

An aerial photograph of a town square, rendered in a monochromatic green color. A white car is parked in the center of the square. To the left, there is a bench. The square is surrounded by buildings and a road with a dashed line. The overall scene is captured from a high angle, showing the layout of the square and the surrounding area.

Appendix 3 Regulations

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
REGULATIONS

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
ETHICS COMMITTEE REGULATIONS 1989

Statutory Rules 1997 No. 231¹

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
REGULATIONS**

I, THE GOVERNOR-GENERAL of the Commonwealth of Australia, acting with the advice of the Federal Executive Council, make the following Regulations under the *Australian Institute of Health and Welfare Act 1987*.

Dated 3 September 1997.

WILLIAM DEANE

Governor-General

By His Excellency's Command,

MICHAEL WOOLDRIDGE

Minister for Health and Family Services

Citation

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.]

Contract value limit

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

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

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE ETHICS COMMITTEE REGULATIONS 1989

Statutory Rules 1989 No. 118 as amended

made under the
Health Act 1987

This compilation was prepared on 5 April 2002 taking into account amendments up to SR 2002 No. 62

Prepared by the Office of Legislative Drafting, Attorney-General's Department,
Canberra

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1 Name of Regulations [see Note 1]

These Regulations are the *Australian Institute of Health and Welfare Ethics Committee Regulations 1989*.

2 Definition

In these Regulations:

identifiable data means data from which an individual can be identified.

3 Functions

The functions of the Ethics Committee are:

- (a) to form an opinion, on ethical grounds, about the acceptability of, and to impose any conditions that it considers appropriate on:
 - (i) activities that are being, or are proposed to be, engaged in by the Institute in the performance of its functions; and
 - (ii) activities that are being, or are proposed to be, engaged in by other bodies or persons in association with, or with the assistance of, the Institute in the performance of its functions; and
 - (iii) the release, or proposed release, of identifiable data by the Institute for research purposes;
having regard to any relevant ethical principles and standards formulated or adopted by the National Health and Medical

Research Council and to any other matters that the Ethics Committee considers relevant;

- (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.

4 Composition

The Ethics Committee is to consist of the following members:

- (a) a chairperson;
- (b) the Director of the Institute or a nominee of the Director;
- (c) a person with knowledge of, and current experience in, the professional care, counselling or treatment of people;
- (d) a person with knowledge of, and current experience in, the areas of research that are regularly considered by the Ethics Committee;
- (e) a nominee of the person in each State and Territory who is responsible for registering births, deaths and marriages in that State or Territory;
- (f) a minister of religion or a person who performs a similar role in a community;
- (g) a lawyer;
- (h) at least 1 person of each gender who is able to represent general community attitudes, is not affiliated with the Institute and is not currently involved in medical, scientific or legal work.

Examples for paragraph (c)

A medical practitioner, a clinical psychologist, a social worker or a nurse.

Example for paragraph (f)

An Aboriginal elder.

Notes to the *Australian Institute of Health and Welfare Ethics Committee Regulations 1989*

Note 1

The *Australian Institute of Health and Welfare Ethics Committee Regulations 1989* (in force under the *Health Act 1987*) as shown in this compilation comprise Statutory Rules 1989 No. 118 amended as indicated in the Tables below.

