

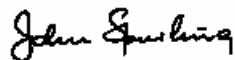
THE HON J C KOBELKE  
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Minister for Consumer and Employment Protection  
20<sup>th</sup> Floor  
197 St Georges Terrace  
PERTH WA 6000



## **2001/2002 ANNUAL REPORT**

In accordance with Section 62 of the Financial Administration and Audit Act 1985, I am pleased to present to you for your information and presentation to Parliament the Annual Report of the Department of the Registrar Western Australian Industrial Relations Commission, for the financial year ended June 30, 2002.

The Annual Report has been prepared in accordance with the provisions of the *Financial Administration Audit Act, 1985*.

A handwritten signature in black ink, reading "John Spurling".

John Spurling  
**CHIEF EXECUTIVE OFFICER**

30 August 2002

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## **Annual Report 2001-2002**

Department of the Registrar, Western Australian Industrial Relations Commission

### **INTRODUCTION**

#### **The Department**

The Department of the Registrar, Western Australian Industrial Relations Commission is established under the Public Sector Management Act and is responsible to the Minister for Consumer and Employment Protection.

The Department was created in 1989, emerging from part of other Departments, firstly the Crown Law Department in 1964, then the Department of Labour and Industry in 1989.

The person who is appointed as the Chief Executive Officer of the Department is usually also appointed as the Registrar of the Western Australian Industrial Relations Commission.

#### **Location**

The Department is co-located with the Australian Industrial Registry at 111 St George's Terrace, Perth and occupies the following floors:

Level 16	Executive, Registry, Records, Publications
Level 17	President's Court and Chambers, Corporate Services, Library
Level 18	6 hearing rooms and 6 conference rooms
Level 19	Commissioners' and Industrial Magistrates' Chambers

The Department also has a regional office in Karratha with conference and hearing room facilities supported by a resident Deputy Registrar and support officer.

#### **Contacts**

The Department can be contacted as follows:

Telephone	(08) 9420 4444
Fax	(08) 9420 4500
Freecall	1800 624 263
FreeFax	1800 804 987
E-mail	<a href="mailto:wairc@wairc.wa.gov.au">wairc@wairc.wa.gov.au</a>
Internet	<a href="http://www.wairc.wa.gov.au">http://www.wairc.wa.gov.au</a>

<u>Karratha</u>	
Telephone	(08) 91 444 626
Fax	(08) 91 853 038
Address	Welcome Road, Karratha.

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### Purpose of the Department

The purpose of the Department is to provide the necessary support to the Western Australian Industrial Relations Commission.

### The formal 'Mission Statement' is

*"To support the Western Australian Industrial Relations Commission to provide our community with a means of preventing and resolving conflict in respect to industrial matters."*

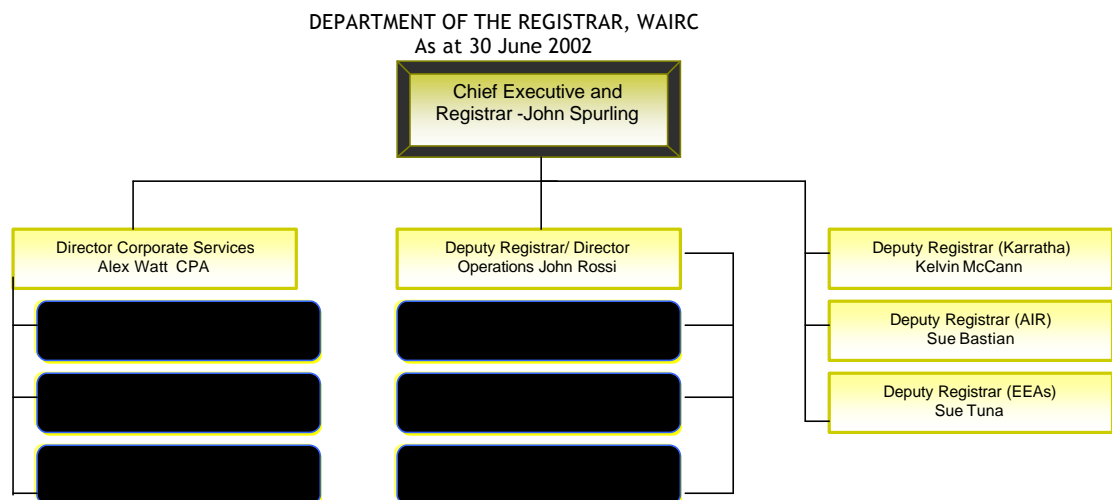
### Western Australian Industrial Relations Commission

This report does not deal with the Western Australian Industrial Relations Commission because that tribunal is an independent statutory tribunal and is separately accountable to Parliament. The Chief Commissioner provides an annual report to Parliament on its operations and the Industrial Relations Act.

### Funding

The Department and the Commission are funded from the State's Consolidated Fund. The appropriation for 2001/2002 was \$7,920m.

### Organisational Structure



### Staffing

The Commission and the Department jointly have an approved full-time staffing level of 76.5 (FTE). The Western Australian Industrial Relations Commission has 11 positions for Commissioners but two appointments have

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not been utilised. Consequently, there are four support staff positions also not utilised. The working FTE is 70 including four positions providing a registry service under contract to the Australian Industrial Registry.

### Allocation of Staff

<u>Area</u>	<u>FTE</u>
Executive	4.0
Registry and Records	14.0
Publications & Research	7.0
Corporate Services	9.0
Library	3.0
Karratha	2.0
Chambers	9
Surplus Staff (2001/2002)	4
<b>TOTAL</b>	<b>52.0</b>

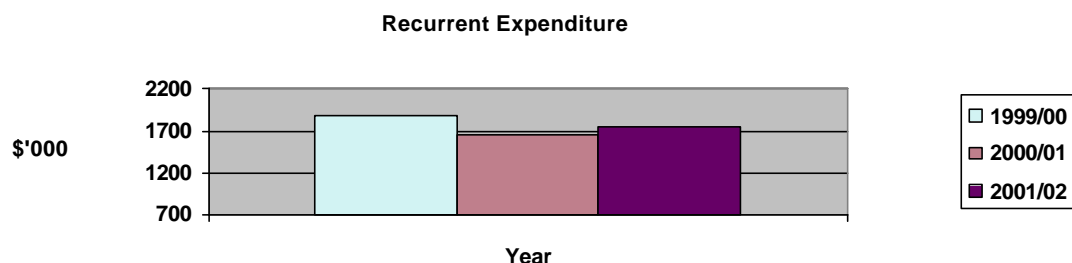
There are nine members of the Commission and each member has an Associate and a Chambers Liaison Officer. Associates are appointed by the Minister pursuant to section 93(1a) of the Industrial Relations Act 1979.

### THE YEAR IN REVIEW

As the prime purpose of the Department is to support the Western Australian Industrial Relations Commission, the operations of the Department are directly affected by the activities of the Commission and by the legislation that affects the Commission.

### Registry

The Registry provides services for the lodgement, registration and processing of all applications to the Western Australian Industrial Relations Commission, Industrial Magistrate's Court, and Industrial Appeal Court.



1999/00 Average Staffing Level	17.5
2000/01 Average Staffing Level	19.7
2001/02 Average Staffing Level	19.8

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The Registry also manages the Commission's records and court recording services.

### **FEDERAL INDUSTRIAL RELATIONS**

In July 2001 the Australian Industrial Relations Commission renewed their contract with the Registrar, Western Australian Industrial Relations Commission to provide Registry services for a further period of two years.

The renewal represents a successful outcome for both the Federal and State registries. Members of the public and industrial relations practitioners can make applications for both jurisdictions from a single 'one-stop-shop' counter. The level of service provided continues to be of a high standard.

### **ACCOMMODATION**

In anticipation of additional work expected post the proclamation of the 2002 Labour Relations Reform Bill (LRRB) the configuration of workstations in the Registry was revised to accommodate five additional workstations.

The Records area has also undergone a reorganisation to prepare for the responsibility of records from the office of Commissioner of Workplace Agreements (CWA). The LRRB requires the Registrar to be responsible for the CWA records, on proclamation.

### **IMPACT OF LEGISLATIVE CHANGES**

Parts of the Labour Relations Reform Bill 2002 were proclaimed on 26 July 2002, with effect from 1 August 2002. The Act now provides for a number of activities that will directly impact on the Registry including:

- Award modernisation provisions on reviewing and varying awards;
- Good Faith Bargaining provisions and the ability of the Western Australian Industrial Relations Commission to issue enterprise orders;
- Unfair dismissal applications;
- Right of Entry provisions;
- Minimum Wage Setting provisions; and
- State Wage Case provisions.

Employer-Employee Agreements will also impact on the workload of the Registry.

Regulatory changes that give effect to the new provisions will impact on service requirements as will the generation of new instruments by the Commission in Court Session such as the Code of Good Faith Bargaining and the No Disadvantage Test to be applied as a test for registering an Employer-Employee Agreement.

