

## OUTPUT 4 — CORPORATE GOVERNANCE

### HIGHLIGHTS

- Significant changes were made to desktop computers software applications including upgrading to MS Office 2010 for all users in AIATSIS.
- Implemented mobile computing facilities incorporating iPads and laptop computers to key users with secure remote access to the AIATSIS network.
- Upgraded AIATSIS server fleet with latest hardware and incorporated them in a virtual server environment.
- Upgraded office infrastructure facilities including deployment of Multi-Function Devices (MFD) units with latest office automation facilities.
- A new Enterprise Agreement came into effect on 16 May 2012. The agreement delivers to staff, a three-tier classification structure, broad banding and an immediate increase in salary of 4.62 per cent. In the out years the Agreement will deliver to staff future salary increases of 2.5 per cent on 1 July 2012 and 2 per cent on 1 July 2013.
- Containment of our approved operational loss to achieve just under a \$1million then forecasted.



## OVERVIEW

### ENABLING LEGISLATION

AIATSIS operates under the *Australian Institute of Aboriginal and Torres Strait Islander Studies Act 1989* (the Act).

### RESPONSIBLE MINISTER

In 2011-12, the Ministers responsible for AIATSIS were Senator the Hon Kim Carr, Minister for Innovation, Industry, Science and Research until December 2011, followed by Senator the Hon Chris Evans, Minister for Tertiary Education, Skills, Science and Research.

Under section 43(1) of the Act, the Minister may ask the Council of the Institute to provide advice on aspects of the culture, history and society of Aboriginal peoples and Torres Strait Islanders.

### COUNCIL

In accordance with section 12 of the Act the Council consists of:

- four persons elected by the members of the Institute in accordance with the Institute rules, being persons who are themselves members of the Institute
- one person appointed by the Minister, being a person who is a Torres Strait Islander
- four other persons appointed by the Minister, being persons who are Aboriginal persons or Torres Strait Islanders.

All councillors are non-executive members and hold office on a part-time basis.

Membership of the Council during 2011-12 and the term of each appointment are set out in Table 2.

### Council reappointments

During the reporting period, the three year appointment of Dr Payi-Linda Ford expired on 4 November 2011. Dr Ford has sought reappointment to Council. At the end of the reporting period, the Institute was still awaiting formal advice from the Minister as to the appointment for this vacancy.

Table 3: Elected and appointed Council members and terms

Elected members	Term of appointment
Professor Michael Dodson, AM	26 September 2011 – 16 May 2014
Professor John Maynard	26 September 2011 – 16 May 2014
Emeritus Professor Robert Tonkinson	17 May 2011 – 16 May 2014
Adjunct Professor Sandy Toussaint	17 May 2011 – 16 May 2014
Appointed members	
Dr Payi-Linda Ford	5 November 2008 – 4 November 2011
Dr Mark Wenitong	15 November 2010 – 14 November 2014
Robynne Quiggin	15 November 2010 – 14 November 2014
Dana Ober	13 August 2009 – 12 August 2012
June Oscar	15 November 2010 – 14 November 2014

### Council meetings

In 2011-12, the Council held four meetings:

- 10 – 11 August 2011 (Canberra)
- 7 – 8 December 2011 (Canberra)
- 14 – 15 March 2012 (Canberra)
- 1 June 2012 (Townsville)

Table 4: Attendance at Council meetings

Name	Meetings eligible to attend	Meetings attended
Professor M Dodson, AM	4	3
Professor J Maynard	4	4
Emeritus Professor Robert Tonkinson	4	4
Dr L Payi-Ford	1	1
Mr D Ober	4	4
Dr M Wenitong	4	3
Robynne Quiggin	4	3
June Oscar	4	3
Adjunct Professor Sandy Toussaint	4	4

Each year, the AIATSIS Council makes a special effort to visit a town or city far removed from its Canberra headquarters, to strengthen its ties around Australia. On 1 June 2012, the Council held a one-day meeting in Townsville, Queensland. This coincided with the National Native Title Conference on 4–6 June and major community celebrations to mark the 20th anniversary of the *Mabo v Queensland (No 2)* decision, more commonly known as the Mabo decision.

