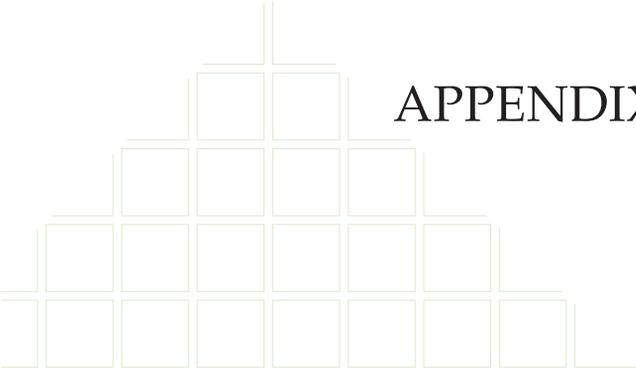
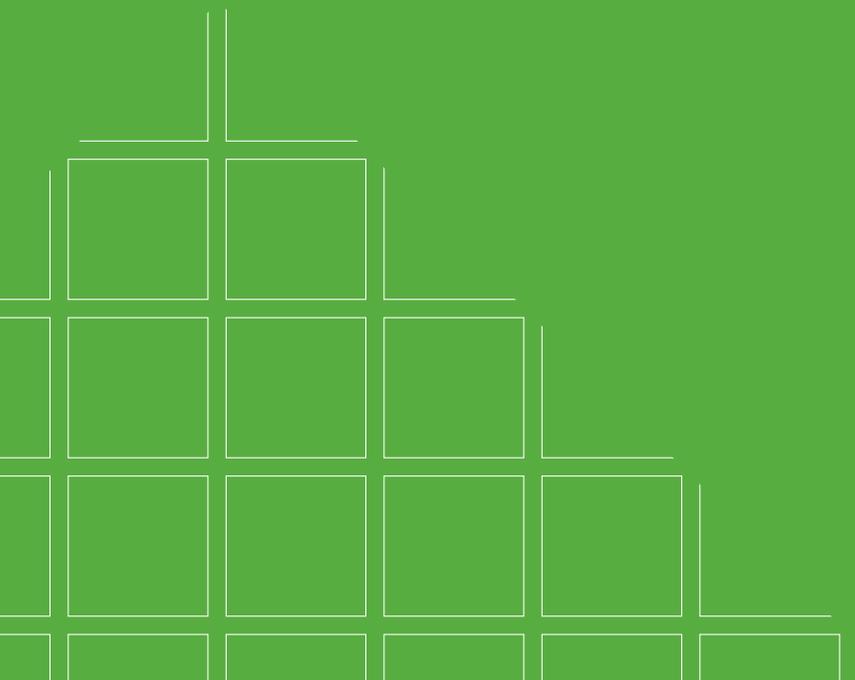


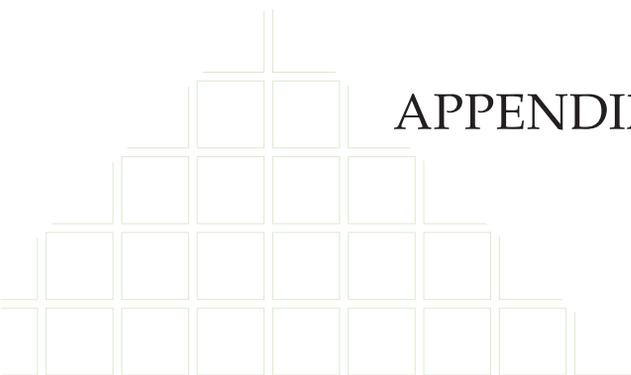
APPENDIXES



Appendixes

- 1 Financial statements**
- 2 Legislation**
- 3 Board members**
- 4 Audit and Finance Committee members**
- 5 Freedom of information**
- 6 Staffing**
- 7 Unit Heads (as at 30 June 2003)**
- 8 Publications 1 July 2002 – 30 June 2003**
- 9 Participation in national committees as an information specialist**
- 10 Activities funded by outside bodies for 2002–03 financial year**
- 11 Abbreviations**





APPENDIX 1



Financial statements



INDEPENDENT AUDIT REPORT

To the Minister for Health and Ageing

Scope

I have audited the financial statements of the Australian Institute of Health and Welfare for the year ended 30 June 2003. The financial statements comprise:

- Statement by Directors;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Contingencies and Commitments; and
- Notes to and forming part of the Financial Statements.

The Directors are responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of the financial statements in order to express an opinion on them to you.

The audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards, to provide reasonable assurance as to whether the financial statements are free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view which is consistent with my understanding of the Australian Institute of Health and Welfare's financial position, its financial performance and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

GPO Box 707 CANBERRA ACT 2601
Centenary House 19 National Circuit
BARTON ACT
Phone (02) 6203 7300 Fax (02) 6203 7777

Audit Opinion

In my opinion the financial statements:

- (i) have been prepared in accordance with Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*; and
- (ii) give a true and fair view, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Finance Minister's Orders, of the financial position of the Australian Institute of Health and Welfare as at 30 June 2003, and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Mashelle Parrett
Executive Director

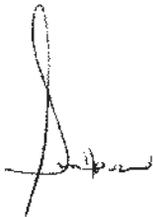
Delegate of the Auditor-General

Canberra
24 September 2003

STATEMENT BY DIRECTORS

In our opinion, the attached financial statements for the year ended 30 June 2003 give a true and fair view of the matters required by the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Authority will be able to pay its debts as and when they become due and payable.



Dr Sandra Hacker
Chair
23 September 2003



Richard Madden
Director
23 September 2003

For health and welfare
statistics and information

6A Traeger Court
Fern Hill Park
Bruce ACT
GPO Box 570
Canberra ACT 2601

Phone 02 6244 1000
Fax 02 6244 1290
<http://www.aihw.gov.au>

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
STATEMENT OF FINANCIAL PERFORMANCE**

For the year ended 30 June 2003

	Notes	2003 \$'000	2002 \$'000
REVENUE			
<u>Revenues from ordinary activities</u>			
Revenues from government	4A	8,105	8,032
Goods and services	4B	11,577	12,081
Interest	4C	255	195
Revenue from sale of assets	4D	2	-
Library Collection - asset not previously recognised	4E	613	-
Other	4F	45	16
Revenues from ordinary activities		20,597	20,324
EXPENSE			
<u>Expenses from ordinary activities</u>			
Employees	5A	12,092	11,382
Suppliers	5B	7,478	8,446
Depreciation and amortisation	5C	241	213
Write-down of assets	5D	12	126
Value of assets sold	4D	7	-
Expenses from ordinary activities		19,830	20,167
Operating surplus from ordinary activities		767	157
Net surplus		767	157
Net credit (debit) to asset revaluation reserve		127	(46)
Total changes in equity		894	111

The above statement should be read in conjunction with the accompanying notes

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
 STATEMENT OF FINANCIAL POSITION
 As at 30 June 2003