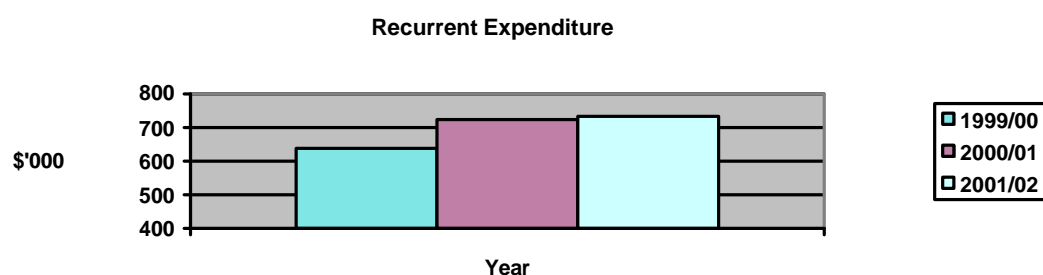
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### Publications and Awards Services

Publications and Awards provide information and awards services for the Commission in addition to overseeing the publication of the Western Australian Industrial Gazette (WAIG).

The Branch is responsible for maintaining electronic records of all State Awards and Industrial Agreements and providing this information to the public in both electronic and printed form.



1999/00 Average Staffing Level 7.7

2000/01 Average Staffing Level 8.8

2001/02 Average Staffing Level 7.8

Section 93 of the *Industrial Relations Act 1979* requires the Registrar to publish an Industrial Gazette containing the matters prescribed in Schedule 1 of the Industrial Relations Act.

#### WESTERN AUSTRALIAN INDUSTRIAL GAZETTE

During the year 12 editions of the Gazette were produced and two editions of Appendices. The August 2001 edition comprised three sub-parts to accommodate State Wage Case schedules. All were produced on time in accordance with the Registrars' requirements.

A total of 3,422 pages were produced. State Law Publisher provided the printing at a total cost of \$59,000, reduced from \$91,000 for 4,775 pages in the previous year, which represents a 10% reduction in cost per page.

The efficient work of Gazette Staff and the co-operation and assistance of the State Law Publisher and Commission Chambers in Gazette production are recognized and appreciated.

We continue to look for ways to reduce the overall materials and labour cost of producing the Gazette, whilst still providing a timely and valued service to the community. Examples of this include improving the availability of the Gazette to the public in electronic format on our internet site.

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### **AWARDS**

During the year a detailed review of every award was undertaken in accordance with a direction from the Chief Commissioner. Copies of the reviews were provided to the Chamber of Commerce and Industry of WA, the Australian Mines and Metals Association, Unions WA and the Department of Consumer and Employment Protection and to any other party upon request. Seminars on the review process were held at Unions WA. The reviews have assisted those parties seeking to upgrade what in many instances are obsolete provisions in Awards.

The effort of this committed team of staff assisted by two DOCEP staff members is acknowledged.

A team comprising members of the branch, assisted by Information Technology staff, carried out the “mark up” of all Awards and the production and dissemination of wage schedules to give effect to the proposed State Wage Case General Order in Application No.797 of 2002. The “mark up” enabled a streamlined process for the update of the awards.

There were a total of 2137 Awards and Agreements in operation at the beginning of the 2001/2002 year and 2419 at the end. Awards numbered approximately 360 throughout the period.

Awards are maintained in consolidated form on the Commission’s website at <http://www.wairc.wa.gov.au/awards/index.htm>. A summary of new Awards and Agreements and Award variations is published to the website on a weekly basis.

The Commission issued two General Orders requiring application to Awards:

- State Wage Case Order No. 752 of 2001 provided that rates of pay in the awards be increased.
- and
- The Location Allowance general Order No. 718 of 2001.

### **GENERAL**

Staff of the branch contributed to the organisation through acting and relieving arrangements, by assisting in with the Centenary sitting of the Western Australian Industrial Relations Commission and assisting in the welcome ceremonies for new Deputy Presidents of the Australian Industrial Relations Commission.

Other tasks included observing an organisation’s ballot for an Enterprise Bargaining Agreement and conducting an audit of membership records. Responsibilities for Registry service to the Australian Industrial Relations Commission were maintained and assistance was given in the production of the Annual Report of the Chief Commissioner.

School groups were again hosted throughout the year.

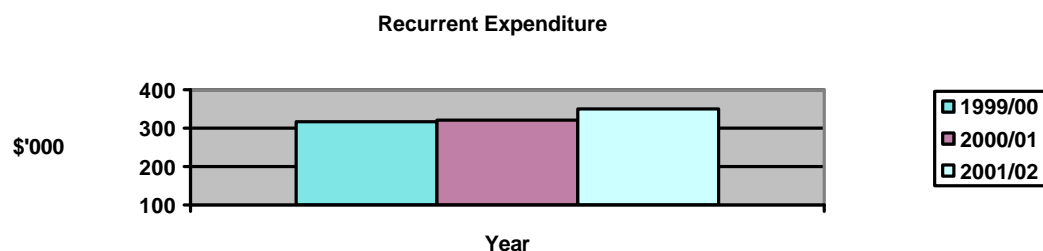


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Department of the Registrar, Western Australian Industrial Relations Commission

### Library

The role of the Western Australian Industrial Relations Commission Library is to maintain and provide a comprehensive industrial and legislative Library and information service for the Commission and staff. The Library provides a current, accurate and timely information service through its reference and research service, and the maintenance of the Library's collections.



1999/00 Average Staffing Level	2.0
2000/01 Average Staffing Level	2.0
2001/02 Average Staffing Level	1.9

Examples of initiatives undertaken in 2001/02 were -

#### IT Developments:

The Library's Intranet was improved with new facilities. In-Magic software license was purchased enabling improved on line access to resources maintained within the Library catalogue.

#### Promotional activities:

Following on last year's successful Library & Information Week activities the Library Quiz on the intranet page, morning teas, jigsaw puzzle & free giveaways returned in 2002.

In April 2002 during the Arbitration Court Centenary the Library organised a memorabilia display as part of the celebrations. The Library has commenced a digital scanning project for much of the research material collected regarding the Arbitration Court and the history of the Commission. This will ensure a digital record is retained of a valuable historic resource.

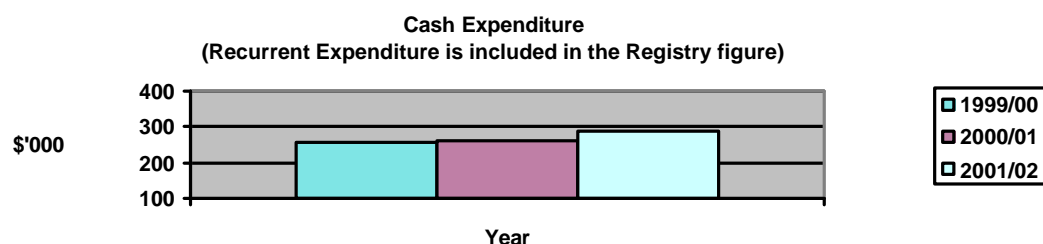
In November 2001 the Library hosted a tour of the Commission and the Library by the Australia Law Librarian's Group (WA).

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### Regional Services

To service the extensive economic investment in the Pilbara, Kimberley and related areas, the Karratha staff provide support, information, guidance and mediation on industrial relations issues that arise, particularly those relating to unfair dismissal matters. The Deputy Registrar Karratha primarily performs specific tasks at the direct request of the Chief Commissioner, plus the other Commissioners, which takes the form of investigating and reporting on the progress and settlement of a broad range of industrial disputes.



1999/00 Average Staffing Level	2.0
2000/01 Average Staffing Level	2.1
2001/02 Average Staffing Level	2.0

In the 2001/2002 year the Karratha office, in the first instance, dealt with the majority of cases north of the 26<sup>th</sup> Parallel relating to alleged unfair dismissals or denied contractual entitlements initiated by applicants. The remaining cases were Conferences, Boards of Reference, Public Service Arbitrator Conferences and the arbitration of Pilbara/Kimberley Institutions Grievance Procedure Dispute Referrals. The majority of documents lodged are applications for unfair dismissal that were forwarded to the Registry in Perth, and subsequently returned to the Karratha Deputy Registrar for investigation and report-back to the Chief Commissioner.

Regional clients have equitable access to departmental services, with the Western Australian Industrial Relations Commission's Karratha Registry offering free-call and free-fax services to enable this to take place. By advertising through our website and telephone services, the Western Australian Industrial Relations Commission seeks to keep regional clients fully informed of all our services.

The office includes Registry, conference and hearing facilities for industry and members of the public, and has been upgraded in many areas. New court audio monitoring equipment, tele-conferencing communications, and IT machines have been added as part of a strategic review that recognises the increased Industrial developments being proposed for the Karratha region.