Council members are provided with an indemnity for claims against them while performing their duties as Councillors. The indemnity is in the form of a standard insurance policy with Comcover, the Australian Government's self-insurance agency. The value of the indemnity is \$100 million per claim. The premium in 2011–12 was \$2911.

Brief biographies of the Council members as at 30 June 2012 are provided on pages 15–18.

## AIATSIS MEMBERS

Applicants for membership in AIATSIS must demonstrate a track record in Aboriginal and Torres Strait Islander studies. Applications are considered by the Research Advisory Committee

which makes recommendations to the Council. Membership is awarded for five years and is renewable. During the financial year, 239 members were reappointed by Council and 16 new members of the Institute were appointed, bringing total membership of the Institute to 522 at 30 June 2012.

## CORPORATE GOVERNANCE

Under the Act (s. 13) it is the responsibility of the **Council** to ensure 'the proper and efficient performance of the functions of the Institute and to determine the policy of the Institute with respect to any matter'.

While there was no specific education and performance review processes for Council during the reporting year, in March, the Council developed and approved a Council Charter which outlined Council's responsibilities, reporting and review arrangements.

This included how Council fulfils its responsibilities in: strategic direction and leadership; planning and performance; and resource and risk management. This Charter also set Guiding Principles and Shared Behaviours that underpin the working relationships among Council members and between the Council, AIATSIS staff and the AIATSIS membership.

Under the Charter, Council will conduct, at least every two years, a comprehensive review of its performance as a Council. The method of conducting each review, and the extent of that review is for Council to determine from time-to-time, with every second review being conducted externally.

The **Principal** is responsible for day-to-day administration of the Institute.

The Council is supported by a Finance Committee and an Audit and Risk Committee.

The **Finance Committee** consists of two Council members; the Principal and the Deputy Principal; and the Director of Corporate Services/Chief Finance Officer. During the year, Council representatives on the Finance Committee included Prof John Maynard and Robynne Quiggin. The Committee met four times during the 2011–12.

Consistent with the requirements of the *Commonwealth Authorities and Companies Act 1997* (CAC Act), the Finance Committee provides a forum to evaluate the financial performance and direction of AIATSIS. It also monitors compliance with all relevant Department of Finance and Deregulation orders, briefs and circulars, AIATSIS policies and Australian Accounting Standards in the compliance and reporting of financial transactions and results for the board and members.

The composition of the **Audit and Risk Committee** comprised two independent members and two representatives from the AIATSIS Council. Prof John Maynard and Robynne Quiggin were the Council members, with Prof Maynard as Chair of the Audit and Risk Committee for 2011–12. Advisory capacities are held by representatives from internal audit (Protiviti), the Australian National Audit Office (Moore Stephens) and the AIATSIS Principal, Russell Taylor and Chief Finance Officer, Jeff Hobson.

Consistent with the requirements of the CAC Act, the Audit and Risk Committee is established by the Council to provide a deliberative forum for developing the internal control framework, risk management policies and fraud prevention review.

During 2011–12, the Audit and Risk Committee met four times. Table 5 sets out the committee members and their attendance in 2011–12.

By assessing management outcomes and actions examined by internal and external audit, the Audit and Risk Committee supports the AIATSIS executive discharging its governance responsibilities. In so doing, the committee facilitates the ongoing development and strengthening of the management and accountability framework.

The Principal is supported by the **Executive Board of Management** (EBM), which comprises the senior managers and other officers. The board meets monthly to discuss matters affecting the Institute. Meeting minutes are published on the Institute’s intranet.

The **Information Communications Technology Advisory Committee** provides advice to the EBM on information technology and information management matters. The Consultative Committee is a joint management and staff forum that deals with workplace relations issues. The Occupational Health and Safety Committee deals with health and safety issues for all employees. The Copyright and Intellectual Property Committee advises the Principal via the board on policy and training as well as monitoring copyright and intellectual property use. Minutes for these committees are also published on the Institute’s intranet.