	Notes	2003 \$'000	2002 \$'000
ASSETS			
Financial assets			
Cash	10,17	6,369	4,937
Receivables	6	3,340	4,372
Total financial assets		9,709	9,309
Non-financial assets			
Buildings	7A,D,E	572	589
Infrastructure, plant and equipment	7B,D,E	439	473
Library Collection	7C,D,E	613	-
Inventories	7F	128	140
Other	7G	383	324
Total non-financial assets		2,135	1,526
Total assets		11,844	10,835
LIABILITIES			
Provisions			
Employees	8A	3,745	3,375
Total provisions		3,745	3,375
Payables			
Suppliers	8B	924	388
Contract income in advance	8C	5,265	5,974
Other	8D	286	357
Total payables		6,475	6,719
Total liabilities		10,220	10,094
NET ASSETS		1,624	741
EQUITY			
Capital	9	1,146	1,146
Reserves	9	768	641
Accumulated deficits	9	(290)	(1,046)
Total equity		1,624	741
Current liabilities		7,884	7,869
Non-current liabilities		2,336	2,225
Current assets		10,220	9,773
Non-current assets		1,624	1,062

The above statement should be read in conjunction with the accompanying notes

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
STATEMENT OF CASH FLOWS
For the year ended 30 June 2003

	Notes	2003 \$'000	2002 \$'000
OPERATING ACTIVITIES			
Cash received			
Goods and services		12,029	9,738
Appropriations		8,105	8,032
Interest		263	195
GST recovered from ATO		433	375
Other		45	16
Total cash received		20,875	18,356
Cash used			
Employees		(11,721)	(11,199)
Suppliers		(7,643)	(9,303)
Total cash used		(19,364)	(20,502)
Net cash provided by operating activities	10	1,511	(2,146)
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant & equipment		2	-
Total cash received		2	-
Cash used			
Purchase of infrastructure, plant and equipment		(70)	(135)
Total cash used		(70)	(135)
Net cash used by investing activities		(68)	(135)
FINANCING ACTIVITIES			
Cash received			
Total cash received		-	-
Cash used			
Capital use charge paid		(11)	-
Total cash used		(11)	-
Net cash used by financing activities		(11)	-
Net increase / (decrease) in cash held		1,432	(2,281)
Add cash at the beginning of the reporting period		4,937	7,218
Cash at the end of reporting period	7A	6,369	4,937

The above statement should be read in conjunction with the accompanying notes

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
SCHEDULE OF COMMITMENTS
as at 30 June 2003

	Notes	
	2003 \$'000	2002 \$'000
BY TYPE		
OTHER COMMITMENTS		
Operating leases*	4,359	5,839
Other commitments**	2,163	3,970
Total commitments payable	6,522	9,809
COMMITMENT RECEIVABLE		
Projects	(3,041)	(3,810)
GST	(386)	(531)
Total commitments receivable	(3,427)	(4,341)
Net commitments	3,095	5,468
BY MATURITY		
All net commitments		
One year or less	644	999
From one to five years	2,451	4,469
Over five years	-	-
Net commitments	3,095	5,468
Operating lease commitments		
One year or less	1,112	1,370
From one to five years	2,851	4,469
Over five years	-	-
Net operating lease commitments	3,963	5,839

NB: Commitments are GST inclusive where relevant

* Operating leases included are effectively non-cancellable and comprise:

<i>Nature of Lease</i>	<i>General description of leasing arrangements</i>
Lease for office accommodation	* lease payments are subject to annual increases of 3%. * the lease term is seven years and may be renewed for another seven years at the Institute's option. * current lease expires in July 2007.
Computer equipment lease	* the lease term is three years. * on expiry of lease term, the Institute has the option to extend the lease period, return the computers, or trade in the computers for more up-to-date models.

** As at 30 June 2003, other commitments are primarily amounts relating to the Institute's contract work.

The above schedule should be read in conjunction with the accompanying notes

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
SCHEDULE OF CONTINGENCIES
as at 30 June 2003

	Notes	2003 \$'000	2002 \$'000
CONTINGENT LIABILITIES			
Other guarantees	16	200	-
Total contingent liabilities		<u>200</u>	<u>-</u>

Details of contingent liabilities are shown in Note 15: Contingent Liabilities

The above schedule should be read in conjunction with the accompanying notes

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

Note Description

- 1 Summary of Significant Accounting Policies
- 2 Reporting of Outcomes
- 3 Economic Dependency
- 4 Operating Revenues
- 5 Operating Expenses
- 6 Financial Assets
- 7 Non-Financial Assets
- 8 Provisions and Payables
- 9 Equity
- 10 Cash Flow Reconciliation
- 11 External Financing Arrangements
- 12 Director Remuneration
- 13 Related Party Disclosures
- 14 Remuneration of Officers
- 15 Remuneration of Auditors
- 16 Contingent Liabilities and Assets
- 17 Financial Instruments
- 18 Appropriations
- 19 Average Staffing Levels

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

1 Summary of Significant Accounting Policies

1.1 Basis of accounting

The financial statements are required by clause 1(b) of Schedule 1 to the *Commonwealth Authorities and Companies Act 1997* and are a general purpose financial report.

The statements have been prepared in accordance with:

- Finance Ministers' Orders (being the *Commonwealth Authorities and Companies (Financial Statements for reporting periods ending on or after 30 June 2003) Orders*);
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board;
- Consensus Views of the Urgent Issues Group.

The financial statements have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets which, as noted, are at valuation. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position of the Australian Institute of Health and Welfare (the Institute).

Assets and liabilities are recognised in the Institute when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally and proportionately unperformed are however not recognised unless required by an Accounting Standard. Liabilities and assets which are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies.

Revenue and expenses are recognised in the Institute when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

1.2 Changes in Accounting Policy

The accounting policies used in the preparation of these financial statements are consistent with those used in 2001-2002, except in respect of:

- measurement of certain employee benefits at nominal amounts (refer to Note 1.5); and
- the initial revaluation of property, plant and equipment on a fair value basis (refer to Note 1.10).

1.3 Revenue

The revenues described in this Note are revenues relating to the core operating activities of the Institute. Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the disposal of non-current assets is recognised when control of the asset has passed to the buyer.

Revenue from the rendering of a service is recognised by reference to the stage of completion of contracts or other agreements to provide services to Commonwealth bodies. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

Core Operations

All material revenues described in this Note are revenues relating to the core operating activities of the Institute whether in their own right or on behalf of the Commonwealth. Details of revenue amounts are given in Note 4.

Revenues from Government - Output Appropriations

The full amount of the appropriation for departmental outputs for the year is recognised as revenue.

1.4 Transactions by the Government as owner

Capital Use Charge

A Capital Use Charge is imposed by the Government on the net assets of the Institute. The Charge is accounted for as a dividend to Government.

In accordance with the recommendations of a review of Budget Estimates and Framework, the Government has decided that the Charge will not operate after 30 June 2003. Therefore, the amount of the charge payable in respect of 2003 is the amount appropriated (2002: 11% of adjusted net assets).

1.5 Employee Benefits

Benefits

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for wages and salaries (including non-monetary benefits), annual leave, sick leave are measured at their nominal amounts. Other employee benefits expected to be settled within 12 months of their reporting date are also to be measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability. This is a change in accounting policy from last year required by initial application of a new Accounting Standard AASB 1028 from 1 July 2002. As the Institute's certified agreement raises pay rates on 1 July by 4% the financial effect of this change is not material.

All other employee benefit liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

Leave

The liability for employee entitlements includes provision for annual leave and long service leave. No provision has been made for sick leave because all sick leave is non-vesting and the average sick leave taken in future years by employees of the Institute is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration, including the Institute's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

The non-current portion of the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2003. In determining the present value of the liability, the Institute has taken into account attrition rates and pay increases through promotion and inflation.