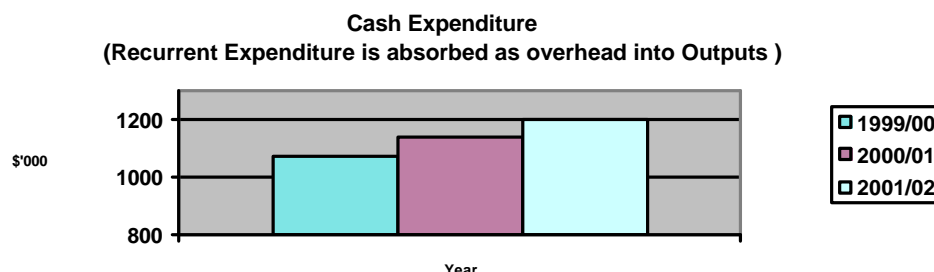
Our regional office uses local suppliers by preference.

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### Corporate Services

The Corporate Services Division provides business support to the Department and the Western Australian Industrial Relations Commission.



1999/00 Average Staffing Level	12.3
2000/01 Average Staffing Level	13.3
2001/02 Average Staffing Level	13.8

Activities for 2001/2002 included:

- On going support to the Electronic Registry Plan.
- Staff training and professional development
- Asset turnover and contract management.
- Electronic procurement.
- Re-organisation of Finance branch staffing.
- Appointment of new Internal Auditors.
- Significant improvements to our cost structure for Telecommunications.

### Internet

[www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)

A meeting of a group of client representative and internet users was held in April 2002 and several suggestions implemented via a re-structure of the site in May 2002.

Additional features added to the website online search facility during the year were decisions of the Commission, the Industrial Magistrate and Industrial Appeal Court, Commission Orders and the Rules of Registered Organizations.

The ability for Commission Chambers to immediately post decisions of particular interest to the front page of the website was implemented.

We are also moving towards displaying 'General Notices' on the website to save on newspaper advertising costs.

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The first transcript of a Commission Hearing was made available on the website, that of the 2002 State Wage Case Application No. 797 of 2002.

Amendments to the site are being made to gradually improve the access for persons with disabilities. We are also looking at an information page in other languages.

A WA Service Team homepage was added to the Australian Industrial Registry Intranet site.

A test website was implemented in June 2002 to facilitate development. During the year 378 queries were received via the website and processed.

We welcome any comments or suggestions via the feedback and enquiry facility on our website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

### **Core Business Systems-Registry**

Significant work has been carried out on developing the framework for the new core application. All data is currently mirrored between the old 'CAMS' system and a new system, allowing seamless operation of both systems and a gradual replacement strategy of the existing applications. It is anticipated that the Chambers Tracking modules and the Registrars Tracking System will be completed by the end of the 2002/2003 year. The Employer Employee Agreement (EEA) system was accelerated ahead of the other components to ensure that it was ready for the potential for EEA lodgement in September.

The EEA system concepts many of the features which will eventually be integrated into the new core business system. Of particular interest is the fact the system allows all EEAs to be lodged, processed and registered electronically and results in no paper files at all. This is achieved through tight integration with the existing document management system.

Consulting firm Spherion were contracted to develop a needs analysis of the organisation, and it is anticipated that this will feed into the new core system once the final draft is complete.

### **Software**

Microsoft has changed its licensing scheme to require ongoing maintenance be paid to ensure that the latest technology is always available. Whilst our licences have been traded up to the latest versions and maintenance has been obtained for the majority of the applications, we have chosen not to follow enter in the Microsoft scheme. It is intended that we will consolidate on existing versions and develop the untouched potential of what we have and divert the 'upgrade' effort into training and internal development.

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### **Infrastructure**

In January the Department took delivery of new desktop computers. These have been rolled out with an operating environment based on Windows 2000 and Office XP. The new PC's have been equipped with TFT monitors and Pentium 4 processors and have been very favourably received by all staff.

As a consequence of the upgrade, support calls related to hardware failure and related problems has dropped to virtually zero, freeing up IT personnel for training and development projects.

### **WIRELESS NETWORKING**

One of the technologies introduced last year was wireless networking. All Commissioners have been provided with a Wireless connection to our network from their notebook computers. This has allowed Commission Members to move from courtroom to courtroom without the need to disconnect from the network. The security of the system has been tightened as the technology has evolved to ensure full protection of all data.

### **TOWARDS 2003**

Much of the current focus is on development of applications. 2002 saw a great deal of infrastructure improvement and has freed up resources for other pursuits such as development. By the end of 2003 all data will be tightly integrated, searchable and easily accessible, that all inputs will be electronically enabled and that all output is capable of presentation in an electronic and online format.

### **Goods and Services Tax**

The Department manages and administers the Goods and Services Tax to ensure accurate returns are sent to the Taxation Office on a timely basis.

### **Anti-Corruption**

During the year to 31 May 2002 this department did not make any reports under the Anti Corruption Commission Act 1988.

### **Risk Management**

Our goal is to meet ANZS Standard 4360 for Risk Management.

During 2001/2002 critical risks were evaluated and managed through internal policy, communication and Business Continuity Planning. Consistent with Treasurer's Instruction 109, we periodically review risks in the workplace to determine their best management.

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### **Freedom of Information**

No requests for information under the Freedom of Information legislation were received during the period in question. An information statement is available to the public on request.

### **Pricing policies on outputs**

The Department has discretion to charge for services rendered subject to Ministerial approval.

### **Contracts with Senior Officers**

At the date of reporting, other than normal contracts of employment of service, no Senior Officers, or firms of which Senior Officers are members, or entities in which Senior Officers have substantial interests had any interests in existing or proposed contracts with the Department and Senior Officers.

### **Government Purchasing Charter**

In all our purchasing, the Department strives to best practice supply outcomes, ensuring our suppliers are given equal opportunity to do business and that assessment of any quotation or tender is fair, unbiased and professional. Performance of contract is jointly monitored with supplier and agency and unsuccessful suppliers have access to feedback.

Our purchasing systems have been reviewed and practices are improving. Where possible the Department involves itself in government wide buying projects and is developing performance models for all facets of operations, including purchasing.

This year the State Supply Commission undertook a Supply Audit and we are currently responding to that audit.

During 2001/2002 one new contract for IT hardware in excess of \$50,000 was undertaken through DoIT.

I am satisfied that supply policy has been observed. For 2001/2002 I confirm that purchasing was made with the aim of fulfilling the key principles for achieving the best value for money for expenditure from taxpayer funds.

This agency has conducted and managed its purchasing and contracting activities in accordance with State Supply Commission and The Governments Buying Wisely Policy Statement. At the time of writing I am not aware of any instances where this has not occurred or circumstances which would render this report misleading or inaccurate.

## **Annual Report 2001-2002**

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### **Disability Service Plan**

The Department has drafted a new disability services plan for 2002/2003 and forward years.

Late in the 2001 year a full audit of our services and building access was undertaken in order to improve access to facilities and services.

As part of the 2001-2003 budget submission process, this agency requested funding to address, in priority order, barriers to access. Funding was not provided.

All departmental information about services is available in alternative formats, on request. Alternative formats include any format that meets the specific needs of the communication requirements of a person with disability.

All staff members were trained in awareness and needs of people with disabilities during 2001. Due to staff turnover, refresher training will be required in 2003.

### **Electoral Act**

Section 175ZE of the Electoral Act (1907) requires the Principal Officer of the agency to detail certain expenditures. This agency expended \$11,800 on newspaper advertising in respect of notices required by virtue of the operation of the Industrial Relations Act and job advertisements. All of this expenditure was paid to the Government contractor for media advertising.

### **Plan for Women's Outcomes**

The Department fully supports and encourages the celebration of the role of women in our workforce. We are unable to provide major events but we have given a commitment to the Women's Policy Development Office that we will contribute to events that they may run or sponsor during the life of the plan.

### **Publications**

The Department publishes the WA Industrial Gazette on a monthly basis. Subscription to the Gazette is through the State Law Publisher. Additionally, our [website](#) publishes a wealth of useful information including the Department's Annual report and the Chief Commissioner's Report.

## **Annual Report 2001-2002**

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### **Client Focus**

The Department of the Registrar has continued its commitment to client focus, introduced in 1996. Our primary objectives are Client Focus, Continuous Improvement and Value for money.

Continuing initiatives introduced to assist our clients include the provision of electronic information, video conferencing for access by people in remote areas and flexible service arrangements.

### **Changes in Written Law**

The Labour Relations Reform Act (2002) was partially proclaimed on July 26 2002. The legislation will have a significant effect on our services and operations.

### **Ministerial Directives**

No Ministerial directives were received during the financial year.

### **STAFF MATTERS**

#### **At a Glance**

Sixty two percent of the Department's fifty eight staff (this figure excludes members of the Commission and their Associates) employed at 30 June 2002 are women and 38 percent are men. Nine per cent of all employees work on a part-time basis and twenty six percent are employed on fixed term contracts.

During the year the Department recruited fourteen permanent and contract staff, one of which was transferred to the Department under a substituted severance arrangement. Nineteen permanent and contract staff left the Department during the year. Eight of these were staff who accepted the Government's enhanced severance package.

