act” means the *Australian Institute of Health Act 1987*.

### **Functions**

3. The functions of the Ethics Committee are:
  - (a) to form an opinion as to the acceptability or otherwise, on ethical grounds, of:
    - (i) activities that are being, or it is proposed will be, engaged in by the Institute in the performance of its functions; and
    - (ii) activities that are being, or it is proposed will be, engaged in by other bodies or persons in association with, or with the assistance of, the Institute in the performance of its functions;having regard, in addition to any other matters that the Ethics Committee considers to be relevant, to the Declaration of Helsinki adopted by the 18th World Medical Assembly, Helsinki, Finland, 1964, as revised by the 29th World Medical Assembly, Tokyo, Japan, 1975 and to any relevant ethical principles and standards formulated or adopted by the National Health and Medical Research Council;
  - (b) where appropriate, to revise an opinion so formed or to form another opinion;
  - (c) to inform the Institute from time to time of the opinions so formed or as revised and its reasons for forming or revising those opinions; and
  - (d) to provide a written annual report of the Ethics Committee’s operations to the Institute.

### **Composition**

4. The Ethics Committee shall consist of the following members:
  - (a) the Director of the Institute or his or her nominee;
  - (b) a person who is a graduate in medicine of a university and has post-graduate medical research experience;
  - (c) a person who is a graduate in a social science of a university, college of advanced education or similar institution and has post-graduate research experience in a social science;

- (d) a person who is the nominee of the Registrar of Births, Deaths and Marriages in the Australian Capital Territory and of the officer of each State and the Northern Territory who has the responsibility in that State or Territory of registering births, deaths and marriages;
- (e) a minister of religion;
- (f) a person who is a barrister, a solicitor, a barrister and solicitor or a legal practitioner, of the High Court or of the Supreme Court of a State or Territory; and
- (g) a man and a woman, neither of whom is a member or employee of the Institute and each of whom is able to represent general community attitudes; one of whom shall be appointed chairperson by the Institute.

## Appendix 3: Board members

### Board members' qualifications, current positions and details of meetings attended from 1 July 2000 to 30 June 2001

BOARD MEMBER	NUMBER OF MEETINGS
<b>Attended</b>	
Professor Janice Reid AM, BSc, MA, PhD, FASSA Vice-Chancellor and University President, University of Western Sydney	4
Dr Sandra Hacker, MB, BS, DPM, FRANZCP Psychiatrist (private practice), Liaison Psychiatrist, Heart-Lung Transplant Unit, Alfred Hospital	4
Ms Elizabeth Davies BA, Dip Ed National Director, Uniting Community Services Australia, Uniting Church (from 22 September 1999)	2
Mr Andrew Podger, BSc (Hons) Syd Secretary, Department of Health and Aged Care	4
Mr Tim Skinner, BA, Dip Ed Deputy Australian Statistician, Australian Bureau of Statistics	
Mr David Butt Chief Executive, ACT Department of Health and Community Care (until 17 August 2000)	3
Dr Penny Gregory, PhD Chief Executive, ACT Department of Health and Community Care (from December 2000)	3
Mr Ian Procter, BEc, Dip Ed General Manager, Family and Youth Services, Department of Human Services, SA (from 22 September 1999)	1

<b>BOARD MEMBER</b>	<b>NUMBER OF MEETINGS</b>
Ms Linda Apelt, Dip Teaching, BEd, Grad Dip (Counselling), MEd Studies Director General, Qld Department of Housing (from 22 September 1999)	3
Ms Lyn Elliott, BA (Comm.) Staff representative	4
Dr Richard Madden, BSc Syd, PhD Princeton, FIA, FIAA Director, Australian Institute of Health and Welfare	4

**Note:** A representative of the Secretary, Department of Family and Community Services, attended and participated in Board meetings. The National Health and Medical Research Council (NHMRC) and the AIHW have reciprocal arrangements to observe Institute Board and NHMRC Council meetings respectively.



## Appendix 4: Activities funded by outside bodies for 2000–01 financial year

### Australian Institute of Health and Welfare

(The projects below represent the work the AIHW undertook in 2000–01 for other entities. These entities are shown as the funding body.)

Project:	Asthma monitoring
Funding body:	Department of Health and Aged Care
Project:	ATSI Health Performance Indicators Jurisdictional Summary Report
Funding body:	Australian Health Ministers' Advisory Council
Project:	Australia's reproductive health report
Funding body:	Department of Health and Aged Care
Project:	Breast and Cervical Cancer Screening
Funding body:	Department of Health and Aged Care
Project:	Cancer incidence of Korean War veterans
Funding body:	Department of Veterans' Affairs
Project:	Cardiac Surgery and Percutaneous Transluminal Coronary Angioplasty Registers
Funding body:	National Heart Foundation
Project:	Child and youth health monitoring
Funding body:	Department of Health and Aged Care
Project:	Child protection performance indicators
Funding body:	Community Services Ministers' Advisory Council
Project:	China — Enterprise housing and social security reform
Funding body:	Department of Family and Community Services
Project:	Chronic disease and behavioural risk factor surveillance
Funding body:	Department of Health and Aged Care