The AIATSIS Corporate Plan 2010–11 to 2012–13, which sets the strategic direction for the Institute, was published following Council endorsement in 2010. Copies of the Corporate Plan are available from the Communications Manager and online at [www.aiatsis.gov.au/about\\_us/corporate\\_publications](http://www.aiatsis.gov.au/about_us/corporate_publications).

Work continues on developing a strategic management plan to cover key stakeholder relationships, including that of AIATSIS membership. This includes a staged approach on:

- auditing the current AIATSIS membership database
- establishing online access and a section tailored to members
- developing an active membership program

Table 5: Audit and Risk Committee members and attendance, 2011–12

Member’s name	Position held	Special responsibilities	Member’s attendance
Professor John Maynard	Council member	Council representative	4
Robynne Quiggin	Council member	Council representative	2
Jenny Morison	Independent member	Member	5
Neal O’Callaghan	Independent member	Member	4

Table 6: Staffing levels and numbers at 30 June 2012

Level	Males	Females	Total	Ongoing	Non ongoing	Casuals	Indigenous	Non- Indigenous	PWD	NESB
PEO	1		1		1		1			
SES	1		1	1				1		
EL2	5	5	10	7	3		2	8		
EL1	15	15	30	15	15		9	21	1	2
APS6	6	15	21	9	11	1	5	16	2	
APS5	11	11	22	6	16		2	20	1	1
APS4	6	19	25	5	19	1	6	19	2	1
APS3	5	9	14	2	12		6	8		1
APS2	1	2	3	1	1	1	3			
APS1										
Trainee/ cadet	2		2		2		2			
Totals	53	76	129	46	80	3	36	93	6	5

Abbreviations: APS (Australian Public Service); EL (Executive Level); EL (Executive Level); PEO (Principal Executive Officer); PWD (People with a disability); NESB (non-English-speaking background); SES (Senior Executive Service).

- raising awareness of our membership program
- developing initiatives and activities to engage members.

Corporate Services provides finance, information technology and building management support to all AIATSIS programs. This includes assistance with regulatory compliance and accountability requirements, planning for sustainability, and risk management.

## STAFFING

A breakdown of staff employed at 30 June 2012 is shown in Table 6. At end of the year, 80 non-ongoing staff were employed together with 3 casuals and 46 on-going staff. The total number of staff employed as at 30 June 2012 was 129.

## Workplace diversity

During the year the Institute continued its efforts in relation to workplace diversity as set out in the AIATSIS Workplace Diversity Program.

## Indigenous staff

The Institute's Enterprise Agreement 2012-14 includes a number of specific provisions for employing and retaining Indigenous staff within the organisation.

AIATSIS attracts Indigenous people to vacant positions through advertising in Indigenous newspapers and networks as well as in the mainstream press. It offers Indigenous cadetships and training positions to provide paid work experience with the aim of improving future employment opportunities for Indigenous people. The Institute employed two Indigenous cadets who will complete their cadetships during 2013-14.

At 30 June 2012, the Institute employed a total of 129 staff, 36 of whom identified as Indigenous.

Indigenous staff members are also eligible to join the Indigenous APS Employees Network (IAPSEN), which supports and advocates Aboriginal and Torres Strait Islander interests, values and perspectives in the Australian Public Service. Staff members are encouraged to join the network and participate in discussion groups. New Indigenous staff are informed about the network when they join AIATSIS. The Institute is also involved in IAPSEN with the Principal serving as a member of the steering committee for the network.

The position of Indigenous Coordinator, created in 2008–09 was maintained during 2011–12. The position's priorities were to support the Indigenous Researchers' Fund, coordinate the Indigenous Caucus, and coordinate the Institute's Reconciliation Action Plan as well as the Aboriginal and Torres Strait Islander Employment Strategy.

The Institute's Reconciliation Action Plan 2010 was approved by Reconciliation Australia. With the support of the AIATSIS Council, a Reconciliation Action Plan working group was established to report on and review the current action plan.

A review of the Aboriginal and Torres Strait Islander Recruitment and Career Development Plan is being finalised.