Seventy two percent of staff work under the terms and conditions of the Public Service General Agreement which was registered by the Commission in March 2002. Twenty eight percent of staff continue to be covered by workplace agreement.

### **Equity and Diversity**

The Department recognises the importance of EEO principles and the management of diversity in maintaining an efficient and healthy working environment for all staff.



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We have examined our current workforce profile and developed realistic targets over the next three years which will contribute to the Government's overall objectives for the improved distribution of women, indigenous Australians, people from culturally diverse backgrounds, people with disabilities and youth throughout the Public Sector.

### **Public Sector Standards**

The Department has policies, guidelines and processes in place to ensure compliance with the Public Sector Standards in Human Resource Management (the Standards), Code of Conduct and Code of Ethics.

### **Compliance Reporting Requirements**

The following is a statement of compliance

In the administration of the Department of the Registrar, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our Code of Conduct. There were no breach of standards claims lodged under the Public Sector Management (Examination and Review Procedures) Regulations (2001).



John Spurling  
CHIEF EXECUTIVE OFFICER  
30 August 2002

### **Youth and Graduate Employment**

The Department continues to employ a young person as part of the Public Sector School Based Traineeship Programme.

### **Development of Staff**

Training undertaken by the Department during the year was of an individual basis and training was provided to meet specific staff needs.

Training undertaken included technical training, HR skills, tax reform legislation and staff attendance at a number of conferences and seminars.

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The Department intends to intensify staff development opportunities in 2002/2003.

### **Health Safety and Welfare**

The Department had one new workers compensation claim during the year and is progressing on current claims from previous years. Due to the staff turnover this year the composition of employees on the Health and safety committee is low. We plan to reconstitute the Occupational Health and Safety Committee in 2002/2003 with consultation with employees and relevant unions.

### **Redeployment and Redundancy Management**

The Department continues to be involved in activities associated with the devolvement of the management of redeployees to public sector agencies.

At the beginning of the 2001/2002 year, four staff were registered for redeployment. A further four staff members became surplus employees during the year. As a consequence of the enhanced severance offer all surplus employees accepted substituted severance, severance or transfer to other positions.

Consequently, there are no surplus employees on staff.

### **Workplace Agreements**

Twenty eight percent of staff are covered by the 2000 Workplace Agreement. In December 2001, the staff members subject to the WPA received a 3% pay increase. This WPA is due to expire in December 2002.

## **Annual Report 2001-2002**

Department of the Registrar, Western Australian Industrial Relations Commission

### **APPENDICES**

Appendix A	<i>Performance Indicators</i>
Appendix B	<i>Management Structure</i>
Appendix C	<i>Financial Statements</i>
Appendix D	<i>Statement of Compliance with Relevant Written Law</i>
Appendix E	<i>A Brief History Of The Department Of The Registrar,</i>

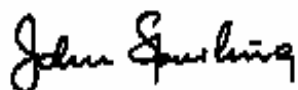
## **Annual Report 2001-2002**

Department of the Registrar, Western Australian Industrial Relations Commission

### **Appendix A**

#### **CERTIFICATION OF PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2002**

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Department of The Registrar, Western Australian Industrial Relations Commission and fairly represent the performance of the Department of The Registrar, Western Australian Industrial Relations Commission for the financial year ended 30 June 2002.



John Spurling  
**ACCOUNTABLE OFFICER**  
15 August 2002

# **Annual Report 2001-2002**

Department of the Registrar, Western Australian Industrial Relations Commission



## **Auditor General**

**To the Parliament of Western Australia**

### **DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2002**

#### **Matters Relating to the Electronic Presentation of the Audited Performance Indicators**

This audit opinion relates to the performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2002 included on the Department's web site. The Chief Executive Officer is responsible for the integrity of the Department's web site. I have not been engaged to report on the integrity of the Department's web site. The audit opinion refers only to the performance indicators named below. It does not provide an opinion on any other information which may have been hyperlinked to or from these performance indicators. If users of this opinion are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited performance indicators to confirm the information included in the audited performance indicators presented on this web site.

#### **Scope**

I have audited the key effectiveness and efficiency performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2002 under the provisions of the Financial Administration and Audit Act 1985.

The Chief Executive Officer is responsible for developing and maintaining proper records and systems for preparing and presenting performance indicators. I have conducted an audit of the key performance indicators in order to express an opinion on them to the Parliament as required by the Act. No opinion is expressed on the output measures of quantity, quality, timeliness and cost.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, evidence supporting the amounts and other disclosures in the performance indicators, and assessing the relevance and appropriateness of the performance indicators in assisting users to assess the Department's performance. These procedures have been undertaken to form an opinion as to whether, in all material respects, the performance indicators are relevant and appropriate having regard to their purpose and fairly represent the indicated performance.

The Department's outcome "A process for the prevention and resolution of industrial relations conflict" and Output 2 "Conciliation and Arbitration by the Western Australian Industrial Relations Commission" relate to the Commission established under the Industrial Relations Act 1979. As the Commission is an affiliated body and not subject to the operational control of the Department, key performance indicators are not reported for the Commission by the Department.

The audit opinion expressed below has been formed on the above basis.

## **Annual Report 2001-2002**

Department of the Registrar, Western Australian Industrial Relations Commission

### **Department of The Registrar, Western Australian Industrial Relations Commission Performance Indicators for the year ended June 30, 2002**

#### **Audit Opinion**

In my opinion, the key effectiveness and efficiency performance indicators are relevant to the outcome "Employers, employees and unions have a means of resolving industrial relations matters" of the Department of the Registrar, Western Australian Industrial Relations Commission. The indicators are appropriate for assisting users to assess the Department's performance and fairly represent the indicated performance for the year ended June 30, 2002.

D D R PEARSON  
AUDITOR GENERAL  
October 3, 2002

## Annual Report 2001-2002

Department of the Registrar, Western Australian Industrial Relations Commission

### PERFORMANCE MANAGEMENT

The Outcome is *“Employers, employees and unions have a means of resolving industrial relations matters”*

The Department manages one output:

**Output 1. Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.**

**Description:** To provide effective and efficient support to the Western Australian Industrial Relations Commission which allows that tribunal to provide the community with an efficient means of preventing or resolving industrial relations matters.

For 2001/2002, the Total Cost of this output is \$3.807m

A second output was named in the 2001/02 estimates, namely:

**Output 2: Conciliation and Arbitration by the Western Australian Industrial Relations Commission.**

**Description:** To provide a forum for dealing with the prevention and resolution of conflict in respect of industrial matters, the mutual rights of employers and employees, the rights and duties of organisations of employers and employees and related matters. The Commission provides for a conciliation and arbitration process to settle disputes..

This output relates to the Outcome “A process for the prevention and resolution of industrial relations conflict”.

As defined in section 3 of the Financial Administration and Audit Act (1985) and Treasurer’s Instruction 951, the Commission is an Affiliated Body of the Department and serviced by the Department. The Commission is financially dependent on the Department but not subject to its operational control. For 2001/2002 the Total Cost of this Output is \$4.764m.

The Department does not report on the performance of the Commission and therefore Output 2 is not reported as a Key Performance Indicator.

## Annual Report 2001-2002

Department of the Registrar, Western Australian Industrial Relations Commission

### Performance Indicators

The Department has identified the following Performance Indicators as key measures of effectiveness and efficiency.

EFFECTIVENESS INDICATOR.

#### Indicator 1 Responsiveness to client needs.

Client satisfaction and related information is a measure of effectiveness of how our services support the Industrial Relations Commission in resolving industrial relations matters.



The above graph was compiled from client surveys organised by the department. These surveys measured areas of information: satisfaction with service overall and against published service standards, responsiveness of staff, relevance of information and if services have improved over the preceding 12 months.

The graph displays client satisfaction with the effectiveness of services and the information provided. These indicate the effectiveness of the services that assist employers, employees and unions to resolve Industrial Relations matters.

The survey population consisted of approximately 153 key customers, representing Employer bodies, Employee organizations, Lawyers and Advocates and Government Agencies. Of those surveyed, 82 responded. The sampling error is 7.4% at the 95% confidence level with a 50% confidence interval.



## Annual Report 2001-2002

Department of the Registrar, Western Australian Industrial Relations Commission

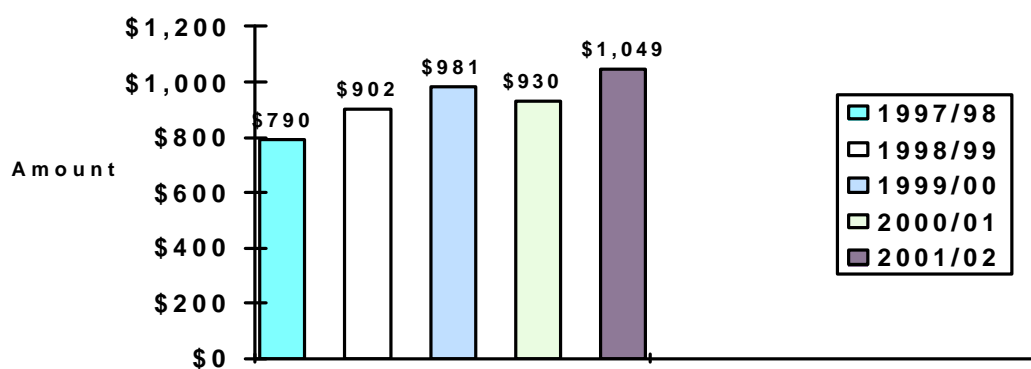
### EFFICIENCY INDICATOR

#### Indicator 2. Registration and Recording of Applications

Expenditure per application processed.