Separation and Redundancy

Provision is also made for separation and redundancy payments in cases where positions have been formally identified as excess to requirements, the existence of an excess has been publicly communicated, and a reliable estimate of the amount payable can be determined.

Superannuation

Employees of the Institute are members of the Commonwealth Superannuation Scheme, the Public Sector Superannuation Scheme and AGEST.

The Liability for their superannuation benefits is recognised in the financial statements of the Commonwealth and is settled by the Commonwealth in due course.

The Institute makes employer contributions to the Commonwealth at rates determined by the actuary to be sufficient to meet the cost to the Commonwealth of the superannuation entitlements of the Institute's employees.

No liability is shown for superannuation in the Statement of Financial Position as the employer contributions fully extinguish the accruing liability which is assumed by the Commonwealth.

1.6 Leases

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets and operating leases under which the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at the present value of minimum lease payments at the inception of the lease and a liability recognised for the same amount. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a basis which is representative of the pattern of benefits derived from the leased assets. The net present value of the future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

Lease incentives taking the form of 'free' fitout and rent holidays are recognised as liabilities. These liabilities are reduced by allocating lease payments between rental expense and reduction of liability.

1.7 Cash

Cash includes notes and coins held and any deposits held at call with a bank or financial institution.

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

1.8 Financial instruments

Accounting policies for financial instruments are stated at Note 17.

1.9 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

1.10 Infrastructure, plant and equipment

Asset recognition threshold

Purchases of infrastructure, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Assets not previously recognised

The Institute's Library Collection was brought to account for the first time at 30 June 2003. A Valuation of the Collection was completed by an independent valuer from International Valuation Consultants.

The valuation of the Collection at fair value is \$612,700 consisting of:

	\$
• Monograph Collection	203,700
• Australian Bureau of Statistics Collection	12,000
• Journals	<u>397,000</u>
	<u>612,700</u>

The Collection will be written-off to the estimated residual value over the estimated useful life to the Institute using the straight line method of depreciation. The estimated useful life of items in the collection is 7 to 10 years.

Revaluations

Infrastructure, plant and equipment are carried at valuation. Revaluations undertaken up to 30 June 2002 were done on a deprival basis; revaluations since that date are at fair value. This change in accounting policy is required by Australian Accounting Standard AASB 1041 *Revaluation of Non-Current Assets*.

Fair and deprival value for each class of assets are determined as shown below.

Asset Class	Buildings - Leasehold Improvements	Plant and Equipment
Fair Value Measured at:	Depreciated replacement cost	Market Selling price
Deprival Value Measured at:	Depreciated replacement cost	Depreciated replacement cost

Under both deprival and fair value, assets which are surplus to requirements are measured at their net realisable value. At 30 June 2003 the Institute held no surplus assets (30 June 2002: \$0).

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

The financial effect for 2002-03 of this change in policy relates to those assets to be recognised at fair value at 30 June 2003. The financial effect of the change is given by the difference between the carrying amount at 30 June 2002 of these assets and their fair values as at 1 July 2002.

The financial effect by class is as follows:

Asset Class	Buildings - Leasehold Improvements	Plant and Equipment
Adjustment	\$101,184	\$0
Contra Account	Asset Revaluation Reserve	Asset Revaluation Reserve

Total financial effect was a net credit to the asset revaluation reserve of \$101,184

Accounting Standard AAS 6 *Accounting policies* requires where practicable, presentation of the information that would have been disclosed in the 2001-02 Statements had the new accounting policy always been applied. It is impracticable to present this information.

Conduct

All valuations are conducted by an independent qualified valuer.

Frequency

Leasehold improvements were revalued at 1 July 2002. Infrastructure, plant and equipment were revalued at 1 July 2002 and again at 30 June 2003.

Recoverable amount test

From 1 July 2002, Schedule 1 no longer requires the application of the recoverable amount test in AAS10 *Recoverable amount of Non-Current Assets* to the assets of authorities where the primary purpose of the asset is not the generation of net cash inflows.

No Infrastructure, plant and equipment assets have been written to recoverable amount per AAS 10. Accordingly the change in policy has had no financial effect.

Depreciation and Amortisation

Depreciable infrastructure, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Institute using, in all cases, the straight-line method of depreciation. Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation/amortisation rates (useful lives) and methods are reviewed at each balance date and necessary adjustments are recognised in the current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

Depreciation and amortisation rates applying to each class of depreciable assets are based on the following useful lives:

	2002-2003	2001-2002
Leasehold improvements	Lease Term	Lease Term
Infrastructure, plant and equipment	5 to 10 years	5 to 10 years

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in Note 5C.

1.11 Inventories

Inventories held for resale are valued at the lower of cost and net realisable value.

All inventories are current assets.

1.12 Comparative figures

Comparative figures have been adjusted to conform with changes in presentation in these financial statements where required.

1.13 Rounding

Amounts have been rounded to the nearest \$1,000 except in relation to the following:

- remuneration of directors;
- remuneration of officers (other than directors); and
- remuneration of auditors.

2 Reporting of Outcomes

2A Outcome of the Australian Institute of Health and Welfare

The Australian Institute of Health and Welfare is structured to meet one outcome:

Outcome 9: Health Investment: Knowledge, information and training for developing better strategies to improve the health of Australians. (This outcome is part of the Health and Ageing Portfolio outcomes).

The Australian Institute of Health and Welfare has three Output Groups under Outcome 9:

Output Group 1: Specific services to the Minister and Parliament, required under the AIHW Act 1987.

Output Group 2: National leadership in health-related and welfare-related information and statistics.

Output Group 3: Collection and production of health-related and welfare-related information and statistics.

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

Note 2B: Net Cost of Outcome Delivery

	Outcome 9	
	2003 \$'000	2002 \$'000
Departmental Expenses	19,830	20,167
Total expenses	19,830	20,167
<i>Costs recovered from provision of goods and services to the non-government sector</i>		
Departmental	81	73
Total costs recovered	81	73
	Total	
	2003 \$'000	2002 \$'000
<i>Other external revenues</i>		
Departmental		
Sales of goods and services - to related entities	11,496	12,008
Interest	255	195
Other	660	16
Total Departmental	12,411	12,219
Total other external revenues	12,411	12,219
Net cost/(contribution) of outcome	7,338	7,876

The Institute's outcomes and outputs are described at Note 2A.

The net costs shown include intra-government costs that would be eliminated in calculating the actual Budget outcome. The Capital Usage Charge is not included in any of the Net costs/(contribution) of outcome as it is not an operating expense.

The Australian Institute of Health and Welfare uses an Activity Based Costing System to attribute indirect costs. The financial management information system captures direct and indirect costs.

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

Note 2C: Departmental Revenues and Expenses by Output Group and Outputs

	Output Group 1		Output Group 2		Output Group 3		Total	
	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
Outcome 9								
Operating expenses								
Employees	1,189	1,465	3,560	3,045	7,343	6,872	12,092	11,382
Suppliers	223	403	1,353	1,258	5,902	6,785	7,478	8,446
Depreciation and amortisation	55	48	64	57	122	108	241	213
Write-down of assets	-	-	-	-	12	128	12	126
Value of assets sold	-	-	-	-	7	-	7	-
Total operating expenses	1,467	1,916	4,977	4,360	13,386	13,891	19,830	20,167
Funded by:								
Revenues from Government	1,398	1,832	1,875	1,186	4,832	5,014	8,105	8,032
Sales of goods and services	-	-	3,019	3,197	8,558	8,884	11,577	12,081
Interest	58	46	68	52	129	98	255	196
Revenue from sale of assets	-	-	-	-	2	-	2	-
Other	55	4	166	4	437	8	658	16
Total operating revenues	1,512	1,882	5,127	4,439	13,958	14,004	20,597	20,324

The Institute's outcomes and outputs are described at Note 2A.
The net costs shown include intra-government costs that would be eliminated in calculating the actual Budget outcome.
The Capital Usage Charge is not included in any of the Net costs/(contribution) of outcome as it is not an operating expense.