### **Cultural competency**

The development of a Cultural Competency Framework (CCF) was an initiative derived from the Indigenous Caucus One AIATSIS Workshop and is a critical platform for the Guiding Principles and Shared Behaviours.

The EBM and the Principal have made clear that in developing this framework we will be developing best practice that will provide leadership in this area, building upon our existing leadership role in relation to research ethics and collections policy.

Initial components required to develop the CCF have included a literature review which examined other Cultural Competency Models that were relevant to the Institute. The literature review revealed that there is no model that is identical to the needs of AIATSIS.

A working group was established in May 2012 to provide input to the design and implementation of the CCF. The nine members of the working group are made up of AIATSIS staff across the Institute.

July appears to be the busiest month for the CCF with upcoming workshops involving the working group in the third week of July and the Indigenous Caucus Workshop being held in the last week of July. These workshops will gain input to the development of the framework.

It is anticipated that the final report of the development of the CCF will be delivered in February 2013.

### **Indigenous Caucus**

The Indigenous Caucus is an internal working group supported by management, which provides Indigenous staff with a forum to discuss various issues affecting them. The Caucus has assisted management in reviewing matters such as selection criteria of positions at AIATSIS, and is consulted when employment policies are reviewed or training courses developed. The Caucus is represented at the Consultative Committee, the forum that brings staff and management together to discuss employment issues.

Caucus also plays an important role in the development of the CCF.

In August, the Indigenous Caucus held a Towards One AIATSIS Workshop. During the workshop participants identified eleven themes as the key areas for AIATSIS to address to improve cultural competency. From the eleven themes three have been identified as priority:

- recruitment & retention of Indigenous staff
- cultural safety
- behaviour and accountability

This workshop was followed by a second workshop in March to develop the CCF and to examine ways that it could enhance productivity in relation to the AIATSIS Enterprise Bargaining process. The outcomes of the workshop were beneficial to the bargaining process.

In 2011–2012, the Caucus played an important role in the Agency Enterprise Agreement Bargaining Committee. Four representatives from the Caucus lead by Indigenous Coordinator Valerie Cooms along with Tasha Lamb, Pearl Chaloupka and Alana Harris were involved in the AIATSIS Enterprise Agreement negotiations.

Meetings of Caucus are held once a month and minutes are recorded. There are currently 36 members of the Caucus representing all APS levels and programs across AIATSIS.

### Staff remuneration

As at 30 June 2012, all staff are covered by the AIATSIS Enterprise Agreement 2012–14 [see the agreement’s salary range in Table 7].

Table 7: Salary ranges on 1 July 2012 under the AIATSIS Enterprise Agreement 2012–14

Level	Minimum (\$)	Maximum (\$)
Executive 2	104,765	117,069
Executive 1	88,159	96,705
APS 6	70,643	80,353
APS 5	64,340	68,674
APS 4	57,760	63,047
APS 3	51,785	56,230
APS 2	45,501	50,722
APS 1	39,104	44,669

AIATSIS provides a range of non-salary benefits, details of which are set out in the agreement, available online at: [www.aiatsis.gov.au/about\\_us/corporate\\_publications](http://www.aiatsis.gov.au/about_us/corporate_publications).

Two employees received a performance bonus in 2011–12, and 13 employees received Excellence Awards. The seven individual awards and one group award totalled \$6,600.

### Staff training and career development

AIATSIS is committed to continually developing its staff by providing training and opportunities for career advancement. This reflects the Institute’s need to retain and develop high-quality staff in a tight job market, and the

needs of staff to improve their skills and job satisfaction. The Institute spent \$203,415 on staff development activities during 2011–12, an increase of \$129,804 in the previous reporting period.

The AIATSIS Enterprise Agreement requires that the Institute’s Performance Feedback Scheme be linked to remuneration increments. The scheme outlines the arrangement for discussing an individual’s performance, sets forth the basis for providing training and development opportunities, and assists with workforce planning.

During 2011–12, AIATSIS renewed the Memorandum of Understanding with the Australian Public Service Commission to assist with its training and development needs.