Project:	Commonwealth/State Disability Agreement Minimum Data Set Redevelopment
Funding body:	Department of Family and Community Services
Project:	Community care data development
Funding body:	Department of Health and Aged Care
Project:	Data validation of the Vietnam Veterans Morbidity Study
Funding body:	Department of Veterans' Affairs
Project:	Development of Children's Service Minimum Data Set Data Manual
Funding body:	Department of Family and Community Services
Project:	Development of national public health information, including secretariat and support for the National Public Health Information Working Group
Funding body:	Department of Health and Aged Care
Project:	Drug Survey Provider
Funding body:	Department of Health and Aged Care
Project:	DSSC — Ageing and disability
Funding body:	Department of Family and Community Services
Project:	Environmental Health Indicators
Funding body:	CSIRO
Project:	Environmental health information development
Funding body:	Department of Health and Aged Care
Project:	Environmental health monitoring
Funding body:	Department of Health and Aged Care
Project:	Ethnic population projections project
Funding body:	Department of Health and Aged Care
Project:	Health performance indicators
Funding body:	New South Wales Department of Health
Project:	Indigenous Housing Lifecycle Model
Funding body:	Department of Family and Community Services
Project:	Integrating Indicators of Supply, Outcome and Demand
Funding body:	Department of Family and Community Services
Project:	Jurisdictional implementation of the National MDS for Alcohol and Other Drug Treatment Services
Funding body:	Various State and Territory departments

Project:	Link road crash data to hospital morbidity data using probabilistic matching
Funding body:	Department of Transport and Regional Services
Project:	MDS and data standards for cancer regulation in Australia
Funding body:	Community Services Ministers' Advisory Council
Project:	MDS for Drug and Alcohol
Funding body:	Department of Health and Aged Care
Project:	Mental Health Care National Minimum Data Set
Funding body:	Department of Health and Aged Care
Project:	National BreastScreen Australia Data Dictionary Program
Funding body:	Department of Health and Aged Care
Project:	National cancer survival analysis
Funding body:	Department of Health and Aged Care
Project:	National Cardiovascular Disease Monitoring Centre
Funding body:	Department of Health and Aged Care
Project:	National Community Services Data Dictionary
Funding body:	Community Services Ministers' Advisory Council
Project:	National Diabetes Register
Funding body:	Department of Family and Community Services
Project:	National health data development
Funding body:	Australian Health Ministers' Advisory Council
Project:	National Health Data Dictionary
Funding body:	Australian Health Ministers' Advisory Council/Department of Health and Aged Care
Project:	National Health Plan for Young Australians
Funding body:	Australian Health Ministers' Advisory Council
Project:	National Health Priority Areas (NHPA) surveillance and reporting
Funding body:	Department of Health and Aged Care
Project:	National health record linkage
Funding body:	Australian Health Ministers' Advisory Council
Project:	National Housing Data Dictionary
Funding body:	Various State and Territory departments

Project:	National Housing Data Repository
Funding body:	Various State Housing Departments
Project:	National housing performance reporting
Funding body:	Various State Housing Departments
Project:	National Monitoring System for Diabetes
Funding body:	Department of Health and Aged Care
Project:	National public health expenditure
Funding body:	Department of Health and Aged Care
Project:	National report on breast cancer size
Funding body:	National Breast Cancer Centre/Department of Health and Aged Care
Project:	NCSIMG Project — development of NMDS for Juvenile Justice and Youth Welfare
Funding body:	Community Services Ministers' Advisory Council
Project:	Performance indicators in palliative care
Funding body:	Department of Health and Aged Care
Project:	Primary care and community services
Funding body:	Department of Health and Aged Care
Project:	Professional support to the Australian Medical Workforce Advisory Committee (AMWAC)
Funding body:	Australian Health Ministers' Advisory Committee
Project:	Physical activity measures
Funding body:	Department of Health and Aged Care
Project:	Public health information
Funding body:	Department of Health and Aged Care
Project:	Public health information — drug support
Funding body:	Department of Health and Aged Care
Project:	Refinement of national performance indicators and targets for Aboriginal and Torres Strait Islander health for the year 2000 and beyond
Funding body:	Department of Health and Aged Care
Project:	Residential aged care publication
Funding body:	Department of Health and Aged Care
Project:	Rural health information
Funding body:	Department of Health and Aged Care