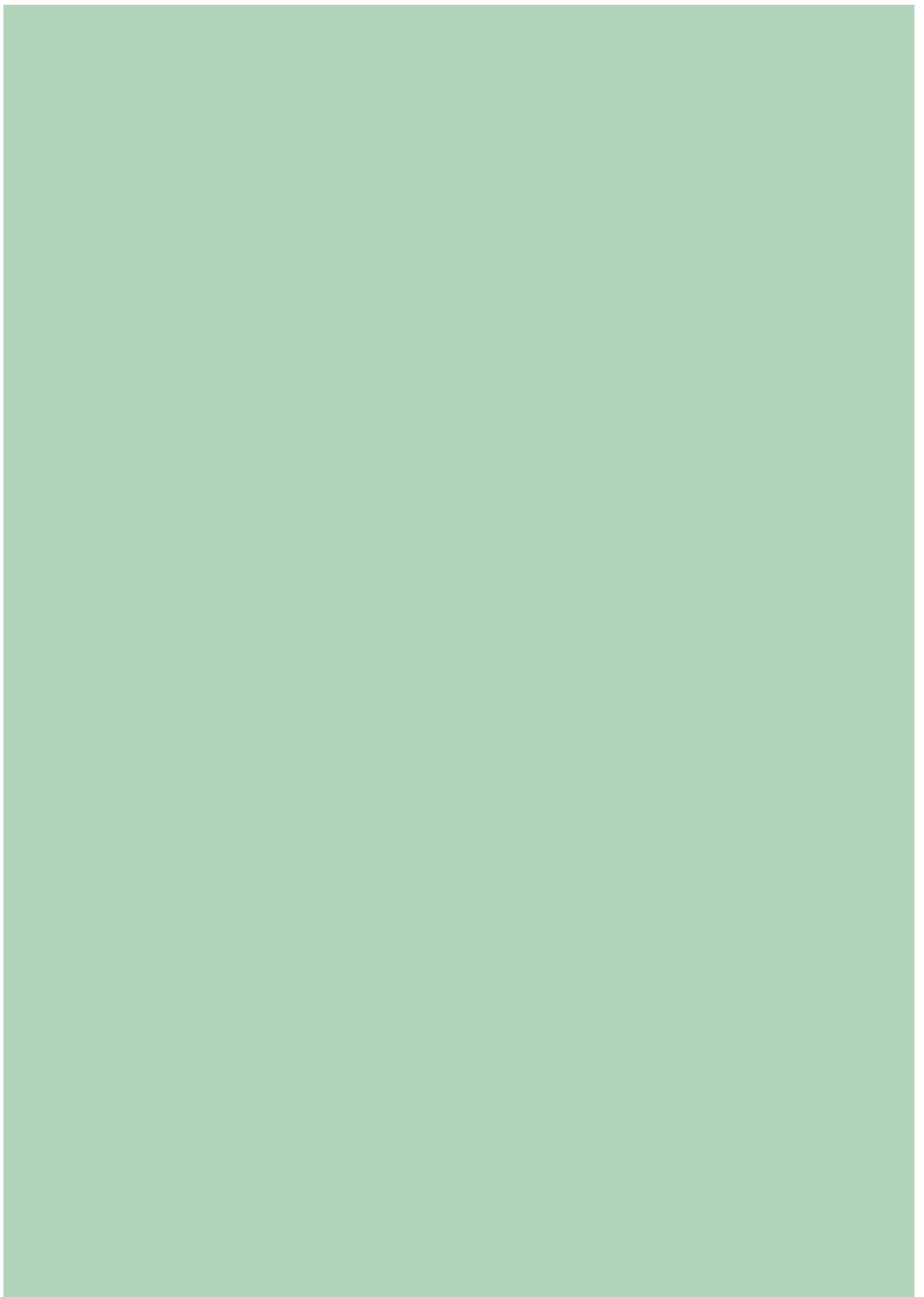
Table of Statutory Rules

Year and number	Date of notification in Gazette	Date of commencement	Application, saving or transitional provisions
1989 No. 118	21 June 1989	21 June 1989	
2002 No. 62	5 Apr 2002	5 Apr 2002	—

Table of Amendments

ad. = added or inserted am. = amended rep. = repealed rs. = repealed and substituted

Provision affected	How affected
Rr. 1, 2.....	rs. 2002 No. 62
R. 3.....	am. 2002 No. 62
R. 4.....	rs. 2002 No. 62





Appendix 4

**Collaborating agreements with
universities**

At 30 June 2006 there were formal collaborating agreements in place with the following bodies based at or affiliated with universities:

Name	Function	Location
Australian Centre for Asthma Monitoring (ACAM)	ACAM aims at reducing the burden of asthma in Australia by developing, collating, interpreting and disseminating data relevant to asthma prevention, management and health policy.	Woolcock Institute of Medical Research, Sydney
Dental Statistics and Research Unit (DSRU)	DSRU aims at improving the oral health of Australians through the collection, analysis and reporting of dental statistics and through research on dental health status, dental practices and use of dental services, and the dental labour force.	University of Adelaide, Adelaide
Australian General Practice Statistics and Classification Centre (AGPSCC)	AGPSCC provides information about activities in general practice, develops primary care classification systems and conducts the BEACH (Bettering the Evaluation and Care of Health) study.	University of Sydney, Sydney
National Injury Surveillance Unit (NISU)	NISU analyses and reports on existing data, assesses needs and opportunities for new information sources and mechanisms, and develops and improves information sources and other relevant infrastructure.	Flinders University, Adelaide
National Perinatal Statistics Unit (NPSU)	NPSU analyses and reports reproductive and perinatal health, birth anomalies and assisted conception.	University of New South Wales, Sydney
National Centre for Classification in Health (NCCH)	NCCH furthers the AIHW work program by supporting the use of health classifications in mortality, hospitals and other data sets, and associated international work.	University of Sydney, Sydney and Queensland University of Technology, Brisbane
National Centre in HIV/AIDS Epidemiology and Clinical Research (NCHECR)	NCHECR monitors HIV/AIDS and viral hepatitis with assistance from the AIHW.	University of New South Wales, Sydney
Public Health Information Development Unit (PHIDU)	PHIDU assists in the development and presentation of public health data determinants.	University of Adelaide, Adelaide



Appendix 5

Board members

Board members' qualifications, current positions and details of meetings attended from 1 July 2005 to 30 June 2006

Board Member	Number of meetings attended (5 held this year)
The Hon. Peter Collins, AM, QC, BA, LLB Board Chair	5
Professor Heather Gardner, BA (Hons), MA Ministerial appointee	5
Mr Ian Spicer, AM, LLB, FAIM, FICM, AICS Ministerial appointee	5
Associate Professor Kerry Kirke, AM, MD, FAFPHM, (RACP) FRIPH Ministerial appointee	5
Ms Jane Halton, BA (Hons), FAIM Secretary, Department of Health and Ageing	5 *
Mr Dennis Trewin, BSc (Hons), BEc, MSc Australian Statistician, Australian Bureau of Statistics	5 *
Ms Linda Apelt, DipTeaching, BEd, GradDip (Counselling), MEd Studies Director General, Qld Department of Communities Representative of the Community Services Ministers' Advisory Council (ended 17/2/06)	1
Ms Sandra Lambert, BA, DipEd, FAIM CE, ACT Department of Disability, Housing and Community Services Representative of the Community Services Ministers' Advisory Council (started 16/6/06)	1 †
Mr Peter Allen, BA, Dip Journalism Under Secretary, Policy and Strategic Projects, Victorian Dept of Human Services Representative of the Australian Health Ministers' Advisory Council	5
Dr Owen Donald, BA, PhD Director of Housing, Victoria, and Executive Director of Housing and Community Building Representative of the State Housing Departments	2
Ms Chrysanthe Psychogios, BSc, GradDip (AppPsych) Staff representative	4
Dr Richard Madden, BSc, PhD, FIA, FIAA Director, Australian Institute of Health and Welfare (ended 6 January 2006)	3
Dr Penny Allbon, BA (Hons), PhD Director, Australian Institute of Health and Welfare (started 13 February 2006)	2

* Where the member was not present his or her nominee attended.

† Includes one meeting as an observer before confirmation of appointment.

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 6

**Board committees — meetings
attended**

1. Ethics Committee

Committee member	Number of meetings attended
Chair	
Mr Robert Todd, AM, LLB (Melb), BCL (Oxon) Barrister and Solicitor Supreme Court of Victoria, of the Middle Temple, Barrister-at-Law	4
Member	
Dr Siew-Ean Khoo, AB, MSc, DSc (Harvard)	4
Mr John Turner, DIP PUB ADMIN, FAICD	4
Ms Marina Farnan, BA/LLB (Hons)	1
Ms Kathryn Cole, BA (Hons), LIB (appointed 30 September 2005 — replaced Marina Farnan)	3
Rev. D'Arcy Wood BDC (Hons)(MCD), MA, PhD, ARSCM	2
Wesley Campbell, BA (Hons), DipTheol, BD (Hons), DTheol (appointed 1 December 2005 — replaced D'Arcy Wood) (absent 1 meeting)	1
Ms Janet Kahler, BA, ALAA	4
Dr Wendy Scheil, MBBS, FAFPHM, FRACGP, MAE, DTMEH	4
Ms Val Edyvean, BA, MAPsS	4
Dr Richard Madden, BSc, PhD, FIA, FIAA	2
Dr Penny Allbon, BA (Hons), PhD (appointed 13 February 2006 — replaced Richard Madden)	2