For the outcome of a service that supports the Industrial Relations Commission in resolving industrial relations matters it is important that the registry services are provided on a value for money basis.

#### Cost Per Application



The above graph measures cost efficiency per application received. For 2001/2002 3,628 applications and complaints were received. For prior years the applications received were as follows:

1997/98	4,115,
1998/99	3,487,
1999/00	3,313,
2000/01	3,768.

This graphical presentation uses a cost base of the “Total Cost”. The cost base is adjusted to reflect the change in Output structure from 1999/00 to 2000/01, for comparative purposes.

Had the 2001/2002 calculation been based on the total cost of service, less fee for service revenue from the Commonwealth, the cost per application is \$981 and in 2000/2001 \$865

## Annual Report 2001-2002

Department of the Registrar, Western Australian Industrial Relations Commission

### OUTPUT MEASURES 2001/2002

(These do not form part of the performance indicators)

Output 1	QUALITY	QUANTITY	TIMELINESS	(ACCRUAL BASED) COST
	% Files returned for corrective action  Target: 1% Actual: 1%	Number of applications received.  Target: 3600 Actual: 3628	Extent to which services are provided within time standards  Target: 100% Actual: 99%	Cost per application received  Target: \$980 Actual: \$1051

## Annual Report 2001-2002

Department of the Registrar, Western Australian Industrial Relations Commission

### Appendix B

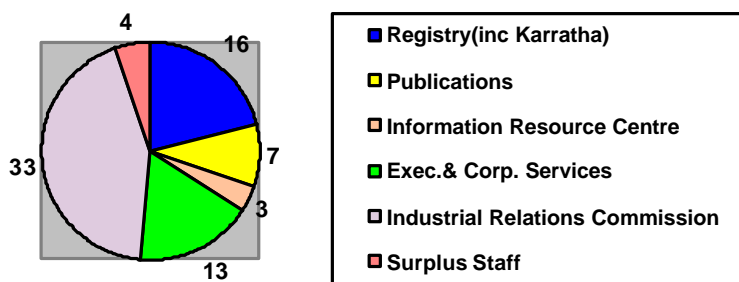
#### MANAGEMENT

Occupant	Position
John Spurling	Registrar and CEO
Alexander Watt, CPA	Director Corporate Services
John Rossi	Director of Operations/Deputy Registrar
Kelvin McCann	Deputy Registrar (Karratha)
Sue Bastian	Deputy Registrar
Sue Tuna	Deputy Registrar

#### Personnel

The agencies approved staffing level (AASL) for 2001/2002 was 76.5 FTE's (full-time equivalents). This figure includes members of the Commission. Figure 1 shows the distribution of this AASL.

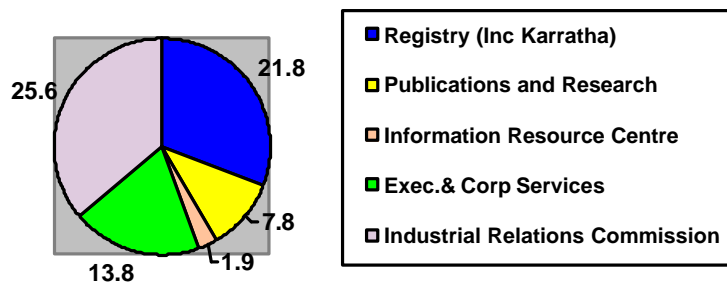
Figure 1 - Distribution of Approved Average Staffing Levels



The average staffing level (ASL) for the year was 70.9 FTE's and the distribution within the agency is shown in Figure 2.

During the year fourteen positions (14) were advertised and or filled compared to ten (10) positions in 2000/2001.

Figure 2 - Distribution of ASL (Actual)



The figure for "Registry" includes staff employed on contract to provide services for the Australian Industrial Registry on a fee for service basis.

## Annual Report 2001-2002

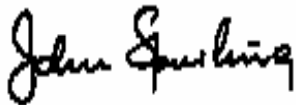
Department of the Registrar, Western Australian Industrial Relations Commission

### Appendix C

#### CERTIFICATION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2002

The accompanying financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2002 and the financial position as at 30 June 2002.

At the date of signing we are not aware of any circumstances which would render any particulars included in the financial statements misleading or inaccurate.



John Spurling  
ACCOUNTABLE OFFICER



Alexander Watt CPA  
PRINCIPAL ACCOUNTING OFFICER

15 AUGUST 2002

## **Annual Report 2001-2002**

Department of the Registrar, Western Australian Industrial Relations Commission



**Auditor General**

**To the Parliament of Western Australia**

### **DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2002**

#### **Matters Relating to the Electronic Presentation of the Audited Financial Statements**

This audit opinion relates to the financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2002 included on the Department's web site. The Chief Executive Officer is responsible for the integrity of the Department's web site. I have not been engaged to report on the integrity of the Department's web site. The audit opinion refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to or from these statements. If users of this opinion are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial statements to confirm the information included in the audited financial statements presented on this web site.

#### **Scope**

I have audited the accounts and financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2002 under the provisions of the Financial Administration and Audit Act 1985.

The Chief Executive Officer is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial statements, and complying with the Act and other relevant written law. The primary responsibility for the detection, investigation and prevention of irregularities rests with the Chief Executive Officer.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, the controls exercised by the Department to ensure financial regularity in accordance with legislative provisions, evidence to provide reasonable assurance that the amounts and other disclosures in the financial statements are free of material misstatement 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, other mandatory professional reporting requirements and the Treasurer's Instructions so as to present a view which is consistent with my understanding of the Department's financial position, the results of its operations and its cash flows.

The audit opinion expressed below has been formed on the above basis.

## **Annual Report 2001-2002**

Department of the Registrar, Western Australian Industrial Relations Commission

### **Department of The Registrar, Western Australian Industrial Relations Commission Financial Statements for the year ended June 30, 2002**

#### **Audit Opinion**

In my opinion,

- (i) the controls exercised by the Department of the Registrar, Western Australian Industrial Relations Commission provide reasonable assurance that the receipt and expenditure of moneys and the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Output Schedule of Expenses and Revenues and Summary of Consolidated Fund Appropriations and Revenue Estimates and the Notes to and forming part of the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions, the financial position of the Department at June 30, 2002 and its financial performance and its cash flows for the year then ended.

D D R PEARSON  
AUDITOR GENERAL  
October 3, 2002

# Annual Report 2001 - 2002

Department of The Registrar, Western Australian Industrial Relations Commission

## Statement of Financial Position

as at 30 June 2002

	Note	2001/02 (\$'000)	2000/01 (\$'000)
<b>CURRENT ASSETS</b>			
Cash Assets	15	393	105
Restricted Cash Assets	16	163	114
Prepayments	17	76	99
Receivables	18	176	103
<b>Total current assets</b>		<u>808</u>	<u>421</u>
<b>NON-CURRENT ASSETS</b>			
Amount Receivable for Outputs	19	69	0
Property, Plant and Equipment	20	358	208
Works of Art	20	5	5
<b>Total non current assets</b>		<u>432</u>	<u>213</u>
<b>Total assets</b>		<u><u>1,240</u></u>	<u><u>634</u></u>
<b>CURRENT LIABILITIES</b>			
Accrued salaries	21	481	98
Payables	23	80	111
Provisions	22	1,663	1,596
<b>Total current liabilities</b>		<u>2,224</u>	<u>1,805</u>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	22	209	253
<b>Total non-current liabilities</b>		<u>209</u>	<u>253</u>
<b>Total liabilities</b>		<u>2,433</u>	<u>2,058</u>
<b>EQUITY</b>	25		
Accumulated Deficiency		(1,343)	(1,424)
Contributed Equity		150	
<b>Total Equity deficit</b>		<u>(1,193)</u>	<u>(1,424)</u>
<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>1,240</u></u>	<u><u>634</u></u>

The Statement of Financial Position should be read in conjunction with the accompanying notes.