Project:	SAAP National Data Collection Agency (NCDA)
Funding body:	Department of Family and Community Services
Project:	Scoping Study for Family Support Services
Funding body:	Standing Committee of Community Services and Income Security Administrators
Project:	Second Report on Expenditure on Health Care for Aboriginal and Torres Strait Islander People
Funding body:	Department of Health and Aged Care
Project:	Source of funds paper
Funding body:	Department of Health and Aged Care
Project:	Spatial environmental epidemiology project
Funding body:	Department of Health and Aged Care
Project:	State-based child welfare collections
Funding body:	Various State and Territory departments
Project:	Stocktake of aged and community care data collections
Funding body:	Department of Health and Aged Care
Project:	Strategic development of Commonwealth/State Disability Agreement Minimum Data Set
Funding body:	Department of Family and Community Services
Project:	Suicide and data storage for Vietnam Veterans
Funding body:	Department of Veterans' Affairs
Project:	Transition to ICD-10-AM in the National Hospital Morbidity Database
Funding body:	Australian Health Ministers' Advisory Council
Project:	Validation Study of Multiple Sclerosis and Motor Neurone Disease in Vietnam Veterans
Funding body:	Department of Veterans' Affairs
Project:	World Health Report
Funding body:	Department of Health and Aged Care

## COLLABORATING UNITS

### **AIHW Dental Statistics and Research Unit**

Project: Dental Statistics and Research Unit (DSRU)

Funding body: Department of Health and Aged Care

### **General Practice Statistics and Classification Unit**

Project: GPSCU BEACH Data Collection

Funding body: Department of Health and Aged Care

Project: NHMRC/GPSCU Maternal Mortality and Morbidity in Australia

Funding body: Department of Health and Aged Care

### **National Centre for Aboriginal and Torres Strait Islander Health and Welfare Statistics**

Project: Aboriginal and Torres Strait Islander Health and Welfare  
Information Unit

Funding body: Department of Health and Aged Care

### **National Injury Surveillance Unit**

Project: NISU—injury information and statistics

Funding body: Department of Health and Aged Care

Project: Principals and standards for community services for Indigenous  
population data

Funding body: Department of Family and Community Services

# Appendix 5:

## Publications and reports 2000–01

### Books

#### **AIHW PUBLICATIONS**

Annual Report 1999–00. AIHW. AIHW Cat. No. AUS 20. Canberra: AIHW, 2000

Work Program 2000–01. AIHW. AIHW Cat. No. AUS 21. Canberra: AIHW, 2000

#### **AGED CARE**

Community Aged Care Packages in Australia 1999–00: A Statistical Overview. AIHW. AIHW Cat. No. AGE 20. Canberra: AIHW, 2001 (Aged Care Statistics Series No. 10).

Community Care Packages in Australia 1998–99: A Statistical Overview. AIHW. AIHW Cat. No. AGE 17. Canberra: AIHW, 2000 (Aged Care Statistics Series No. 8).

Projections of Older Immigrants: People from Culturally and Linguistically Diverse Backgrounds, 1996–2026, Australia. Gibson D, Braun P, Benham C, Mason F. AIHW Cat. No. AGE 18. Canberra: AIHW, 2001 (Aged Care Series No. 6).

Residential Aged Care in Australia 1999–00: A Statistical Overview. AIHW. AIHW Cat. No. AGE 19. Canberra: AIHW, 2001 (Aged Care Statistics Series No. 9).

#### **CANCER**

Cancer in Australia 1997. Incidence and Mortality Data for 1997 and Selected Data for 1998 and 1999. AIHW. AIHW Cat. No. CAN 10. Canberra: AIHW, 2000 (Cancer Series No. 15).

#### **CARDIOVASCULAR DISEASE**

Diabetes as a Cause of Death, Australia, 1997 and 1998. Mathur S, Gajanayake I, Hodgson G. AIHW Cat. No. CVD 12. Canberra: AIHW, 2000 (Diabetes Series No.1).

Monitoring the Incidence of Cardiovascular Disease in Australia. Jamrozik K, Dobson A, Hobbs M, McElduff P, Ring I, D'Este K, Crome M. AIHW Cat. No. CVD 16. Canberra: AIHW, 2001 (Cardiovascular Disease Series No. 17).

Physical Activity Patterns of Australian Adults. Armstrong T, Bauman A, Davies J. AIHW Cat. No. CVD 10. Canberra: AIHW, 2000.

WHO MONICA Study, Australia, 1984–1993, The. A Summary of the Newcastle and Perth MONICA Projects. McElduff P, Dobson A, Jamrozik K, Hobbs M. AIHW Cat. No. CVD 11. Canberra: AIHW, 2000 (Cardiovascular Disease Series No. 13).

## **CHILDREN, YOUTH AND FAMILIES**

Adoptions Australia 1999–00. AIHW. AIHW Cat. No. CWS 12. Canberra: AIHW, 2001 (Child Welfare Series No. 26).

Child Protection Australia 1999–00. AIHW. AIHW Cat. No. CWS 13. Canberra: AIHW, 2001 (Child Welfare Series No. 27).

Family Support Services in Australia 2000. A project sponsored by the Community Services Ministers' Advisory Council (CSMAC). AIHW. AIHW Cat. No. CFS 4. Canberra: AIHW, 2001.

## **DENTAL HEALTH**

Adelaide Dental Study of Nursing Homes: One-Year Follow-up, The. Research Report, October 2000. DSRU. AIHW Cat. No. DEN 71. Adelaide: AIHW DSRU, 2000 (DSRU Research Report Series).