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

2D: Administered Revenues and Expenses by Outcome

No administered revenues and expenses were incurred.

The Institute's outcomes and outputs are described at Note 2A.

3 Economic Dependency

The Institute was established by the *Australian Institute of Health and Welfare Act 1987* and is controlled by the Commonwealth of Australia.

The Institute is dependent on appropriations from the Parliament of the Commonwealth for its continued existence and ability to carry out its normal activities.

The Institute is also dependent upon a significant volume of business conducted with Commonwealth Agencies.

	2003 \$'000	2002 \$'000
4 Operating Revenues		
4A Revenues from Government		
Appropriations for outputs	<u>8,105</u>	<u>8,032</u>
4B Sales of goods and services		
Goods	81	70
Services	<u>11,496</u>	<u>12,011</u>
Total sales of goods and services	<u>11,577</u>	<u>12,081</u>
Provision of goods to:		
Related entities	70	49
External entities	<u>11</u>	<u>21</u>
Total sales of goods	<u>81</u>	<u>70</u>
Rendering of services to:		
Related entities	11,426	11,959
External entities	<u>70</u>	<u>52</u>
Total rendering of services	<u>11,496</u>	<u>12,011</u>
Costs of sales of goods	<u>162</u>	<u>141</u>
4C Interest		
Deposits	<u>255</u>	<u>195</u>

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 For the year ended 30 June 2003

	<u>2003</u>	<u>2002</u>
	<u>\$'000</u>	<u>\$'000</u>
4D Net gain from Sale of Assets		
Non-financial asset - Infrastructure, plant and equipment		
Proceeds from disposal	2	-
Net book value of assets disposed	<u>(7)</u>	<u>-</u>
Net loss from disposal of infrastructure, plant and equipment	<u>(5)</u>	<u>-</u>
4E Library Collection		
Fair value of the Library Collection not previously recognised	<u>613</u>	<u>-</u>
4F Other revenues		
Conference income	21	-
Other	<u>24</u>	<u>16</u>
Total other income	<u>45</u>	<u>16</u>
5 Operating Expenses		
5A Employee expenses		
Wages and Salaries	9,320	8,650
Superannuation	1,491	1,466
Leave and other entitlements	1,189	1,115
Separation and redundancy	-	80
Other employee benefits	<u>22</u>	<u>24</u>
Total employee benefit expenses	<u>12,022</u>	<u>11,335</u>
Workers compensation premiums	<u>70</u>	<u>47</u>
Total employee expenses	<u>12,092</u>	<u>11,382</u>
5B Supplier Expenses		
Goods from related entities	-	-
Goods from external entities	511	544
Services from related parties	558	900
Services from external parties	5,397	5,992
Operating lease rentals	<u>1,012</u>	<u>1,010</u>
Total supplier expenses	<u>7,478</u>	<u>8,446</u>
5C Depreciation and amortisation		
Depreciation of infrastructure, plant and equipment	113	98
Amortisation of leasehold improvements	<u>128</u>	<u>115</u>
Total depreciation and amortisation	<u>241</u>	<u>213</u>
The aggregate amounts of depreciation or amortisation allocated during the reporting period, as expense, for each class of depreciable asset are as follows:		
Leasehold improvements	128	115
Plant and equipment	53	41
Furniture and fittings	<u>60</u>	<u>57</u>
Total depreciation and amortisation	<u>241</u>	<u>213</u>

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 For the year ended 30 June 2003

	2003	2002
	\$'000	\$'000
5D Write-down of assets		
Non-financial assets:		
Inventory - write off	12	126
Total write-down of assets	<u>12</u>	<u>126</u>
6 Receivables		
Goods and services	3,298	4,302
Less: Provision for doubtful debts	-	-
	<u>3,298</u>	<u>4,302</u>
Other Receivables	42	62
GST Receivables	-	8
Total Receivables	<u>3,340</u>	<u>4,372</u>
All receivables are current assets		
Receivables (gross) are aged as follows:		
Not Overdue	3,255	1,897
<u>Overdue by:</u>		
- less than 30 days	-	1,857
- 30 to 60 days	65	148
- 60 to 90 days	-	-
- more than 90 days	20	470
Total Receivables (gross)	<u>3,340</u>	<u>4,372</u>
7 Non-financial assets		
7A Buildings		
Leasehold improvements		
- at 1 July 2002 valuation (fair value)	1,646	-
Accumulated amortisation	<u>(1,074)</u>	<u>-</u>
	572	-
- at 30 June 2001 valuation (deprival)	-	551
Accumulated amortisation	<u>-</u>	<u>(92)</u>
	-	459
- at cost	10	172
Accumulated amortisation	<u>(10)</u>	<u>(42)</u>
	-	130
Total Buildings (non-current)	<u>572</u>	<u>589</u>

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

	2003 \$'000	2002 \$'000
7B Infrastructure, Plant and Equipment		
<i>Plant and equipment</i>		
- at 30 June 2003 valuation (fair value)	439	-
Accumulated depreciation	-	-
	<u>439</u>	<u>-</u>
- at 30 June 2002 valuation (deprival)	-	901
Accumulated depreciation	-	(440)
	<u>-</u>	<u>461</u>
- at cost	-	12
Accumulated depreciation	-	-
	<u>-</u>	<u>12</u>
Total Infrastructure, Plant and Equipment (non-current)	<u>439</u>	<u>473</u>
7C Library Collection		
- at 30 June 2003 valuation (fair value)	613	-
Accumulated depreciation	-	-
Total Library Collection	<u>613</u>	<u>-</u>

The revaluation of non-financial assets as at 1 July 2002 and 30 June 2003 in accordance with the revaluation policies stated at Note 1 was completed by an independent valuer from the Australian Valuation Office.

Revaluation increment of \$127,336 was transferred to the asset valuation reserve in 2002-03.