### COOPERATIVE WORKPLACE RELATIONS

The Institute is committed to promoting a cooperative workplace and to ensuring that staff participate as appropriate in decision-making processes. Both staff and management recognise that maintaining cooperative workplace relations provides all staff with an opportunity to participate in decisions that impact directly on them.

Health and safety, human resource development, workplace diversity and access and equity issues were also addressed through the Institute’s consultative mechanisms, ensuring that its obligations were met while maintaining a cooperative workplace.

### OCCUPATIONAL HEALTH AND SAFETY

AIATSIS has had no workplace injuries since 2009.

In 2011–12, AIATSIS reviewed its Health and Safety Management Agreement. This, along with other policies and guidelines, assists in providing and maintaining the highest degree of health and safety for all employees. The policy aims to:

- prevent all accidents and ill health caused by working conditions
- protect all employees from any health hazard that may arise out of their work or the conditions in which it is carried out
- place and maintain employees in an

occupational environment designed to satisfy their needs for health, safety and welfare at work.

To demonstrate the Institute's commitment, the Principal signed an employer's 'statement of commitment' with Comcare for 2002–12. The statement covers the following four targets:

- reducing the incidence of workplace injuries and diseases
- eliminating all fatalities due to workplace injury
- reducing the average lost-time rate
- reducing the average time taken for rehabilitation intervention.

Measures taken during the year to protect the health, safety and welfare of employees at work included:

- testing emergency evacuation procedures
- training staff in workplace practices, including the responsibilities of fire wardens
- providing equipment needed by staff to deal with occupational health and safety concerns
- holding a health week, including influenza vaccinations and individual health checks for staff wishing to participate.

The Enterprise Agreement now includes a formal statement of the Institute's policy on the use of drugs in the workplace, and provides for access to Employee Assistance Program counselling services for staff and their families.

During 2011–12, no accidents were reported that required notification under section 68 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*. No notices were received by AIATSIS during the year under sections 30, 46 or 47 of that Act, nor were any directions given under section 45.

## STRATEGIC ALLIANCES TO SUPPORT CORPORATE ACTIVITIES

As a small agency, AIATSIS has limited resources available to handle the many accountability, management and reporting policies required to support good corporate governance. The Institute works to improve its

effectiveness by joining with other agencies with similar corporate directions to share policy ideas. During 2011–12, the Institute maintained membership of the Cultural Managers' Forum, a group of Canberra-based cultural agencies, to discuss common issues in information technology.

Staff in Corporate Services maintained and built on the Institute's strategic alliance with the Indigenous Employment Strategy team at the Australian Public Service Commission.

Corporate Services are also members with Commonwealth Health and Safety Forum and part of the Portfolio HR Group.

## FINANCIAL MANAGEMENT

The Institute recorded a loss of \$2,291,000, which is better result than the forecast \$3,200,000. There are several reasons for this result. The Institute's Annual Appropriation increased marginally for the year as a result of indexation, increases in the sale of goods and services, investment interest and other revenue, namely conference fees. These increases were offset by a decline in the number of grants received which in turn reduced the grant revenue.

Expenditure was down as a result of the uncertainty of digitisation funding, creating delays in recruitment and an inability to attract applicants. Delays in scheduled minor works added to the overall position.

An Enterprise Agreement (EA) was negotiated and commenced on 16 May 2012. AIATSIS adhered to the government policy in its development. The EA allows for raised salary levels to meet the government threshold and classification has been reorganised to three tiers. On average salary will increase 4.62 per cent on commencement, 2.33 per cent July 2012 and 2% 1 July 2013. Over the life of the EA, the top increment of each grade will increase by 11.46 per cent.

The Institute is looking for productivity gains to support a pay increase. Detailed information is provided in the Chief Financial Officer's report and financial statements.

As part of the Institute's risk management framework, all business continuity, disaster recovery and critical process recovery plans were updated. All plans comply with

international and Australian Risk Management Standards. This year the Institute completed its mandatory fraud review. AIATSIS will implement the resultant fraud plan during the 2012–13 financial year.

The Institute again participated in the Comcover benchmarking exercise, which resulted in a decrease in the cost of the premium.