2. Audit and Finance Committee

Committee member	Number of meetings attended
Chair	
Ms Linda Apelt, Dip Teaching, B Ed, Grad Dip (Counselling), M Ed Studies	3
Mr Ian Spicer, AM, LLB, FAIM, FICM, AICS (replaced Ms Linda Apelt as Chair 12 March 2006)	2
Chair AIHW Board	
The Hon. Peter Collins, AM, QC, BA, LLB	5
Member	
Mr Ian Spicer, AM, LLB, FAIM, FICM, AICS	3
Mr Peter Allen, BA, Dip Journalism	1

3. Remuneration Committee

Committee Member	Number of meetings attended
Chair	
The Hon. Peter Collins, AM, QC BA, LLB	1
Member	
Mr Ian Spicer, AM, LLB, FAIM, FICM, AICS	1

An aerial photograph of a street scene, rendered in a monochromatic green color. A white car is parked on the right side of the road. To the left of the car, there is a bench. The street has a dashed line down the center. The background shows buildings and utility poles. The text "Appendix 7" is overlaid on the left side of the image.

Appendix 7

Freedom of information

FREEDOM OF INFORMATION STATEMENT

As required by section 8 of the *Freedom of Information Act 1982*, the following information is published regarding the organisation and functions of the AIHW, and how members of the public can gain access to documents in the possession of the AIHW.

Organisation and functions of the Australian Institute of Health and Welfare

Chapter 1 of this report provides details of the organisation and functions of the AIHW.

Powers

The AIHW is a body corporate subject to the *Commonwealth Authorities and Companies Act 1997*. Powers exercised by the Chair of the Board and the Director are in accordance with delegations determined under that Act.

Consultative arrangements

The composition of the AIHW Board, prescribed in section 8 of the *Australian Institute of Health and Welfare Act 1987* (see Appendix 2), enables participation on the Board by a broad range of bodies or persons outside the Commonwealth administration.

The AIHW consults with a wide range of constituents through its membership of national committees (see Appendix 11).

The AIHW has established a number of topic-specific steering committees, which include bodies and persons from outside the Commonwealth administration, to advise the AIHW on its major reports.

Categories of documents in possession of the Australian Institute of Health and Welfare

Documents available to the public on payment of a fee

The AIHW does not hold any documents of this type.

Documents available for purchase or available free of charge

The majority of AIHW reports are available free of charge on its website www.aihw.gov.au, or can be purchased through the AIHW website or from its contracted distributor, CanPrint.

Australian Institute of Health and Welfare data

The AIHW makes available through its website unidentifiable aggregated data on a series of data 'cubes' (see Chapter 2.)

Data collected under the *Australian Institute of Health and Welfare Act 1987* are protected by the confidentiality provisions (section 29) of that Act.

Australian Institute of Health and Welfare seminar program

The AIHW makes available documents about topics included on the AIHW seminar program conducted for staff of the Institute, and for some seminars, open to invited guests.

Government and Parliament

Some ministerial briefings, ministerial correspondence, replies to parliamentary questions and tabling documents are available.

Meeting proceedings

Agenda papers and records of proceedings of internal and external meetings and workshops are available.

Business management

Documents related to development of the Institute's work program, business and personnel management, and general papers and correspondence related to management of the AIHW's work program are available.