7D Analysis of Property, Infrastructure, Plant and Equipment
Reconciliation of the opening and closing balances of infrastructure, Plant and Equipment

Item	Buildings - Leasehold Improvements	Plant and Equipment	Library Collection	TOTAL
	\$'000	\$'000	\$'000	\$'000
As at 1 July 2002				
Gross book value	723	913	-	1,636
Accumulated depreciation /amortisation	(134)	(440)	-	(574)
Net book value	589	473	-	1,062
Additions				
By purchase	10	61	-	71
Brought to account for the first time	-	-	613	613
Net revaluation increment	101	26	-	127
Depreciation/amortisation expense	(128)	(113)	-	(241)
Disposals	-	(8)	-	(8)
As at 30 June 2003				
Gross book value	1,656	439	613	2,708
Accumulated depreciation/amortisation	(1,084)	-	-	(1,084)
Net book value	572	439	613	1,624

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

7E Assets at Valuation

Item	Buildings -	Plant and	Library Collection	TOTAL
	Leasehold Improvements	Equipment		
	\$'000	\$'000	\$'000	\$'000
As at 30 June 2003				
Gross Value	1,646	439	613	2,698
Accumulated Depreciation	(1,074)	-	-	(1,074)
Net Book Value	572	439	613	1,624
As at 30 June 2002				
Gross Value	551	901	-	1,452
Accumulated Depreciation	(92)	(440)	-	(532)
Net Book Value	459	461	-	920

	2003	2002
	\$'000	\$'000
7F Inventories		
Inventories held for sale	128	140
All inventories are current assets		
7G Other non-financial assets		
Prepayments	383	324
8 Provisions and Payables		
8A Provisions - Employees		
Salaries and wages	326	288
Annual leave	1,431	1,142
Long service leave	1,934	1,908
Superannuation	54	37
Aggregate employee entitlement liability and related on costs	3,745	3,375
Employee provisions are categorised as follows:		
Current	1,624	1,436
Non-current	2,121	1,939
	3,745	3,375
8B Payables - Suppliers		
Trade creditors	896	388
GST payable	28	-
Total supplier payables	924	388
All supplier payables are current		
8C Payables - Income in advance		
Contract income	5,265	5,974
All income in advance payables are current		

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 For the year ended 30 June 2003

	2003	2002
	\$'000	\$'000
8D Other Payables		
Lease Incentive Liability		
Current	71	71
Non-current	215	286
Total other payables	286	357

9 Analysis of equity

Item	Total Contributed Equity		Accumulated Results		Asset Revaluation Reserve		TOTAL EQUITY	
	2003	2002	2003	2002	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance 1 July	1,146	1,146	(1,046)	(1,203)	641	687	741	630
Net surplus/deficit	-	-	767	157	-	-	767	157
Net revaluation increment/(decrement)	-	-	-	-	127	(46)	127	(46)
Transactions with owner:								
Distributions to owner:								
Capital Use Charge	-	-	(11)	-	-	-	(11)	-
Closing balance as at 30 June 2003	1,146	1,146	(290)	(1,046)	768	641	1,624	741

2003	2002
\$'000	\$'000

10 Cash flow reconciliation

10A Reconciliation of Operating Surplus to Net Cash from Operating Activities:

Reconciliation of operating surplus to net cash from operating activities:

Operating surplus	767	157
Non-Cash items		
Depreciation and amortisation	241	213
Loss on disposal of assets	5	-
Changes in assets and liabilities		
(Increase)/decrease in receivables	1,032	(3,820)
(Increase)/decrease in other Assets	(672)	(172)
(Increase)/decrease in inventory	12	126
Increase/(decrease) in other payables	(710)	1,259
Increase/(decrease) in liability to suppliers	536	(21)
Increase/(decrease) in employee liabilities	371	184
Increase/(decrease) in lease incentive liability	(71)	(72)
Net cash provided by operating activities	1,511	(2,146)

10B Reconciliation of Cash:

Cash balance comprises:		
Cash at bank and on hand	705	470
Deposits at Call	5,664	4,467
Total cash	6,369	4,937

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

11 External Financing Arrangements

The Institute had no external financing arrangements in 2002-03.

12 Remuneration of Directors

The number of Directors of the Institute included in these figures are shown below in the relevant remuneration bands:

	2003	2002
• \$Nil - \$10,000	4	1
• \$10,001 - \$20,000	1	1
• \$70,001 - \$80,000	-	1
• \$80,001 - \$90,000	1	-
• \$200,001 - \$210,000	-	1
• \$230,001 - \$240,000	1	-
	<u>7</u>	<u>4</u>
	2003	2002
	\$	\$
Aggregate amount of superannuation payments in connection with the retirement of Directors	46,797	44,700
Other remuneration received or due and receivable by Directors of the Institute	290,730	254,317
Total remuneration received or due and receivable by Directors of the Institute	<u>337,527</u>	<u>299,017</u>

Some Directors of the Australian Institute of Health and Welfare are appointed from members of the Institute. The Officers receive no additional remuneration for these duties.

13 Related party disclosures

Directors of the Institute

The Directors of the Institute during the year were:

Dr Sandra Hacker (Chairperson)
Dr Richard Madden (Director)
Ms Elizabeth Davies
Ms Jane Halton
Mr Dennis Trewin
Ms Linda Apelt
Dr Tom Stubbs
Dr Kerry Kirke (Appointed 7/4/03)
Mr Ian Spicer (Appointed 7/4/03)
Prof Heather Gardner (Appointed 7/4/03)
Dr Penny Gregory (Resigned 10/4/03)
Ms Justine Boland (Staff-elected member)

The aggregate remuneration of Directors is disclosed in Note 12.

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

14 Remuneration of Executive Officers	<u>2003</u>	<u>2002</u>
The number of executive officers who received or were due to receive total remuneration of \$100,000 or more:		
• \$140,001 - \$150,000	-	1
• \$150,001 - \$160,000	1	1
• \$160,001 - \$170,000	2	1
	<u>3</u>	<u>3</u>

The aggregate amount of total remuneration of Officers shown above.

<u>\$481,892</u>	<u>\$468,586</u>
------------------	------------------

The executive officer remuneration includes all officers concerned with or taking part in the management of the Institute during 2002-03 except for the Director. Details in relation to the Director have been incorporated in Note 12 - Remuneration of Directors.

15 Remuneration of Auditors	2003	2002
Remuneration to the Auditor-General for auditing the financial statements for the reporting period.	\$15,000	\$15,000
No other services were provided by the Auditor-General during the reporting period.		
	<u>2003</u>	<u>2002</u>
	<u>\$'000</u>	<u>\$'000</u>

16 Contingent Liabilities and Assets

Quantifiable Contingencies

Contingent liabilities

Other guarantees ¹	<u>200</u>	<u>-</u>
-------------------------------	------------	----------

¹ Under the lease of premises the Institute is required to remove fitout and make good on termination of the lease. The estimated make good is \$200,000.

As at 30 June 2003, the Institute has no contingent assets, remote contingencies or unquantifiable contingencies.

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**
For the year ended 30 June 2003

17 Financial Instruments

17A Terms, conditions and accounting policies

Financial Instruments	Notes	Accounting Policies and Methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flows)
Financial Assets		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Deposits at call	10B	Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.	Temporarily surplus funds, mainly from contracts, are placed on deposit at call with the Institute's banker. Interest is earned on the daily balance, the average rate for 2002-03 was 4.25%.
Receivables for goods and services	6	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Provisions are made when collection of the debt is judged to be less rather than more likely.	Credit terms are net 30 days (2001-02; 30 days).
Other Receivables	6	As for receivables for goods and services.	As for receivables for goods and services.
Financial Liabilities		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Trade creditors	8B	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).	Settlement is usually made net 30 days (2001-02; 30 days)

**AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**
For the year ended 30 June 2003

17B Interest rate risk

Financial Instrument	Notes	Floating interest rate		Non-Interest bearing		Total		Weighted Average Effective Interest Rate	
		02-03 \$'000	01-02 \$'000	02-03 \$'000	01-02 \$'000	02-03 \$'000	01-02 \$'000	02-03 %	01-02 %
Financial assets (Recognised)									
Cash at bank and on hand	10B	705	470			705	470	2.74	3.30
Deposits at call	10B	5,664	4,467			5,664	4,467	4.25	4.02
Receivables for goods and Services	6			3,340	4,372	3,340	4,372	n/a	n/a
Total Financial Assets (Recognised)		6,369	4,937	3,340	4,372	9,709	9,309		
Total assets						11,844	10,835		

Financial Instrument	Notes	Floating interest rate		Non-Interest bearing		Total		Weighted Average Effective Interest Rate	
		02-03 \$'000	01-02 \$'000	02-03 \$'000	01-02 \$'000	02-03 \$'000	01-02 \$'000	02-03 %	01-02 %
Financial Liabilities (Recognised)									
Trade Creditors	8B			924	388	924	388	n/a	n/a
Total Financial Liabilities (Recognised)				924	388	924	388		
Total liabilities						10,220	10,094		

AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
For the year ended 30 June 2003

17C Net fair values of financial assets and liabilities.