## HUMAN RESOURCES

The Institute's Continuous Improvement Plan provides for a review of all policies, procedures and systems, as well as outlining an overall training and development plan. As required by the plan, policies, procedures and systems were reviewed during the year.

Improvements made in 2011–12 included change over to a new payroll system Chris21 with Frontier Software Pty Ltd. The electronic timesheet system that interfaces to the payroll system was also updated. Work continues on developing an electronic orientation program for new staff.

During 2011–12, the area provided ongoing recruitment support, resulting in 47 staff movements into the Institute.

## INFORMATION COMMUNICATION TECHNOLOGY

In 2011–12, the Institute maintained its systems in house and the majority of work is now being performed in-house supported by an external specialist.

The Information and Communication Technology (ICT) Strategic Plan was reviewed to align with the AIATSIS business plan and now reflects relevant ICT trends and directions. The ICT Strategic Plan ensures that ICT in AIATSIS has a work program that is strategically focused, well governed, and meets the needs of program and delivery areas, stakeholders and customers

Significant work continued to be undertaken to improve the ICT service to the Institute's users and stakeholders including upgrading of the desktop software. All desktops were upgraded

to Windows 7 environment and Office suite upgraded to its latest version, Office 2010. All printing devices and MFDs (Multifunction devices) were replaced with up-to-date devices.

The majority of Institute servers were replaced with latest equipment and virtual server technology was introduced to improve efficiency and redundancy. The Institute's UNIX environment was also upgraded with latest server technology. New software was also introduced to manage servers and the network effectively. The latest virus control and spam control systems were introduced during the reporting period. An email and Internet monitoring system were upgraded to the latest version in order to manage the effective use of Internet technologies, allowing management to monitor Internet access at a high level.

In 2011–12, the ICT team continued to develop and distribute mobile devices such as iPads to support the Executive and Councillors as well as some employees. During the reporting period, the Institute introduced mobile computing to distribute papers and information to its Council members.

## AIATSIS WEBSITE

Work started on augmenting the AIATSIS website by implementing Web 2.0 technologies, RSS feeds, advanced search functionality and assimilating other AIATSIS websites. The improved site is expected to be available during 2012–13.

## BUILDING MANAGEMENT AND ENVIRONMENTAL PERFORMANCE

AIATSIS occupies a relatively new building, with modern controls for managing energy use that are designed to minimise environmental impacts. Energy use is monitored to ensure the lowest use consistent with archival and office requirements. Most heating uses natural gas. Water use is minimised, for example, through the use of dual-flush toilets and by not irrigating lawns around the building. Used office paper and cardboard is recycled where possible and toner cartridges, pallets and batteries are collected for recycling.

During this year AIATSIS started working with ACT Smart Office to receive accreditation. This would include an additional recycling of mixed recyclables and organic material.

At present AIATSIS is in process of analysing its current use of disposable paper towels and the impacts of replacing it with energy efficient hand dryers.

The Institute continued its rolling preventive maintenance program, actively working to identify potential problems.

Minor works carried out included providing a covered bicycle parking area with lighting.

A total look into energy usage and carbon footprint reduction is currently taking place. This includes viability for solar panels and light-emitting diodes (LEDs) lighting in the building.

Despite the building being first occupied in 2001, it is starting to show signs of wear, in particular plant equipment.

The Building Management Control System is to be replaced and will be installed within the coming 12 months. This system would allow AIATSIS to monitor closely and reduce its carbon footprint by better management of the Heating Ventilation Air Conditioning System.

The existing sprinklers systems in the vaults have reached their end of life and along with the fire protection systems are under review.

AIATSIS improved its building security by upgrading its security system. This allows for better control of access to the premises and superior reporting.

With the expected growth in research activity and subsequent staff increases, the business case to support a request to government for extensions and/or upgrades to the current building has been reviewed. A site survey has now been completed and AIATSIS has applied to the National Capital Authority to lease adjacent land. A further cost/benefit analysis is being undertaken to support the Institute's case for funding.

This year AIATSIS has produced a new Emergency Procedures Manual to comply with the Australian standard AS 3745-2010.