Privacy

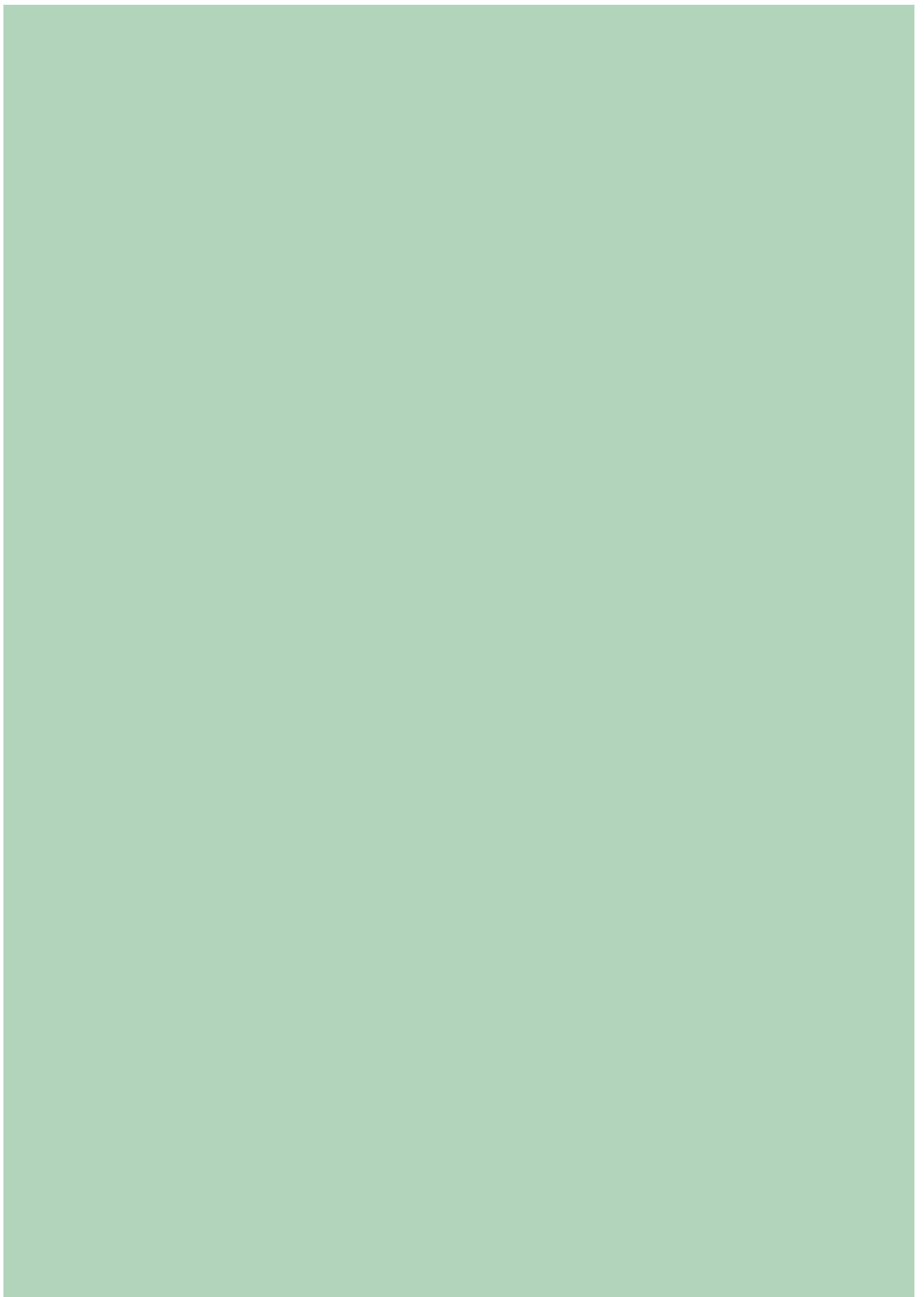
The AIHW supplies information on the extent and nature of its holdings of personal information for inclusion in the *Personal Information Digest* published by the Office of the Federal Privacy Commissioner.