The net fair value of the Institute's financial assets and financial liabilities approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the accounts.

17D Credit risk exposures

Credit risk represents the loss that would be recognised if counterparties failed to perform as contracted. The credit risk on financial assets of the Institute is considered to be very low as the majority of the Institute's clients are Commonwealth Government agencies.

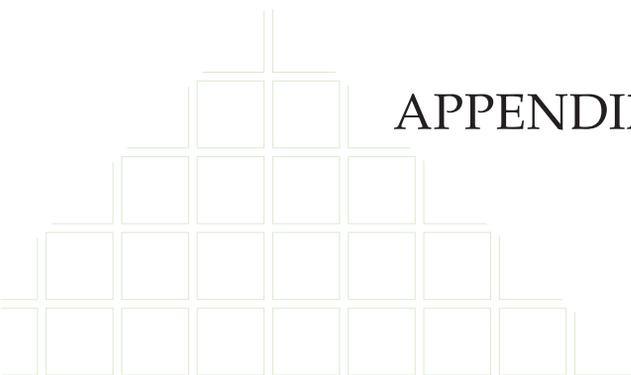
18 Appropriations

Particulars	Departmental		Loans		Equity		Total	
	2003	2002	2003	2002	2003	2002	2003	2002
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Year ended 30 June 2003								
Balance carried forward from previous year	-	-	-	-	-	-	-	-
Appropriation Acts 1 and 3	8,105	8,032	-	-	-	-	8,105	8,032
Appropriation Acts 2 and 4	-	-	-	-	-	-	-	-
Available for payment of CRF	8,105	8,032	-	-	-	-	8,105	8,032
Payments made out of CRF	8,105	8,032	-	-	-	-	8,105	8,032
Balance carried forward to next year								
Represented by:								
Appropriations Receivable	-	-	-	-	-	-	-	-

This table reports on appropriations made by the Parliament of the Consolidated Revenue Fund (CRF) in respect of the Institute. When received by the Institute, the payments made are legally the money of the Institute and do not represent any balance remaining in the CRF.

19 Average Staffing levels

	<u>2003</u>	<u>2002</u>
The average staffing levels for the Institute during the year were:	169	160



APPENDIX 2



LEGISLATION

Australian Institute of Health and Welfare Act 1987

ACT NO. 41 OF 1987 AS AMENDED

This compilation was prepared on 5 November 2001
taking into account amendments up to Act No. 159 of 2001

The text of any of those amendments not in force
on that date is appended in the Notes section

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

Contents

PART I—PRELIMINARY	69
1 Short title [see Note 1]	69
2 Commencement [see Note 1]	69
3 Interpretation	69
PART II—AUSTRALIAN INSTITUTE OF HEALTH AND WELFARE	70
Division 1—Establishment, functions and powers of Institute	70
4 Establishment of Institute	70
5 Functions of the Institute	71
6 Powers of Institute	72
7 Directions by Minister	72
Division 2—Constitution and meetings of Institute	73
8 Constitution of Institute	73
9 Acting members	74
10 Remuneration and allowances	75
11 Leave of absence	75
12 Resignation	76
13 Termination of appointment	76
14 Disclosure of interests	76
15 Meetings	76
Division 3—Committees of Institute	77
16 Committees	77
Division 4—Director of Institute	78
17 Director of Institute	78
18 Functions of Director	78
Division 5—Staff	79
19 Staff	79
PART III—FINANCE	79
20 Money to be appropriated by Parliament	79
22 Money of Institute	79
23 Contracts	80
24 Extra matters to be included in annual report	80
25 Trust money and trust property	80
26 Exemption from taxation	80
PART IV—MISCELLANEOUS	80
27 Delegation by Institute	80
28 Delegation by Director	81
29 Confidentiality	81
30 Restricted application of the <i>Epidemiological Studies (Confidentiality) Act 1981</i>	83
31 Periodical reports	83
32 Regulations	84
NOTES	84

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

Part I—Preliminary

1 SHORT TITLE [see Note 1]

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

2 COMMENCEMENT [see Note 1]

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 Australian Institute of Health and Welfare Ethics Committee.

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*.

Part II—Australian Institute of Health and Welfare

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 nominated by the Minister who has knowledge of the needs of consumers of health services;
 - (fa) a person nominated by the Minister who has knowledge of the needs of consumers of welfare services;
 - (fb) a person nominated by the Minister who has knowledge of the needs of consumers of housing assistance services;
 - (fc) a person nominated by the Minister who has expertise in research into public health issues;
 - (g) 3 other members nominated by the Minister;
 - (h) a member of the staff of the Institute elected by that staff.
- (1AA) Without limiting the persons who may be nominated by the Minister, the Minister must:
 - (a) before nominating the member referred to in paragraph (1)(f), seek recommendations from such bodies (if any) representing consumers of health services as are prescribed for the purpose; and
 - (b) before nominating the member referred to in paragraph 8(1)(fa), seek recommendations from such bodies (if any) representing consumers of welfare services as are prescribed for the purpose; and

- (c) before nominating the member referred to in paragraph 8(1)(fb), seek recommendations from such bodies (if any) representing consumers of housing assistance services as are prescribed for the purpose; and
 - (d) before nominating the member referred to in paragraph 8(1)(fc), seek recommendations from such peak public health research bodies (if any) as are prescribed for the purpose.
- (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.
 - (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) 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 27F or 27J 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) Sections 27F and 27J of the *Commonwealth Authorities and Companies Act 1997* do 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 Australian Institute of Health and Welfare Ethics Committee.
- (2) The functions and composition of the Ethics Committee shall be as prescribed.
- (3) Regulations for the purpose of subsection (2) must not be inconsistent with recommendations 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 engaged under the *Public Service Act 1999*; and
 - (b) persons appointed or employed by the Institute.
- (2) For the purposes of the *Public Service Act 1999*:
 - (a) the Director and the APS employees assisting the Director together constitute a Statutory Agency; and
 - (b) the Director is the Head of that Statutory Agency.
- (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.

Part III—Finance

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.

Part IV—Miscellaneous

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 or welfare-related information and statistics.
- (2B) Paragraph (2)(c) applies to a document only to the extent to which the document contains health-related or welfare-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

Notes to the *Australian Institute of Health and Welfare Act 1987*

Note 1

The *Australian Institute of Health and Welfare Act 1987* as shown in this compilation comprises Act No. 41, 1987 amended as indicated in the Tables below.

All relevant information pertaining to application, saving or transitional provisions prior to 28 June 2001 is not included in this compilation. For subsequent information *see* Table A.