## SUSTAINABILITY REPORTING

AIATSIS agreed to participate in a voluntary sustainability reporting pilot in the 2011-12 annual reporting period. The project stems from the Better Government – Upgrading the Public Management Framework which recommended that the Department of Finance and Deregulation consider implementation of a sustainability reporting framework for use by Australian Government entities.

The scope of reporting is confined to the internal operations of entities, that is, aspects of an entity's performance over which the entity has control. It aims to create a more coherent and easily accessed suite of sustainability information and data, which would encourage entities to better monitor and manage these aspects of their operations.

Sustainability reporting will bring to the forefront of AIATSIS the short-medium-and long-term economic, social and environmental impacts of the way it conducts its internal operations.

This type of reporting and the work behind it, help the organisation in becoming even more transparent and accountable to the Australian public.

As part of this pilot, AIATSIS produced a short summary of performance.

## SUMMARY OF PERFORMANCE

Table 8: Employment — Sustainability reporting

Indicator	2011—12 Result
Number of staff employed (headcount)	129
Total employee expenditure (dollars)	\$10,468,000
<b>The diversity of our workforce</b>	
Women (percentage of the total workforce)	59%
People with a disability (percentage of total workforce)	5%
Aboriginal and Torres Strait Islander (percentage of total workforce)	28%
Staff with English as a second language (percentage of total workforce)	4%
<b>Staff health and wellbeing</b>	
Work occupational health and safety (WOH&S) incident reports*	Nil
Number of health and safety representatives	Nil
<b>Training and education</b>	
Percentage of staff undertaking supported studies	6.95%

Notes: Workforce diversity data relies on self identification - this would need to be referenced.

Table 9: Economic — Sustainability reporting

Indicator	2011—12 Result
<b>Operating statement</b>	
Total expenditure (dollars)	\$16,927,000
Total own source revenue (dollars)	\$3,040,000
Total net cost of service (dollars)	\$13,887,000
<b>Economic viability</b>	
Total assets (dollars)	\$41,667,000
Total liabilities (dollars)	\$3,440,000

Table 10: Environmental - Sustainability reporting

Indicator	2011—12 Result
Office energy use	
Total office tenant light and power electricity consumption (kWh)	98444.74
Total office tenant light and power energy consumption (MJ)	354401.064
Office tenant light and power energy use per FTE (MJ/FTE)	2953.3422
Office tenant light and power energy use per square metre (MJ/m <sup>2</sup> )	78.755792
Base/central building energy consumption (MJ) (HVAC only)	700.59
Base/central building energy consumption per square metre (MJ/m <sup>2</sup> ) (HVAC only)	0.1556876
Greenhouse emissions attributed to office tenant light and power and base/central building energy use (T CO <sup>2</sup> -e)	958
Green power purchased (kWh)	0
Vehicle fleet	
Total number of fleet vehicles	3
Average green vehicle rating of fleet	3.5
Total fuel purchased (KL)	9.514 (kl)
Total distance travelled (km)	103,421(km)
Average fuel consumption of fleet vehicles (l/100km)	9.2 (l/100km)
Total direct greenhouse emissions of fleet (T CO <sup>2</sup> -e)	0.749
Air travel	
Total number of flights	357
Total distance of flights (km)	1,286,067.02
Total direct greenhouse emissions of flights (T CO <sup>2</sup> -e)	325.04
Greenhouse emissions	
Total Greenhouse emissions (T CO <sup>2</sup> -e)	1283.789
Total greenhouse emissions per FTE (T CO <sup>2</sup> -e/FTE)	10.6982416
Potable water consumption	
Total potable water use (Kilolitres)	1133.5
Potable water use per FTE (Kilolitres/FTE)	9.445833333
Potable water use per square metre (Kilolitres/m <sup>2</sup> )	0.251888888
Resource efficiency and waste	
Office paper purchased by FTE (A4 reams/FTE)	1.87
Percentage of office paper purchased with recycled content	0%
Office paper recycled (tonnes)	8.58

## FREEDOM OF INFORMATION

There were no requests for information received under the *Freedom of Information Act 1982* during the year.