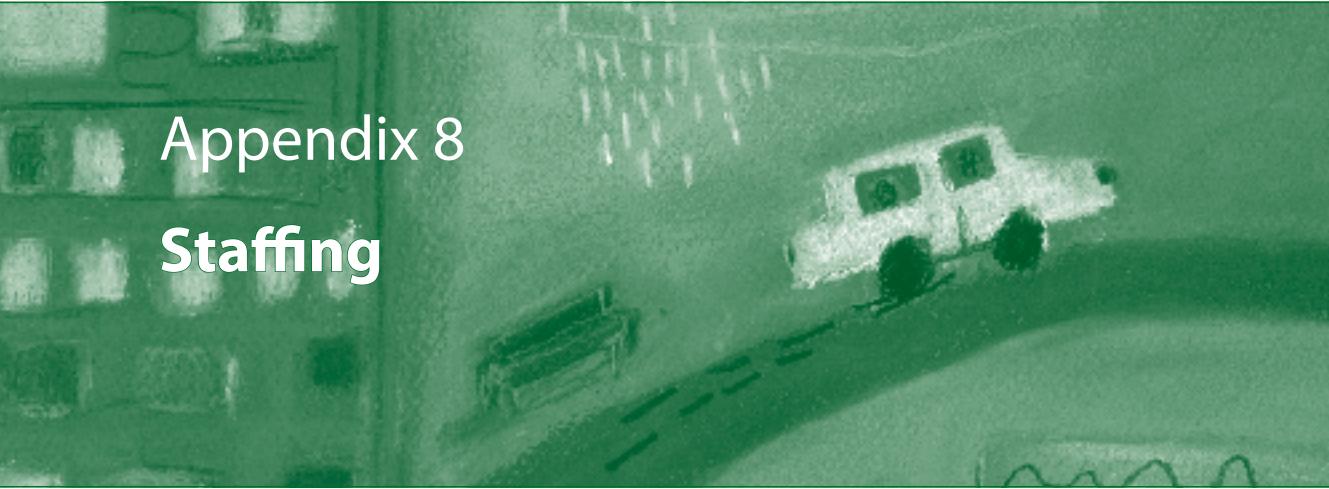
Freedom of information requests

There were no requests made under the *Freedom of Information Act 1982* during 2005–06.

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 1123.





Appendix 8
Staffing

Staff numbers at the AIHW have decreased by a little under 10% in the 2005–06 year, following 2 years of relatively constant staffing levels.

Table 1: Staff by category of employment at 30 June 2006

Status	Female	Male	Total June 2006	Total (30 June 2005)
Ongoing				
Full-time	82	47	129	120
Part-time	24	4	28	31
Leave without pay	6	4	10	11
Non-ongoing				
Full-time	22	10	32	46
Part-time	4	1	5	9
Leave without pay	0	0	0	0
Total	138	66	204	217
Full-time equivalent			180	189

Table 2: Staff by level at 30 June 2006

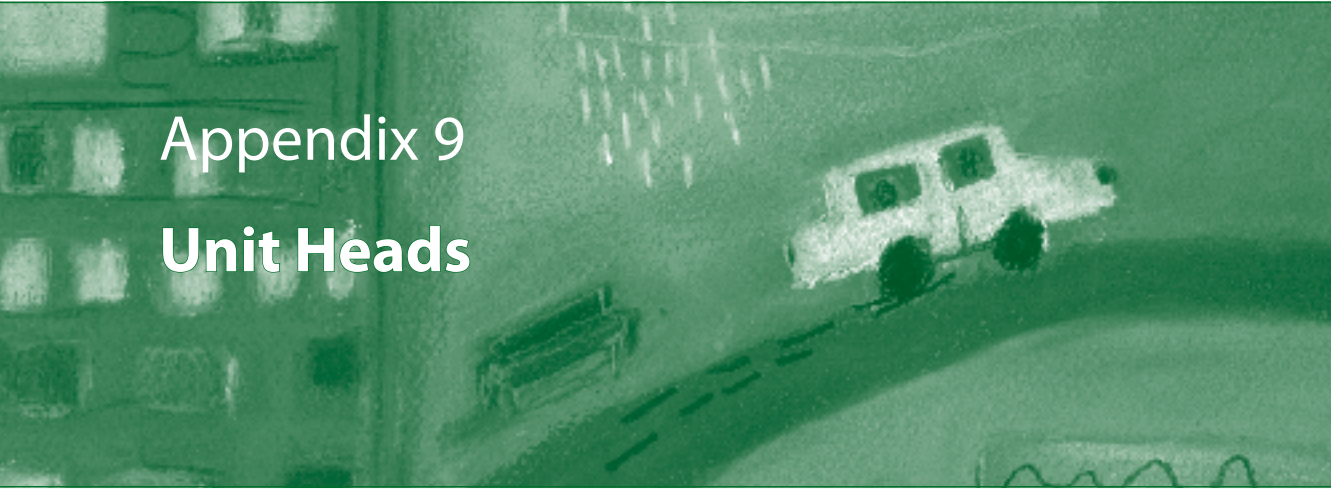
Status	Female	Male	Total 30 June 2006	Total (30 June 2005)
Senior Executive Service Band 1	2	1	3	4
Executive Level 2	12	12	24	21
Executive Level 1	49	23	72	66
APS Level 6	27	10	37	49
APS Level 5	22	10	32	25
APS Level 4	13	8	21	32
APS Level 3	10	2	12	13
APS Level 2	2	1	3	7
Total	131	63	204	217