Table of Acts

Act	Number and year	Date of assent	Date of commencement	Application, saving or transitional provisions
<i>Australian Institute of Health Act 1987</i>	41, 1987	5 June 1987	1 July 1987 (<i>see</i> <i>Gazette</i> 1987, No. S144)	
<i>Community Services and Health Legislation Amendment Act 1988</i>	79, 1988	24 June 1988	Part III (ss. 7-9): Royal Assent (a)	—
<i>Community Services and Health Legislation Amendment Act 1989</i>	95, 1989	28 June 1989	Part 2 (ss. 3-6):	— Royal Assent (b)

continued over

Act	Number and year	Date of assent	Date of commencement	Application, saving or transitional provisions
<i>Industrial Relations Legislation Amendment Act 1991</i>	122, 1991	27 June 1991	Ss. 4(1), 10(b) and 15-20: 1 Dec 1988 Ss. 28(b)-(e), 30 and 31: 10 Dec 1991 (see <i>Gazette</i> 1991, No. S332) Remainder: Royal Assent	S. 31(2)
<i>Prime Minister and Cabinet Legislation Amendment Act 1991</i>	199, 1991	18 Dec 1991	18 Dec 1991	—
<i>Australian Institute of Health Amendment Act 1992</i>	16, 1992	6 Apr 1992	4 May 1992	—
<i>Audit (Transitional and Miscellaneous) Amendment Act 1997</i>	152, 1997	24 Oct 1997	Schedule 2 (items 324-337): 1 Jan 1998 (see <i>Gazette</i> 1997, No. GN49) (c)	—
<i>Public Employment (Consequential and Transitional) Amendment Act 1999</i>	146, 1999	11 Nov 1999	Schedule 1 (items (see <i>Gazette</i> 1999, No. S584) (d)	— 195-197) 5 Dec 1999
<i>Corporate Law Economic Reform Program Act 1999</i>	156, 1999	24 Nov 1999	Schedule 10 (items 35-37): 13 Mar 2000 (see <i>Gazette</i> 2000, No. S114) (e)	—
<i>Health Legislation Amendment Act (No. 2) 2001</i>	59, 2001	28 June 2001	Schedule 3 (items 7-10): 15 Dec 1998 (see s. 2(2)) Schedule 3 (item 12): 1 Jan 1999 Remainder: Royal Assent	Sch. 1 (items 4, 9) [see Table A]
<i>Abolition of Compulsory Age Retirement (Statutory Officeholders) Act 2001</i>	159, 2001	1 Oct 2001	29 Oct 2001	Sch 1 (item 97) [see Table A]

- (a) The *Australian Institute of Health and Welfare Act 1987* was amended by Part III (sections 7-9) only of the *Community Services and Health Legislation Amendment Act 1988*, subsection 2(1) of which provides as follows:
- (1) Sections 1, 2, 7, 8, 9, 10, 13, 15 and 17 and paragraph 20(b) commence on the day on which this Act receives the Royal Assent.
- (b) The *Australian Institute of Health and Welfare Act 1987* was amended by Part 2 (sections 3-6) only of the *Community Services and Health Legislation Amendment Act 1989*, subsection 2(1) of which provides as follows:
- (1) Subject to subsections (2), (3), (4), (5), (6), (7), (8), (9) and (10), this Act commences on the day on which it receives the Royal Assent.
- (c) The *Australian Institute of Health and Welfare Act 1987* was amended by Schedule 2 (items 324-337) only of the *Audit (Transitional and Miscellaneous) Amendment Act 1997*, subsection 2(2) of which provides as follows:
- (2) Schedules 1, 2 and 4 commence on the same day as the *Financial Management and Accountability Act 1997*.
- (d) The *Australian Institute of Health and Welfare Act 1987* was amended by Schedule 1 (items 195-197) only of the *Public Employment (Consequential and Transitional) Amendment Act 1999*, subsections 2(1) and (2) of which provide as follows:
- (1) In this Act, *commencing time* means the time when the *Public Service Act 1999* commences.
- (2) Subject to this section, this Act commences at the commencing time.
- (e) The *Australian Institute of Health and Welfare Act 1987* was amended by Schedule 10 (items 35-37) only of the *Corporate Law Economic Reform Program Act 1999*, subsection 2(2)(c) of which provides as follows:
- (2) The following provisions commence on a day or days to be fixed by Proclamation:
- (c) the items in Schedules 10, 11 and 12.

Table of Amendments

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

Provision affected	How affected
Title	am. No. 16, 1992
S. 1	am. No. 16, 1992
S. 3	am. No. 95, 1989; No. 16, 1992; No. 152, 1997; No. 59, 2001
Note to s. 3	ad. No. 152, 1997
Heading to Part II	am. No. 16, 1992
S. 4	am. No. 16, 1992; No. 152, 1997
S. 5	am. No. 16, 1992
S. 7	am. No. 95, 1989; No. 16, 1992; No. 152, 1997
S. 8	am. No. 16, 1992; Nos. 59 and 159, 2001
S. 10	am. No. 16, 1992
S. 11	rs. No. 122, 1991 am. No. 146, 1999
S. 13	am. No. 122, 1991; No. 16, 1992; No. 152, 1997; No. 156, 1999
S. 14	am. No. 79, 1988; No. 16, 1992; No. 152, 1997; No. 156, 1999
S. 16	am. No. 16, 1992; No. 152, 1997; No. 59, 2001
S. 17	am. No. 16, 1992
S. 19	am. No. 199, 1991; No. 146, 1999
S. 21	rep. No. 152, 1997
S. 22	am. No. 152, 1997
S. 23	Am. No. 231, 1997
Heading to s. 24	rs. No. 152, 1997
S. 24	am. No. 79, 1988; No. 152, 1997
S. 25	am. No. 152, 1997
S. 29	am. No. 95, 1989; No. 16, 1992; No. 59, 2001
S. 31	am. No. 16, 1992
Schedule	ad. No. 16, 1992 rep. No. 59, 2001

Table A

APPLICATION, SAVING OR TRANSITIONAL PROVISIONS

Health Legislation Amendment Act (No. 2) 2001 (No. 59, 2001)

SCHEDULE 1

4 Application

The amendments made by this Part apply to appointments made after the commencement of this Part.

9 Transitional provision

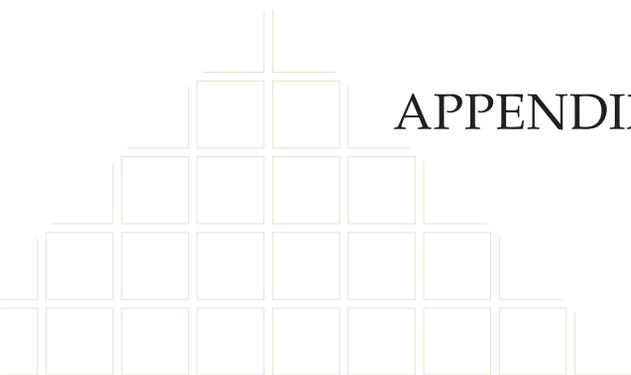
- (1) Immediately after the commencement of this item, the Institute is taken to have appointed each member of the former Ethics Committee as a member of the Australian Institute of Health and Welfare Ethics Committee.
- (2) The appointment of each such member is taken to end at the time when the member's term of appointment as a member of the former Ethics Committee would have ended under the instrument appointing the person as a member of that Committee.
- (3) In this item:
former Ethics Committee means the Health Ethics Committee of the Australian Institute of Health and Welfare, within the meaning of the *Australian Institute of Health and Welfare Act 1987* as in force immediately before the commencement of this item.