Ageing and Dental Health. Chalmers J M, Ettinger R L, Thomson N, Spencer A J. AIHW Cat. No. DEN 45. Adelaide: AIHW DSRU, 2000 (Dental Statistics and Research Series No. 19).

Child Dental Health Survey for Australian Capital Territory, 1998, The. DSRU. AIHW Cat. No. DEN 80. Adelaide: AIHW DSRU, 2001.

Child Dental Health Survey for New South Wales 1997, The. DSRU. AIHW Cat. No. DEN 54. Adelaide: AIHW DSRU, 2000.

Child Dental Health Survey for Northern Territory, 1998, The. DSRU. AIHW Cat. No. DEN 81. Adelaide: AIHW DSRU, 2001.

Child Dental Health Survey for Queensland, 1998, The. DSRU. AIHW Cat. No. DEN 76. Adelaide: AIHW DSRU, 2001.

Child Dental Health Survey for Tasmania, 1998, The. DSRU. AIHW Cat. No. DEN 79. Adelaide: AIHW DSRU, 2000.

Child Dental Health Survey for Victoria, 1998, The. DSRU. AIHW Cat. No. DEN 75. Adelaide: AIHW DSRU, 2000.

Child Dental Health Survey for Western Australia, 1998, The. DSRU. AIHW Cat. No. DEN 78. Adelaide: AIHW DSRU, 2000.



Child Dental Health Survey, Australia 1997. Armfield J, Roberts-Thomson K, Spencer A J. AIHW Cat. No. DEN 66. Adelaide: AIHW DSRU, 2000 (Dental Statistics and Research Series No. 21).

Oral Health and Access to Dental Care — 1994–96 and 1999. Research Report, March 2001. DSRU. AIHW Cat. No. DEN 73. Adelaide: AIHW DSRU, 2001 (DSRU Research Report Series).

Oral Health and Access to Dental Care — Older Adults in Australia. Research Report, November 2000. DSRU. AIHW Cat. No. DEN 72. Adelaide: AIHW DSRU, 2001 (DSRU Research Report Series).

Oral Health and Access to Dental Care — The Gap Between the ‘Deprived’ and the ‘Privileged’ in Australia. Research Report, March 2001. DSRU. AIHW Cat. No. DEN 67. Adelaide: AIHW DSRU, 2001 (DSRU Research Report Series).

Oral Health and Access to Dental Care of Young South Australian Adults. Research report, August 2000. DSRU, AIHW. AIHW Cat. No. DEN 69. Adelaide: AIHW DSRU, 2000 (DSRU Research Report Series).

## **DISABILITY SERVICES**

Disability Support Services 2000: First National Results on Services Provided Under the CSDA. AIHW. AIHW Cat. No. DIS 21. Canberra: AIHW, 2000 (Disability Series).

Disability Support Services 2000: National Data on Services Provided Under the Commonwealth/State Disability Agreement. AIHW. AIHW Cat. No. DIS 23. Canberra: AIHW, 2001 (Disability Series).

Disability Support Services Provided Under the Commonwealth/State Disability Agreement: National Data 1999. AIHW. AIHW Cat. No. DIS 18. Canberra: AIHW, 2000 (Disability Series).

Disability and Ageing: Australian Population Patterns and Implications. AIHW. AIHW Cat. No. DIS 19. Canberra: AIHW, 2000 (Disability Series No. 2).

Integrating Indicators: Theory and Practice in the Disability Services Field. AIHW. AIHW Cat. No. DIS 17. Canberra: AIHW, 2000 (Disability Series).

Open Employment Services for People with Disabilities 1998–99. Anderson P, Psychogios C, Golley L. AIHW Cat. No. DIS 20. Canberra: AIHW, 2000 (Disability Series).

## **GENERAL PRACTICE**

General Practice Activity in Australia 1999–2000. Britt H, Miller GC, Charles J, Knox S, Sayer GP, Valenti L, Henderson J, Kelly Z. AIHW Cat. No. GEP 5. Canberra: AIHW GPSCU, 2000 (General Practice Series No. 5).

It’s Different in the Bush: A Comparison of General Practice Activity in Metropolitan and Rural Areas of Australia 1998–2000. Britt H, Miller GC, Valenti L. AIHW Cat. No. GEP 6. Canberra: AIHW GPSCU, 2001 (General Practice Series No. 6).

## HEALTH SERVICES

Alcohol and Other Drug Treatment Services. Development of a National Minimum Data Set. Grant B, Petrie M. AIHW Cat. No. HSE 12. Canberra: AIHW, 2001.

Australian Hospital Statistics 1998–99. AIHW. AIHW Cat. No. HSE 11. Canberra: AIHW, 2000 (Health Services Series No. 15).

Australian Hospital Statistics 1999–00. AIHW. AIHW Cat. No. HSE 14. Canberra: AIHW, 2000 (Health Services Series No. 17).

Guidelines for the National Minimum Data Set for Alcohol and Other Drug Treatment Services. AIHW. AIHW Cat. No. HSE 10. Canberra: AIHW, 2000.