Note:

1. This information is based on substantive positions.
2. 'Ongoing staff' refers to staff employed on an ongoing basis by the AIHW, including ongoing staff on transfer from other APS agencies.
3. 'Non-ongoing staff' refers to staff employed by the Institute on contracts of employment for specified terms and specified tasks.
4. 'Full-time-equivalent' expresses the size of the workforce adjusted for those staff who work part-time hours, and for those who are inoperative on transfer or leave without pay.

Appendix 9

Unit Heads



Unit Heads as at 30 June 2006

INFORMATION AND STRATEGY GROUP

Executive and Committee Secretariat

Margaret Blood (acting), BA (Hons), GradDip Population Health

Aboriginal and Torres Strait Islander Health and Welfare

Fadwa Al-Yaman, BSc, MA (Population Studies), PhD

Data and Information Technology

Mike McGrath, BA

METeOR Management

David Braddock, BSc (Hons)

National Data Development and Standards

Meera Rajendran (acting), BSc (Hons) MLib, GradDip Info Tech

BUSINESS GROUP

Business Promotion and Media

Ron Forrester, BEc

Finance and Commercial Services

Karen Melton, BCom, CPA

Information Services and Publishing

Judith Abercromby, BA (Hons), DipLib

People Unit

Lyn Elliott, BA

ECONOMICS AND HEALTH SERVICES GROUP

Expenditure

Tony Hynes, BAppSc

Hospitals

Earl Dudley (acting), BSc (Hons), PhD

Labour Force

Glenice Taylor, BSc

Mental Health Services and Safety & Quality

Bev Paterson (acting), BA, PostGradDip Health Science, GradCert Doc Management, M Knowledge Management

Summary Measures

John Goss, BEc, BSc, GradDip Nutr Diet

HEALTH AND FUNCTIONING GROUP

Asthma, Arthritis and Environmental Health

Kuldeep Bhatia, PhD, PhD

Cardiovascular Disease and Diabetes

Lynelle Moon (part time), BMath, GradDipStats, DrapDipPopulation Health

Chris Stevenson (acting, part time), BSc (Hons), MSc, PhD

Functioning and Disability

Ros Madden, BSc (Hons), MSc

Health Registers and Cancer Monitoring

John Harding, BA

Population Health Data and Information Services

Mark Cooper-Stanbury, BSc

Population Health

Mark Cooper-Stanbury, BSc

WELFARE AND HOUSING GROUP

Ageing and Aged Care

Ann Peut, BA (Hons), MA (Sociology), GradDip Applied Science, Library and Information Management

Children Youth and Families

Cynthia Kim (part time), BEc (Hons), M PubPolicy, GradCert Management

Sushma Mathur (acting, part time), BMath

Community Services Integration and Linkage

Phil Anderson, BA, BSc (Hons), PhD

Housing Assistance

David Wilson, BEc (Hons)

Supported Accommodation and Crisis Services

Justin Griffin, BEc