## JUDICIAL DECISIONS AND EXTERNAL REVIEWS

Under Senate Standing Order 25 (20) (f), the Senate Standing Committee on Economics is required to report on department and agency annual reports.

On 15 March 2012, the Committee tabled an inquiry called *Annual Reports* (No. 1 of 2012). The inquiry examined the content of reports tabled for 2010-11. Recommendation 1 of the report is that AIATSIS record a full and proper date, stipulating day, month and year, on the annual report letter of transmittal

The Government noted the recommendation and AIATSIS advised that the inclusion of a full date (including day, month and year) will be adopted and implemented.

## GOVERNMENT POLICIES NOTIFIED BY THE MINISTER AND MINISTERIAL DIRECTIONS

In 2011-12 there were none issued.

## ADVERTISING AND MARKET RESEARCH

The Institute spent \$14,635 during the year on recruitment advertising. In addition, \$30,054 was spent on marketing and promoting AIATSIS. No funds were spent on advertising campaigns (i.e. market research; outdoor, television, radio or cinema advertising; or direct mail advertising).

## SERVICE CHARTER

The Institute's Service Charter operated throughout the reporting period. The charter sets out the standards of service that clients can expect, and encourages client feedback. Client dissatisfaction is investigated and, where possible, resolved. The service charter is available online at [www.aiatsis.gov.au/about\\_us/corporate\\_publications](http://www.aiatsis.gov.au/about_us/corporate_publications).

## CONSULTANTS AND CONTRACTS OVER \$10,000

The Institute let 11 consultancies during the year with a total estimated value of \$661,955. In addition, 29 contracts, totalling \$1,355,674 were let. For details of consultancies and major contracts, see Appendix 4.

## COMPETITIVE TENDERING AND CONTRACTING

All contracts had provisions allowing access by the Auditor-General.

## EXEMPT CONTRACTS

No contracts were exempt from publication in the *Purchasing and Disposal Gazette*.

## SOCIAL JUSTICE AND EQUITY

AIATSIS is committed to social justice and equity. It has constituted committees and has a policy to maximise the involvement of Aboriginal and Torres Strait Islander people in the Institute's membership, governance, staff and functions. Provision is made in the Institute's Act for the Council to have a majority (five out of nine) of Aboriginal and Torres Strait Islander members. Since 2002 there have been eight Council members in this category.

At 30 June 2012, 36 of the Institute's staff identified as Aboriginal people or Torres Strait Islanders.

One of the greatest contributions that the Institute makes to social justice in general is its wide dissemination of information on Indigenous Australians, which has emerged from research. It does this through publishing; through its journal, *Australian Aboriginal Studies*, through seminars, and by answering requests for information.

The AIATSIS collections are open to all for reference and research. Some material is restricted because it is culturally sensitive or because donors or stakeholders have requested that access be limited.

## NATIONAL DISABILITY STRATEGY

AIATSIS is committed to supporting staff with disabilities and ensures that all programs and services are accessible to people with disabilities. AIATSIS continued to improve access for both staff and visitors with disabilities. All new AIATSIS facilities and major refurbishment projects addressed requirements under the relevant building codes.

AIATSIS is committed to ensuring that recruitment processes encourage people with disabilities to apply for AIATSIS positions, that workplace strategies support the employment of people with disabilities, and that staff training and development programs include relevant information about the needs of people with disabilities, as members of the community, as residents, and as staff. The Institute is also committed to incorporating the requirements of the *Disability Discrimination Act 1992* into its policies and guidelines.

AIATSIS has conducted a self-audit using the performance-reporting template as recommended in CAC Orders 2009. It consults and liaises with staff, staff representatives and relevant external agencies, including Comcare, the Australian Public Service Commission and the Department of Education, Employment and Workplace Relations. All relevant performance requirements have been met.

## INDEMNITIES AND INSURANCE PREMIUMS FOR OFFICERS

During the reporting period there were no liabilities to any current or former officers. No premium was paid (or was agreed to be paid) against a current or former officer's liability for legal costs. AIATSIS paid premiums for the Director's and Officer's insurances, as required under the CAC Act.