Mental Health Services in Australia 1998–99. National Minimum Data Sets — Mental Health Care. AIHW. AIHW Cat. No. HSE 15. Canberra: AIHW, 2001 (Mental Health Series No. 2).

## HEALTH AND WELFARE LABOUR FORCE

Health and Community Services Labour Force 1996. AIHW. AIHW Cat. No. HWL 19. Canberra: AIHW, 2001 (National Health Labour Force Series No. 19).

Nursing Labour Force 1999. Preliminary Report. AIHW. Canberra: AIHW, 2000 (National Health Labour Force Series).

Optometrist Labour Force 1999. AIHW. AIHW Cat. No. HWL 17. Canberra: AIHW, 2000 (National Health Labour Force Series No. 18).

## HOUSING

Accompanying Children. Special Collection. AIHW. AIHW Cat. No. HOU 39. Canberra: AIHW, 2000.

Agreement on National Indigenous Housing Information. AIHW. AIHW Cat. No. HOU 49. Canberra: AIHW, 2000.

Housing Needs of Homeless People. An Analysis of the 1997–98 SAAP National Data Collection. Wang H, Wilson D. AIHW Cat. No. HOU 48. Canberra: AIHW, 2000.

National Housing Data Agreement. A subsidiary agreement to the 1999–2003 Commonwealth–State Housing Agreement. AIHW. AIHW Cat. No. HOU 48. Canberra: AIHW, 2000.

SAAP National Data Collection Agency Annual Report 1998–99 Australian Capital Territory. AIHW. AIHW Cat. No. HOU 47. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Annual Report Series 4).

SAAP National Data Collection Annual Report 1998–99 Northern Territory. AIHW. AIHW Cat. No. HOU 45. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Annual Report Series 4).

SAAP National Data Collection Annual Report 1998–99 Queensland. AIHW. AIHW Cat. No. HOU 40. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Annual Report Series 4).

SAAP National Data Collection Annual Report 1998–99 South Australia. AIHW. AIHW Cat. No. HOU 43. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Annual Report Series 4).

SAAP National Data Collection Annual Report 1998–99 Tasmania. AIHW. AIHW Cat. No. HOU 42. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Annual Report Series 4).

SAAP National Data Collection Annual Report 1998–99 Victoria. AIHW. AIHW Cat. No. HOU 41. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Report Series 4).

SAAP National Data Collection Annual Report 1998–99 Western Australia. AIHW. AIHW Cat. No. HOU 46. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Annual Report Series 4).

SAAP National Data Collection Annual Report 1999–2000 Australia. AIHW. AIHW Cat. No. HOU 50. Canberra: AIHW, 2000 (SAAP National Data Collection Agency Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 Australian Capital Territory. AIHW. AIHW Cat. No. HOU 57. Canberra: AIHW, 2001 (SAAP National Data Collection Agency Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 New South Wales. AIHW. AIHW Cat. No. HOU 51. Canberra: AIHW, 2001 (SAAP National Data Collection Agency Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 Northern Territory. AIHW. AIHW Cat. No. HOU 58. Canberra: AIHW, 2001 (SAAP National Data Collection Agency Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 Queensland. AIHW. AIHW Cat. No. HOU 53. Canberra: AIHW, 2001 (SAAP National Data Collection Agency Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 South Australia. AIHW. AIHW Cat. No. HOU 55. Canberra: AIHW, 2001 (SAAP National Data Collection Agency Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 Tasmania. AIHW. AIHW Cat. No. HOU 56. Canberra: AIHW, 2001 (SAAP National Data Collection Agency Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 Victoria. AIHW. AIHW Cat. No. HOU 52. Canberra: AIHW, 2001 (SAAP National Data Collection Agency (NDCA) Annual Report Series 5).

SAAP National Data Collection Annual Report 1999–2000 Western Australia. AIHW. AIHW Cat. No. HOU 54. Canberra: AIHW, 2001 (SAAP National Data Collection Agency (NDCA) Annual Report Series 5).

## **INJURY**

ICECI: Case Scenario Testing. Steenkamp M, Harrison J. AIHW Cat. No. INJ 32. Adelaide: AIHW NISU, 2000.

Suicide and Hospitalised Self-Harm in Australia. Steenkamp M, Harrison J. AIHW Cat. No. INJ 30. Adelaide: AIHW NISU, 2001 (Injury Research and Statistics Series No. 1).

## **NATIONAL HEALTH AND WELFARE INFORMATION**

National Community Services Data Dictionary Version 2 2000. Community Services Ministers' Advisory Council, AIHW. AIHW Cat. No. HWI 27. Canberra: AIHW, 2000.

National Community Services Data Dictionary Version 2 2000 (CD-ROM). Community Services Ministers' Advisory Council, AIHW. AIHW Cat. No. HWI 27. Canberra: AIHW, 2000.

National Health Data Dictionary Version 10. AIHW. AIHW Cat. No. HWI 30. Canberra: AIHW, 2001 (National Health Data Dictionary No. 10).

National Health Data Dictionary Version 10 (CD-ROM). AIHW. Canberra: AIHW, 2001 (National Health Data Dictionary No. 10).