## Annual Report 2001 - 2002

Department of The Registrar, Western Australian Industrial Relations Commission

### Statement of Financial Performance

*For the year ended 30 June 2002*

	Note	2001/02 (\$'000)	2000/01 (\$'000)
<b>COST OF SERVICES</b>			
<b><i>Expenses from ordinary activities</i></b>			
Employee expenses	4	5,129	4,621
Superannuation	5	750	598
Depreciation and amortisation expense	6	111	149
Supplies and Services	7	1,382	1,450
Accommodation expenses	8	1,199	1,136
<b>Total cost of services</b>		<b>8,571</b>	<b>7,954</b>
<b><i>Revenues from ordinary activities</i></b>			
Gain on Disposal of Assets	9	16	0
User charges and fees	10	430	340
<b>Total revenues from ordinary activities</b>		<b>446</b>	<b>340</b>
<b>Net cost of services</b>		<b>8,125</b>	<b>7,614</b>
<b>REVENUES FROM GOVERNMENT</b>			
Output Appropriation	11	7,920	6,878
Resources received free of charge	13	31	16
Liabilities assumed by the Treasurer	14	282	598
Amount Remitted to Con Fund	9	(17)	0
<b>Total revenues from Government</b>		<b>8,216</b>	<b>7,492</b>
<b>CHANGE IN NET ASSETS</b>		<b>91</b>	<b>(122)</b>

The Statement of Financial Performance should be read in conjunction with the accompanying notes.



## Annual Report 2001 - 2002

Department of The Registrar, Western Australian Industrial Relations Commission

### Statement of Cash Flows

*for the year ended 30 June 2002*

	Note	2001/02 (\$'000) Inflows (Outflows)	2000/01 (\$'000) Inflows (Outflows)
<b>CASH FLOWS FROM GOVERNMENT</b>			
Output appropriation		7,851	6,838
Capital contribution		150	40
Amount Remitted to Consolidated Fund		(17)	
<b>Net cash provided by Government</b>		<u>7,984</u>	<u>6,878</u>
<b>Utilised as follows:</b>			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee Costs		(4,763)	(4,507)
Superannuation		(468)	
Supplies and Services		(1,339)	(1,521)
Accommodation		(1,198)	(1,192)
GST Payments on Purchases		(279)	(247)
GST Payments to taxation authority			(5)
<b>Receipts</b>			
User charges and fees		322	393
GST receipts on sales		46	28
GST receipts from taxation authority		265	164
Other Receipts		11	
<b>Net cash provided by (used in) operating activities</b>	26	<u>(7,403)</u>	<u>(6,887)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of non-current physical assets		(262)	(149)
Net proceeds from the sale of physical non-current assets		18	
<b>Net cash provided by investing activities</b>		<u>(244)</u>	<u>(149)</u>
<b>Net increase/(decrease) in cash held</b>		337	(158)
<i>Cash assets at the beginning of the financial year</i>		219	377
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>		<u>556</u>	<u>219</u>

The Statement of Cash Flows should be read in conjunction with the accompanying notes.

# Annual Report 2001 - 2002

Department of The Registrar, Western Australian Industrial Relations Commission

## Output Schedule of Expenses and Revenues for the year ended 30 June 2002

	Note	Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.		Conciliation and Arbitration by the Western Australian Industrial Relations Commission.		Totals	
		2001/02 \$'000	2000/01 \$'000	2001/02 \$'000	2000/01 \$'000	2001/02 \$'000	2000/01 \$'000
<b>Cost of Services</b>							
<b>Expenses from ordinary activities</b>							
Salaries		2,320	2,033	2,809	2,588	5,129	4,621
Superannuation		265	263	485	335	750	598
Depreciation		79	66	32	83	111	149
Supplies and Services		664	638	718	812	1,382	1,450
Accommodation expenses		479	500	720	636	1,199	1,136
Loss on disposal of Assets							
Interest expense							
<b>Total cost of services</b>		<b>3,807</b>	<b>3,500</b>	<b>4,764</b>	<b>4,454</b>	<b>8,571</b>	<b>7,954</b>
<b>Revenues from ordinary activities</b>							
Transcript Sales		(17)	(42)			(17)	(42)
Document Lodgement		(45)	(41)			(45)	(41)
Sundry		(110)	(15)			(110)	(15)
Australian Industrial Reg fees	29(b)	(246)	(242)			(246)	(242)
Workers comp recoups		(12)				(12)	
Gain on Disposal of Assets		(16)				(16)	
<b>Total revenues from ordinary activities</b>		<b>(446)</b>	<b>(340)</b>			<b>(446)</b>	<b>(340)</b>
<b>NET COST OF SERVICES</b>		<b>3,361</b>	<b>3,160</b>	<b>4,764</b>	<b>4,454</b>	<b>8,125</b>	<b>7,614</b>
<b>REVENUES FROM GOVERNMENT</b>							
Output Appropriations		(3,483)	(3,026)	(4,437)	(3,852)	(7,920)	(6,878)
Resources received free of charge		(14)	(7)	(17)	(9)	(31)	(16)
Liabilities assumed by the Treasurer		(113)	(263)	(169)	(335)	(282)	(598)
Amount Remitted to Con Fund		17				17	
<b>Total revenues from Government</b>		<b>(3,593)</b>	<b>(3,296)</b>	<b>(4,623)</b>	<b>(4,196)</b>	<b>(8,216)</b>	<b>(7,492)</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>		<b>232</b>	<b>136</b>	<b>(141)</b>	<b>(258)</b>	<b>91</b>	<b>(122)</b>

The Output schedule of Expense and Revenues should be read in conjunction with the accompanying notes

## Annual Report 2001 - 2002

Department of The Registrar, Western Australian Industrial Relations Commission

### SUMMARY OF CONSOLIDATED FUND APPROPRIATIONS AND REVENUE ESTIMATES FOR THE YEAR ENDED 30 JUNE 2002

	2001/02 Estimate \$000	2001/02 Actual \$000	Variance \$000	2001/02 Actual \$000	2000/01 Actual \$000	Variance \$000
<b>PURCHASE OF OUTPUTS</b>						
Item 55 Net amount appropriated to purchase outputs	7,814	7,811	3	7,811	6,739	1,072
Amount Authorised by Other Statutes - Salaries and Allowances Act 1975	109	109	-	109	99	10
<b>Total appropriations provided to purchase outputs</b>	<b>7,923</b>	<b>7,920</b>	<b>3</b>	<b>7,920</b>	<b>6,838</b>	<b>1,082</b>
<b>Details Of Expenditure by Outputs</b>						
Services to the WAIRC and Industrial Magistrates Court	3,528	3,807	(279)	3,807	3,293	514
Conciliation and Arbitration by the Western Australian Industrial Relations Commission	4,491	4,764	(273)	4,764	4,174	590
Total Cost of Outputs	8,019	8,571	(552)	8,571	7,467	1,104
Less retained revenue	(119)	(430)	311	(430)	(580)	150
Net Cost of Outputs	7,900	8,141	(241)	8,141	6,887	1,254
Adjustment for movement in cash balances and other accrual items	23	(221)*	244	(221)	(49)	(172)
<b>Total appropriations provided to purchase outputs</b>	<b>7,923</b>	<b>7,920</b>	<b>3</b>	<b>7,920</b>	<b>6,838</b>	<b>1,082</b>
<b>CAPITAL</b>						
Item 146 (Amount provided for capital services)	150	150	-	150	40	110
<b>Capital Expenditure</b>						
Capital appropriations	150	150	-	150	40	110
Holding account draw-downs	-	-	-	-	-	-
<b>Total capital expenditure</b>	<b>150</b>	<b>150</b>		<b>150</b>	<b>40</b>	<b>110</b>
<b>ADMINISTERED</b>						
Administered capital appropriations	-	-	-	-	-	-
Administered grants and transfer payments	-	-	-	-	-	-
<b>Total administered appropriations</b>						
<b>GRAND TOTAL OF APPROPRIATIONS</b>	<b>8,073</b>	<b>8,070</b>	<b>3</b>	<b>8,070</b>	<b>6,878</b>	<b>1,083</b>
<b>DETAILS OF REVENUE ESTIMATES</b>						
Revenues disclosed as Administered Revenues	3	3	-	3	3	-

The Summary of Consolidated Fund Appropriations, Variance to Actual and Budget should be read in conjunction with the accompanying notes.

Variance amounts for comparison 2001/02 Actual and 2000/01 Actual are irrelevant as amounts for 2001/02 reflect accrual appropriations whereas amounts for 2000/01 do not.

\* Additional amount of \$111,000 was used towards capital expenditure refer to Statement of Cash Flows.

This Summary provides the basis for the Explanatory Statement information requirements of Treasurers Instruction 945.

# Annual Report 2001 – 2002

Department of The Registrar, Western Australian Industrial Relations Commission

## ***Notes to the Financial Statements 30 June 2002***

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### **1 Departmental objectives and funding**

The Department's mission is to support the Western Australian Industrial Relations Commission to provide employers, employees and unions with a means of resolving industrial relations matters according to industrial relations legislation.

The Department is funded by Parliamentary appropriation. The Financial statements encompass all Funds through which the department controls resources to carry on its functions.

In the process of reporting on the department as a single entity, all intra-entity transactions and balances have been eliminated.