Abolition of Compulsory Age Retirement (Statutory Officeholders) Act 2001 (No. 159, 2001)

SCHEDULE 1

97 Application of amendments

The amendments made by this Schedule do not apply to an appointment if the term of the appointment began before the commencement of this item.



APPENDIX 3



Board members

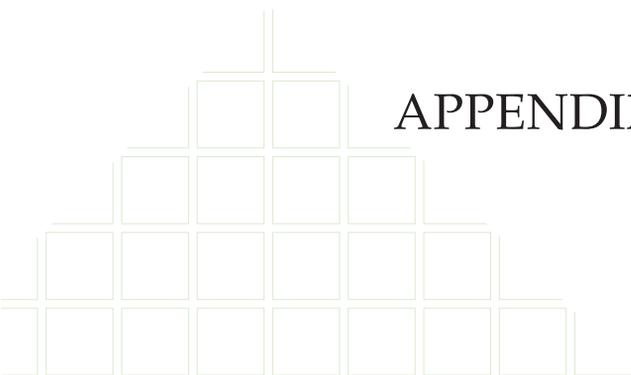
Board members' qualifications, current positions and details of meetings attended from 1 July 2002 to 30 June 2003

Board Member	Number of meetings attended
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 Executive Director, Family Services Australia, Representing consumers of welfare services	3
Ms Jane Halton Faculty of Arts, BA (Hons), FAIM Secretary, Department of Health and Ageing (from 18 Jan.02)	1*
Mr Dennis Trewin, BSc (Hons), BEc, MSc Australian Statistician, Australian Bureau of Statistics	3*
Dr Penny Gregory, PhD Chief Executive, ACT Community Care Representative of Australian Health Ministers' Advisory Committee (until 10 April)	3
Dr Tom Stubbs, BSc (Hons), PhD, Dip Ed, Licentiate of Music Executive Director, Metropolitan Health Div., SA Department of Human Services Representative of the Community Services Ministers' Advisory Council	2
Ms Linda Apelt, Dip Teaching, BEd, Grad Dip (Counselling), M Ed Studies Director General, Qld Department of Housing Representative of the State Housing Departments	1**
Professor Heather Gardner, BA, MA Ministerial appointee (from 7 April 2003)	2
Mr Ian Spicer, BA LLB Ministerial appointee (from 7 April 2003)	1
Dr Kerry Kirke, MBBS, MD Ministerial appointee (from 7 April 2003)	2
Ms Justine Boland, BA Staff representative	4
Dr Richard Madden, BSc, PhD, FIA, FIAA Director, Australian Institute of Health and Welfare	4

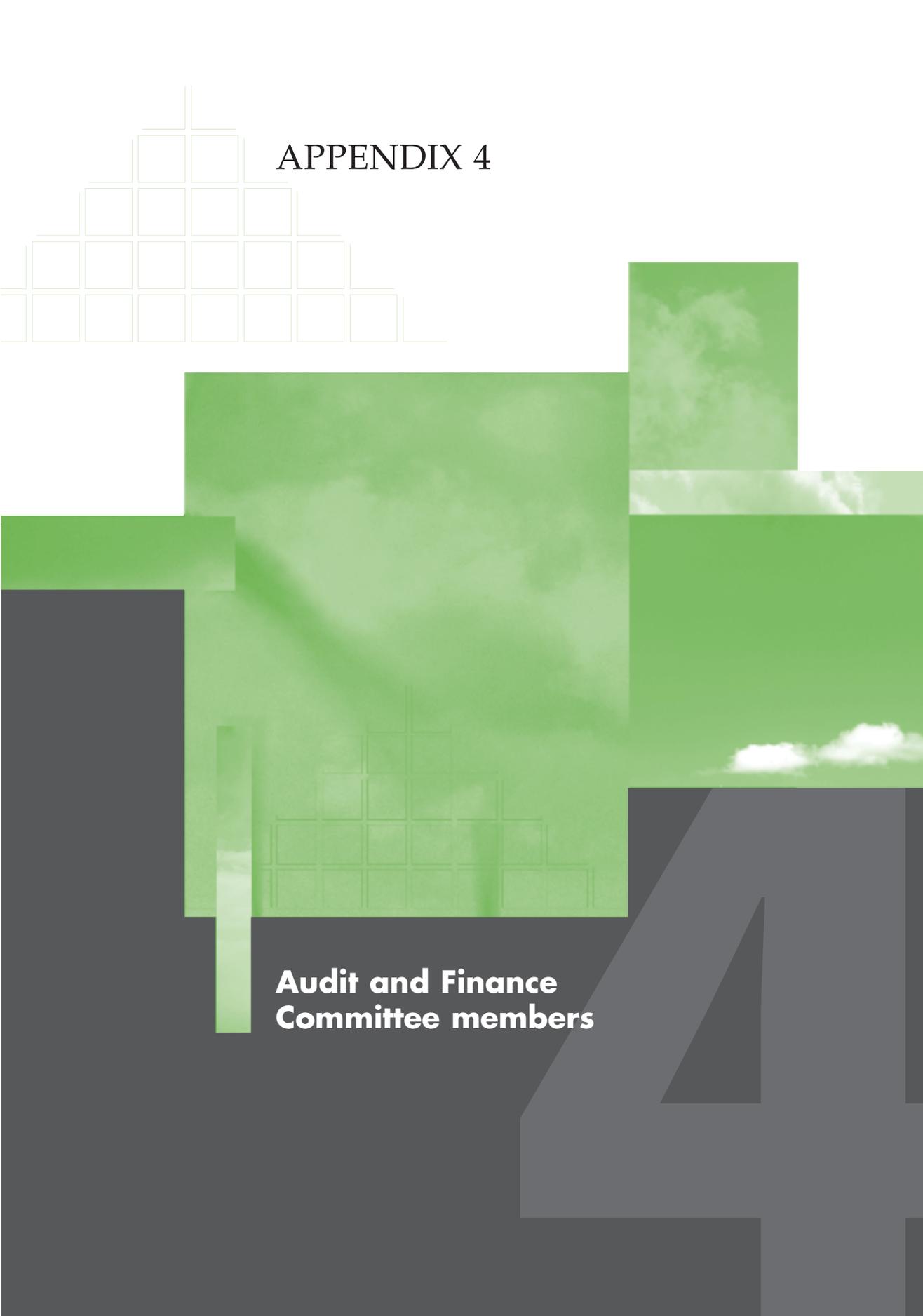
Notes: A representative of the Secretary, Department of Family and Community Services, attended and participated in Board meetings. The National Health and Medical Research Council (NHMRC) and the AIHW have reciprocal arrangements to observe Institute Board and NHMRC Council meetings respectively.

* where the member was not present their representative attended

** representative attended for one meeting



APPENDIX 4



Audit and Finance Committee members

Audit and Finance Committee members' qualifications, current positions and details of meetings attended from 1 July 2002 to 30 June 2003

Committee member	Number of meetings attended
Ms Linda Apelt, Dip Teaching, BEd, Grad Dip (Counselling), M Ed Studies Director General, Qld Department of Housing (Chair)	2
Dr Sandra Hacker, MB, BS, DPM, FRANZCP (Chair, AIHW Board) Psychiatrist (private practice), Liaison Psychiatrist, Heart-Lung Transplant Unit, Alfred Hospital	4
Ms Elizabeth Davies, BA, Dip Ed Executive Director, Family Services Australia	4