## **PERINATAL HEALTH**

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Australia's Mothers and Babies 1998. Nassar N, Sullivan E A, Lancaster P, Day P. AIHW Cat. No. PER 15. Canberra: AIHW NPSU, 2001 (Perinatal Statistics Series No. 10).

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# Appendix 6: Unit Heads

## AIHW Unit Heads

### **EXECUTIVE UNIT**

Margaret Fisher, GradDipT&DM, MBus, CSU

### **HEALTH DIVISION**

#### **Cardiovascular Disease & Diabetes Monitoring**

Stan Bennett, BTech (Hons) Bradford, PhD ANU, C Stat

#### **Health Registers & Cancer Monitoring**

John Harding, BA Macq

#### **Population Health Data & Information Services**

Mark Cooper-Stanbury, BSc ANU

#### **Patient Morbidity & Mental Health Services**

Jenny Hargreaves, BSc (Hons) ANU

#### **Population Health**

Dr Paul L Jelfs, BSc (Hons), PhD UNSW

#### **Medical Adviser**

Paul Magnus, MB, BS

### **WELFARE DIVISION**

#### **Aged Care**

Diane Gibson, BA (Hons), PhD Qld

#### **National Data Standards**

Joe Christensen, BA UWA

#### **Youth & Family Services**

Helen Moyle, BA (Hons) East Anglia, MA La Trobe

#### **Disability Services**

Rosamond Madden, BSc (Hons), MSc Syd



**Housing**

David Wilson, BEc (Hons) Flinders

**Community Care & Community Health**

Trish Ryan, BA (Hons) UNE

**Supported Accommodation & Crisis Services**

Justin Griffin, BEc JCUNQ

**ECONOMICS AND BUSINESS SERVICES****Health & Welfare Expenditure**

John Goss, BEc, BSc ANU, GradDipNutrDiet QIT

**Labour Force & Rural Health**

Glenice Taylor, BSc Wollongong

**Business Planning & Management**

Earl Dudley, BSc (Hons), PhD Washington

**Data & Information Technology Services**

Mike McGrath, BA CCAE

**Media & Publishing**

Nigel Harding, BA Qld

**Library & Information Services**

Judith Abercromby, BA (Hons) Tas, DipLib UNSW

**HEADS OF COLLABORATING UNITS****National Perinatal Statistics Unit**

Paul Lancaster, MB, BS Syd, MPH UC Berkeley, FRACP, FAFPHM

Liz Sullivan, MB, BS, MPH, FAFPHM

**Dental Statistics & Research Unit**

A John Spencer, MDSc, PhD Melb, MPH Michigan

**Aboriginal & Torres Strait Islander Health & Welfare Information Unit**

Janis Shaw, BA (Hons), PhD ANU

**National Injury Surveillance Unit**

James Harrison, MB, BS Melb, MPH Syd, FAFPHM

**General Practice Statistics & Classification Unit**

Helena Britt, BA UNSW, PhD Syd

## Appendix 7: Equal Employment Opportunity

Tables 1 and 2 below provide a summary of staffing at the Institute at 30 June 2001. While total staff numbers have remained fairly constant over the year, there have been shifts in the various categories of employment with an increase in the proportion employed as ongoing from 60% in 1999–00 to 72% in 2000–01.

**TABLE 1: STAFF BY CATEGORY OF EMPLOYMENT AT 30 JUNE 2001**

<b>Status</b>	<b>Female</b>	<b>Male</b>	<b>Total 2000–01</b>	<b>(Total 1999–00)</b>
<i>Ongoing</i>				
Full-time	55	45	100	(86)
Part-time	20	1	21	(14)
Leave without pay	8	4	12	(10)
<i>Non-ongoing</i>				
Full-time	27	13	40	(60)
Part-time	9	2	11	(12)
Leave without pay	0	0	0	(1)
<b>Total</b>	<b>119</b>	<b>65</b>	<b>184</b>	<b>(183)</b>

**Notes**

'Ongoing staff' refers to staff employed on an ongoing basis by the Institute, including ongoing staff on transfer from other APS agencies.

'Non-ongoing staff' refers to staff employed by the Institute on contracts of employment for specified terms. Figures in parentheses are for 1999–00.

**TABLE 2: STAFF BY LEVEL AT 30 JUNE 2001**

<b>Status</b>	<b>Female</b>	<b>Male</b>	<b>Total 2000–01</b>	<b>(Total 1999–00)</b>
Senior Executive Service Band 1	1	2	3	(3)
Executive Level 2	10	16	26	(24)
Executive Level 1	29	28	57	(57)
APS Level 6	31	11	42	(41)
APS Level 5	16	4	20	(16)
APS Level 4	17	4	21	(22)
APS Level 3	8	0	8	(13)
APS Level 2	7	0	7	(7)
<b>Total</b>	<b>119</b>	<b>65</b>	<b>184</b>	<b>(183)</b>

## Notes

'Ongoing staff' refers to staff employed on an ongoing basis by the Institute, including ongoing staff on transfer from other APS agencies.