### **2 Significant accounting policies**

The following accounting policies have been adopted in the preparation of the financial statements. Unless otherwise stated these policies are consistent with those adopted in the previous year.

#### **(a) General Statement**

The financial statements constitute a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary the application, disclosure, format and wording. The Financial Administration and Audit Act and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector together with the need for greater disclosure and also to satisfy accountability requirements.

If any such modification has a material or significant financial effect upon the reported results, details of that modification and where practicable, the resulting financial effect is disclosed in individual notes to these financial statements.

#### **(b) Basis of accounting**

The financial statements have been prepared in accordance with Australian Accounting Standard AAS 29. The statements have been prepared on the accrual basis of accounting using the historical cost convention.

Administered assets, liabilities, expenses and revenues are not integral to the Department in carrying out its functions and are disclosed in the notes to the financial statements, forming part of the general purpose financial report of the Department. The administered items are disclosed on the same basis as is described above for the financial statements of the Department. The administered assets, liabilities, expenses and revenues are those which the Government requires the Department to administer on its behalf. The assets do not render any service potential or future economic benefits to the Department, the liabilities do not require the future sacrifice of service potential or future economic benefits of the Department, and the expenses and revenues are not attributable to the Department.

As the administered assets, liabilities, expenses and revenues are not recognised in the principal financial statements of the Department, the disclosure requirements of Australian Accounting Standard AAS 33, Presentation and Disclosure of Financial Instruments, are not applied to administered transactions.

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition. Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

## **Annual Report 2001 – 2002**

Department of The Registrar, Western Australian Industrial Relations Commission

### ***Notes to the Financial Statements 30 June 2002***

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#### **(c) Appropriations**

Appropriations in the nature of revenue, whether recurrent or capital, are recognised as revenues in the period in which the Department gains control of the appropriated funds. The Department gains control of appropriated funds at the time those funds are drawn down by the Department. Appropriations which are repayable by the Department to the Treasurer are recognised as liabilities.

Under UIG 38 "Contributions by Owners Made to Wholly-Owned Public Sector Entities" transfers in the nature of equity contributions must be designated by the Government (owners) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions in the financial statements. Capital contributions (appropriations) have been designated as contributions by owners and have been credited directly to Contributed Equity in the Statement of Financial Position. All other transfers have been recognised in the Statement of Financial Performance. Prior to the current reporting period, capital appropriations were recognised as revenue in the Statement of Financial Performance. Capital appropriations which are repayable to the Treasurer are recognised as liabilities.

#### **(d) Net Appropriation Determination**

Pursuant to section 23A of the Financial Administration and Audit Act, the net appropriation determination by the Treasurer provides for retention of the following moneys received by the Department:

Proceeds from fees and charges; and proceeds from training courses provided.

Retained revenues may only be applied to the outputs specified in the 2001-2002 Budget Statements.

Details of retained revenues are disclosed in the Summary of Consolidated Fund Appropriations and Revenue Estimates.

#### **(e) Employee Entitlements**

##### ***Annual leave***

This entitlement is recognised at current remuneration rates and is measured at the amount unpaid at the reporting date in respect to employees' service up to that date.

##### ***Long service leave***

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given, when assessing expected future payments, to expected future wages and salary levels including relevant on-costs, experience of employee departures and periods of service. Expected future payments are discounted using interest rates on National Government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash outflows.

This method of measurement of liability is consistent with requirements of Australian Accounting Standard AAS 30 "Accounting for Employee Entitlements."

##### ***Superannuation***

Staff may contribute to the Pension Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to either of these schemes become non-contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. All of the schemes are administered by the Government Employees Superannuation Board. (GESB)

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### ***Notes to the Financial Statements 30 June 2002***

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The superannuation expense comprises the following elements:

- (i) change in the unfunded employer's liability in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and
- (ii) employer contributions which have been paid to the Gold State Superannuation Scheme and West State Superannuation Scheme.

The superannuation expense does not include payment of pensions to retirees as this does not constitute part of the cost of services provided by the Department in the current year.

A revenue "Liabilities assumed by the Treasurer" is recognised under Revenues from Government in the Statement of Financial Performance as the unfunded liability is assumed by the Treasurer. GESB makes the benefit payments and is recouped by the Treasurer.

From 1 July 2001 the Department was funded for employer contributions in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund. Prior to 1 July 2001, an amount equivalent to the employer contributions which would have been paid to the Gold State Superannuation Scheme and the West State Superannuation Scheme if the Department had made concurrent employer contributions to these Schemes, was included in superannuation expense. The amount was also included in the revenue item "Liabilities assumed by the Treasurer".

The total unfunded liability for pensions and transfer benefits assumed by the Treasurer at 30 June, 2002 in respect of current employees is \$ 1,443 m (2000-01 \$1,161m).

#### **(f) Operating Account**

Amounts appropriated and revenues, which are the subject of net appropriation determinations, are deposited into the Operating Account. Revenues which are not subject to net appropriation determinations are deposited into the Consolidated Fund. All Departmental payments are made from the Operating Account.

#### **(g) Depreciation of non-current assets**

All non-current assets of value greater than \$1,000, having a limited useful life are systematically depreciated to reflect the consumption of the service potential embodied in those assets. Depreciation has been charged on a straight line basis using the following average lives: Artwork is a heritage asset and as such is not depreciated.

Furniture and fittings	5 years – 15 years
Plant & Equipment	5 years
Computer equipment	3 years - 6 years

These rates are reviewed annually

#### **(h) Leases**

The Department has entered into a number of operating lease arrangements for office equipment where the lessors effectively retain all of the risks and benefits incident to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the operating statement over the lease term as this is representative of the pattern of benefits to be derived from the lease property

#### **(i) Net Fair Values of Financial Assets and Liabilities**

Net fair values of financial instruments are determined on the following bases:

Monetary financial assets and liabilities not traded in an organised financial market – cost basis carrying amounts of debtors, accounts payable, and accruals (which approximate net fair value).

#### **(j) Receivables, Payables, Accrued Salaries Suspense and amounts due to the Treasurer.**

Receivables are recognised at the amounts receivable as they are due for settlement no more than 30 days from the date of recognition. Collectability of accounts receivable is reviewed on an ongoing basis. Debts which are known to be un-collectable are written off.

## Annual Report 2001 – 2002

### Department of The Registrar, Western Australian Industrial Relations Commission

Payables, including accruals not yet billed, are recognised when the Department becomes obliged to make future payments as a result of a purchase of assets or services. Payables are generally settled within 30 days

The accrued salaries expense account consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

The Accrued salaries value in the balance sheet represents the amount due to staff but unpaid at the end of the financial year and this event occurs when the date of the last pay in the financial year and the end of the financial year do not coincide. Accrued salaries are settled within a few days of the financial year end.

#### (k) Prepayments:

Departmental policy in respect of prepayments is to accrue only those payments consistent with SAC4.

#### (l) Statement of Cash Flows

For the purpose of the Statement of Cash Flows, "cash" has been deemed to include cash on hand and amounts in suspense.

#### (m) Comparatives and Rounding

Comparative figures are reclassified so as to be comparable with the figures presented in the current financial year, where appropriate. Amounts in the financial statements have been rounded to the nearest thousand dollars, or in certain cases, to the nearest dollar.

#### (n) Resources Received Free of Charge

Resources received free of charge or for nominal value which can be reliably measured are recognised as revenues and as assets or expenses as appropriate fair value.

### 3

#### Outputs of the Department

Information about the Department's outputs, and the expenses and revenues which are reliably attributable to those outputs is set out in the Outputs Schedule. Information about expenses, revenues, assets and liabilities administered by the Department are given at Note 31.

The Department manages two outputs:

##### **Output 1: Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.**

Description: To provide effective and efficient support to the Western Australian Industrial Relations Commission which allows that tribunal to provide the community with an efficient means of preventing or resolving industrial relations matters.

##### **Output 2: Conciliation and Arbitration by the Western Australian Industrial Relations Commission.**

Description: To provide a forum for dealing with the prevention and resolution of conflict in respect of industrial matters, the mutual rights of employees and employers, the rights and duties of organisations of employers and employees and related matters. The Commission provides for a conciliation and arbitration process to settle disputes.