'Non-ongoing staff' refers to staff employed by the Institute on contracts of employment for specified terms. Figures in parentheses are for 1999–00.

Some 65% of Institute staff are female, 22% are from non-English-speaking backgrounds (either first or second generation) and 1% have disabilities. Our data may underestimate the degree of workplace diversity because in common with many other agencies, provision of this information is voluntary and often under-reported.

## Appendix 8: Freedom of information

### Freedom of Information requests

There were no requests made under the *Freedom of Information Act 1982* during 2000-01.

### Freedom of Information enquiries

All enquiries concerning access to documents under the *Freedom of Information Act 1982* may be directed to the Freedom of Information Contact Officer, Australian Institute of Health and Welfare, GPO Box 570, Canberra, ACT, 2601; telephone (02) 6244 1174.

## Appendix 9: Audit and Finance Committee members

### **Audit and Finance Committees' qualifications, current positions and details of meetings attended from 1 July 2000 to 30 June 2001**

<b>COMMITTEE MEMBER</b>	<b>NUMBER OF MEETINGS</b>
<b>Attended</b>	
Mr Ian Procter, BEc, Dip Ed General Manager, Family and Youth Services, Department of Human Services, SA	2
Professor Janice Reid AM, BSc, MA, PhD, FASSA Vice-Chancellor and University President, University of Western Sydney	3
Ms Elizabeth Davies, BA, Dip Ed, National Director, Uniting Community Services Australia, Uniting Church	3

# Appendix 10: Participation in committees

Participation in national committees as an information specialist

## **NATIONAL COMMITTEES CHAIRED BY AIHW**

Intergovernmental Committee on Drugs Data Working Group  
Australian Birth Defects Society

## **NATIONAL COMMITTEES OF WHICH AIHW IS A MEMBER AND PROVIDES THE SECRETARIAT**

National Health Information Management Group  
National Community Services Information Management Group  
National Housing Data Agreement Management Group  
National Indigenous Housing Information Implementation Committee  
National Public Health Information Working Group (NPHIWG)  
National Health Data Committee  
National Community Services Data Committee  
National Housing Data Development Committee  
Indigenous Housing Data Committee  
NHIMG Expert Group on Health Classifications  
Australasian Association of Cancer Registries  
National Diabetes Register  
National Screening Information Advisory Group  
Population Health Taskforce on Performance  
Computer Assisted Telephone Interview Technical Reference Group  
Disability Data Reference and Advisory Group  
National Child Protection and Support Services Data Group

Rural Health Information Advisory Committee

National Advisory Group on Aboriginal and Torres Strait Islander Health Information and Data

Commonwealth State Housing Agreement National Housing Data Agreement Management Group

Commonwealth State Housing Agreement National Housing Data Agreement National Housing Data Development Committee

National Indigenous Housing Information Implementation Committee

National Indigenous Housing Information Implementation Committee's National Minimum Data Set Working Group

## **NATIONAL COMMITTEES OF WHICH AIHW IS A MEMBER**

National Public Health Partnership

Working Groups for the following chapters of the *Report on Government Services*:

- ▶ Aged Care
- ▶ Children's Services
- ▶ Protection and Support Services
- ▶ Disability
- ▶ Housing
- ▶ Health
- ▶ Indigenous Data Working Group

Australian Health Ministers' Advisory Council Privacy Working Group

AHMAC Mental Health Working Group Information Strategy Committee (and its NMDS subcommittee)

National Community Services Information Management Group subgroups:

- ▶ Children's Services Data Working Group
- ▶ Aged Care Data Advisory Group

BreastScreen Australia National Advisory Committee

Cervical Screening National Advisory Committee

National Cancer Strategies Group

Bowel Screening Pilot Implementation Committee.

Strategic Inter-Governmental Nutrition Alliance

Strategic Inter-Governmental Forum on Physical Activity and Health

Steering Committee & Reference Group, Australian Health Measurement Survey

Advisory Committee, National Food & Nutrition Monitoring & Surveillance Project  
Cardiovascular Data Working Group  
National Diabetes Data Group  
National Cardiovascular Monitoring System Advisory Committee  
National Health Performance Committee  
Monitoring and Evaluation Coordination Committee of the Intergovernmental  
Committee on Drugs  
Australian Council for Safety and Quality in Health Care Data and Information  
Working Group  
ACCC—National Health Data Committee Working Group on Hospital Patient Data  
National Centre for Classification in Health Coding Standards Advisory Committee  
National Centre for Classification in Health Community Mental Health Care  
ICD-10-AM subset committee.  
NHMRC Working Party on Guidelines for Water Fluoridation and Fluoride Intake from  
Discretionary Fluoride Supplements  
NHMRC Dental Amalgam Risk Assessment Panel  
NHMRC Women’s Longitudinal Study, Project Advisory Committee  
Strategic Injury Prevention Partnership Group of the National Public Health Partnership  
Australian Patient Safety Foundation Council  
Australian Casemix Clinical Committee on Injury  
National Perinatal Data Development Committee  
Maternal Morbidity and Mortality National Advisory Committee  
National Technical Advisory Committee on Reproductive Health  
Medicines Coding Council of Australia  
RACGP National Informatics Committee  
RACGP National Archives Committee  
RACGP Taskforce on Privacy Legislation  
Federal Privacy Commissioner’s Reference group on Health Privacy Guidelines  
National Social Housing Survey Working Group  
Housing Working Group for the Review of Commonwealth/State Service Provision  
Australian Bureau of Statistics Housing Statistics User Advisory Group  
Home and Community Care Data Reform Working Group



Steering Committee for the Home and Community Care Dependency Data Items Project

Department of Family and Community Services Steering Committee for the Longitudinal Survey of Australian children

Home and Community Care Minimum Data Set Data Reform Working Group

Aged Care Assessment Program IT Feasibility Study Steering Committee

Greater Collaboration in Primary Health and Community Care Jurisdictional Group

Standards Australia's IT/14 (Health Informatics Committee)

Emergency Medicine Workforce Review

Specialist Radiology Workforce Working Party

Anaesthesia Workforce Review

Pathology Workforce Working Party

Midwifery Workforce Working Party

Critical Care Workforce Working Party

Steering Committee for the Second Report on Expenditures on Health Services for Aboriginal and Torres Strait Islander People

#### **NATIONAL COMMITTEES OF WHICH AIHW IS AN OBSERVER**

Health Ministers' Conference

Community Services Ministers' Conference

Housing Ministers' Conference

Disability Services Ministers' Conference

Aged Care Ministers' Conference

Australian Health Ministers' Advisory Council

Community Services Ministers' Advisory Council

Housing Ministers' Advisory Committee

National Disability Administrators

Supported Accommodation Assistance Program Data Sub-committee

ABS National Health Survey Reference Group

National Health and Medical Research Council

# Appendix 11: Abbreviations

ABS	Australian Bureau of Statistics
AHMAC	Australian Health Ministers' Advisory Council
AHWAC	Australian Health Workforce Advisory Committee
AIHW	Australian Institute of Health and Welfare
AMWAC	Australian Medical Workforce Advisory Committee
ANIHI	Agreement on National Indigenous Housing Information
ATSIHWIU	Aboriginal and Torres Strait Islander Health and Welfare Information Unit
BEACH	Bettering the Evaluation And Care of Health
CACP	Community Aged Care Packages
CSHA	Commonwealth-State Housing Agreement
CSI	Consumer Survey Instrument
CSMAC	Community Services Ministers' Advisory Council
CSMC	Community Services Ministers' Council
DHAC	Department of Health and Aged Care
DSRU	Dental Statistics and Research Unit
DVA	Department of Veterans' Affairs
FaCS	Department of Family and Community Services
GIS	Geographical Information System
GPSCU	General Practice Statistics and Classification Unit
HACC	Home and Community Care
HMAC	Housing Ministers' Advisory Council
ICD-10-AM	International Classification of Diseases, 10th Revision, Australian Modification

ICF	International Classification of Functioning, Disability and Health
ICECI	International Classification of External Causes of Injury
ISO/IEC	International Organisation for Standardisation/International Electrotechnical Commission
MDS	Minimum Data Set
MoU	Memorandum of Understanding
NCCH	National Centre for Classification in Health
NCSIA	National Community Services Information Agreement
NCSDD	National Community Services Data Dictionary
NCSIMG	National Community Services Information Management Group
NDC	National Data Collection
NDCA	National Data Collection Agency
NHDA	National Housing Data Agreement
NHDAMG	NHDA Management Group
NHDD	National Health Data Dictionary
NHDDC	National Housing Data Development Committee
NHIA	National Health Information Agreement
NHIMG	National Health Information Management Group
NHMRC	National Health and Medical Research Council
NIHIC	National Indigenous Housing Information Implementation Committee
NISU	National Injury Surveillance Unit
NMDSWG	National Minimum Data Set Working Group
NPHIWG	National Public Health Information Working Group
NMDS	National Minimum Data Set
NPSU	National Perinatal Statistics Unit
OECD	Organisation for Economic Co-operation and Development
RACGP	Royal Australian College of General Practitioners
SAAP	Supported Accommodation Assistance Program
SMART	SAAP Management and Reporting Tool
WHO	World Health Organization

# Appendix 12: Compliance index

Board members are responsible under s. 9 of the *Commonwealth Authorities and Companies Act 1997* (CAC Act) for the preparation and content of the report of operations in accordance with the Commonwealth Authorities and Companies Order 1998 (otherwise known as the Finance Ministers Orders or FMOs). Schedule 1 of the FMOs specifies the requirements for the report of operations. The report of operations must include:

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<i>Division 2 — General information about operations and activities</i>	
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• Name of the responsible Minister at the date of the report and the names of any other responsible Minister during the period covered by the report	6
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• Risk management strategy	13
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Particulars of judicial decisions or reviews by outside bodies which may have a significant impact on the operations of the AIHW	Nil
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<i>Division 3 — Specific information</i>	
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