### 4

#### Employee Costs

	2001/02 (\$'000)	2000/01 (\$'000)
Salaries	4,826	4,235
Change in leave entitlements	16	125
Leave payments	287	261
	<u>5,129</u>	<u>4,621</u>

## Annual Report 2001 – 2002

Department of The Registrar, Western Australian Industrial Relations Commission

		2001/02 (\$'000)	2000/01 (\$'000)
<b>5</b>	<b>Superannuation</b>		
	Goldstate and Westate Superannuation Contributions	468	
	Notional superannuation expense for the year (liability assumed by Treasurer)	282	598
		<u>750</u>	<u>598</u>
<b>6</b>	<b>Depreciation/Amortisation</b>		
	Furniture	3	2
	Computer hardware	68	106
	Plant and Equipment	40	41
	Total Depreciation/Amortisation	<u>111</u>	<u>149</u>
<b>7</b>	<b>Supplies and Services expenses</b>		
	Communication Expense	156	133
	Consumable Expense	273	310
	Equipment Repair and Maintenance	65	66
	Supplies and Services	857	925
	Resources received free of charge	31	16
		<u>1,382</u>	<u>1,450</u>
<b>8</b>	<b>Accommodation expenses</b>		
	Expenses incurred during the year	1,199	1,136
		<u>1,199</u>	<u>1,136</u>
<b>9</b>	<b>Net profit/(loss) on disposal of non-current assets</b>		
	Profit on Sale of Non-Current Assets		
	Computer Hardware (at cost)	160	
	Accumulated Depreciation	(160)	
	Written Down Value	0	
	Gross Proceeds on Disposal	18	
	Net Profit on Disposal of Computer Hardware	<u>18</u>	
	Loss on Sale of Non-Current Assets		
	Plant and Equipment (at cost)	11	
	Accumulated Depreciation	(10)	
	Written Down Value	1	
	Gross Proceeds on Disposal	0	
	Net Loss on Disposal of Plant and Equipment	<u>(1)</u>	
	Net Profit/Loss *	<u>17</u>	
	* Amount remitted to Consolidated Fund	<u>(17)</u>	
<b>10</b>	<b>User Charges and Fees</b> (retained as part of net funding arrangements)		
	Miscellaneous	22	15
	Salary Recoups	88	
	Transcript sales	17	42
	Document lodgements	45	41
	Workers compensation recoups-current year	12	
	Workers compensation recoups-prior year		
	Australian Industrial Registry-service fees	246	242
		<u>430</u>	<u>340</u>



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		2001/02 (\$'000)	2000/01 (\$'000)
<b>11</b>	<b>Revenues (to) from Government</b>		
	Output Appropriations	7,811	6,739
	Special Acts	109	99
		<u>7,920</u>	<u>6,878</u>
<b>12</b>	<b>Trust Accounts</b>		
	None held.		
<b>13</b>	<b>Resources received free of charge</b>		
	Ministry for Justice		
	- Legal Expenses	11	
	Office of the Auditor General		
	- external audit services	20	16
		<u>31</u>	<u>16</u>
<b>14</b>	<b>Liabilities assumed by the Treasurer</b>		
	Notional Superannuation expense	<u>282</u>	<u>598</u>
<b>15</b>	<b>Cash Assets</b>		
	Operating Account	392	99
	Cash on hand.	1	6
		<u>393</u>	<u>105</u>
<b>16</b>	<b>Restricted Cash Assets</b>		
	Accrued Salaries Suspense Account	<u>163</u>	<u>114</u>
	Accrued salaries suspense account is represented by a cash balance and is therefore equivalent to the net fair value. The amount is only to be used for the purpose of meeting the 27 <sup>th</sup> pay in a financial year that occurs every 11 years		
<b>17</b>	<b>Pre-payments</b>		
	Prepayments	<u>76</u>	<u>99</u>
<b>18</b>	<b>Receivables</b>		
	Trade Debtors	153	12
	GST Receivables	23	91
		<u>176</u>	<u>103</u>
<b>19</b>	<b>Amounts receivable for outputs</b>		
	Non Current	69	
		<u>69</u>	
	This asset represents the non-cash component of output appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.		

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20		2001/02 (\$'000)	2000/01 (\$'000)
	<b>Property, Plant and Equipment</b>		
	Plant and Equipment		
	At cost	221	221
	Accumulated depreciation	(156)	(126)
		<u>65</u>	<u>95</u>
	Furniture		
	At cost	31	30
	Accumulated depreciation	(21)	(18)
		<u>10</u>	<u>12</u>
	Artwork		
	At cost	<u>5</u>	<u>5</u>
	Computer Hardware		
	At cost	748	658
	Accumulated depreciation	(465)	(557)
		<u>283</u>	<u>101</u>
	Total Non Current Assets	1005	914
	Total Accumulated depreciation/amortisation	(642)	(701)
	<b>Written down value as at June 30</b>	<u>363</u>	<u>213</u>

### Reconciliations of Non Current Assets

	Plant and Equipment \$'000	Furniture \$'000	Computer Hardware \$'000	Artwork \$'000	Total \$'000
Carrying Amount at start of year	95	12	101	5	213
Additions	10	1	250		261
Disposals – At cost	10		160		170
Accumulated Dep'n	(10)		(160)		(170)
At Cost					
Depreciation	40	3	68		111
Carrying amount at year end	65	10	283	5	363

21	<b>Accrued salaries</b>		
	Amount owing for the 6 working days to June 30 2002. (2001 – 6 days)	108	98
	Accrued redundancies	373	
		<u>481</u>	<u>98</u>
22	<b>Provisions</b>		
	Current liabilities		
	Annual Leave	706	732
	Long Service Leave	957	864
		<u>1,663</u>	<u>1,596</u>
	Non-current liabilities		
	Long Service Leave	209	253
	Total Provisions	<u>1,872</u>	<u>1,849</u>
23	<b>Payables</b>		
	Trade Creditors	42	8
	Accrued Expenses	38	103
		<u>80</u>	<u>111</u>

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		2001/02 (\$'000)	2000/01 (\$'000)
<b>24</b>	<b>Lease commitments</b>		
	<i>Non-cancellable operating lease commitments</i>		
	Not later than 1 year	48	53
	Later than 1 year and not later than 2 years	20	34
	Later than 2 years and not later than 5 years	13	33
		<u>81</u>	<u>120</u>
<b>25</b>	<b>Equity</b>		
	Liabilities exceed assets for the Department and there is therefore no residual interest in the assets of the Department. This deficit arises through expenses such as depreciation and accrual of employee entitlements for leave not involving the payment of cash in the current period being recognised in the operating statement. Prior to 2001/02, funding for the Department was entirely through appropriation on a cash basis. This situation reverses when appropriated cash is used to purchase assets or to pay out accrued liabilities		
	Accumulated deficiency		
	Opening Balance	(1,424)	(1,302)
	Capital Contribution	150	
	Adjustment for prior year correction	(10)	
	Change in net assets resulting from operations(Excluding Administered Assets held)	<u>91</u>	<u>(122)</u>
	Closing Balance	<u>(1,193)</u>	<u>(1,424)</u>
<b>26</b>	<b>Reconciliation of net cash provided by (used in) operating activities to net cost of services</b>		
	For the purposes of the Statement of Cash Flows 'cash' is deemed to include cash on hand and restricted cash. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
	<b>Net Cost of Services</b>	(8,125)	(7,614)
<b>Non-Cash Items</b>	Depreciation Expense	111	149
	Resources Received Free of Charge	31	16
	Liabilities Assumed by the Treasurer	282	598
	Profit/Loss on sale of property	(17)	
<b>Increase/Decrease in Assets</b>	Current Receivables	(141)	31
	Prepayments	23	(10)
<b>Increase/Decrease in Liabilities</b>	Current Payables (iii)	(31)	(112)
	Current Provisions	67	71
	Accrued Salaries	383	9
	Non Current Provisions	(44)	54
	Net GST receipts/payments (i)	32	
	Change in GST in receivables/payables (ii)	26	(79)
	Net Cash provided by (used in) operating activities	<u>(7,403)</u>	<u>(6,887)</u>

(i) Net GST paid/received on a cash basis.

(ii) Reverses out the GST in accounts receivable and payable.

(iii) The ATO receivable/payable in respect of GST and receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they are not reconciling items.

Receivable/payable in respect of sale or purchase of non current assets are not included in the reconciliation.

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2001/02  
(\$'000)

2000/01  
(\$'000)

## 27 Remuneration and retirement benefits of senior officers

### Remuneration

The number of Senior Officers whose total of fees, salaries, superannuation and other benefits received, or due and receivable, for the financial year, who fall within the following bands are:

\$	2001/02	2000/01
70,001 - 80,000		2
80,001 - 90,000	1	1
90,001 - 100,000	1	
120,001 - 130,000		1
140,000 - 150,000	1	
170,000 - 180,000	1	

The total remuneration of senior officers is: 494      395

Significant increase due to redundancy payment of \$104,000

## 28 Additional Financial Instrument Disclosure

	Weighted effective rate	average interest rate	Floating interest rate	Fixed interest rate maturities	Non interest bearing	Total
	%	\$'000	1 year less \$'000	or 1 to years \$'000	5 Over years \$'000	\$'000
<b>30 June 2002</b>						
<i>Financial Assets</i>						
Cash resources						556
Accounts receivable						176
Total financial assets		0	0	0	0	732
<i>Financial Liabilities</i>						
Accrued expenses						80
Accrued salaries						481
Lease liabilities						
Employee entitlements						1,872
Total financial liabilities		0	0	0	0	2,433
Net financial assets (liabilities)		0	0	0	0	(1,701)
<b>30 June 2001</b>						
<i>Financial Assets</i>						
Cash resources						219
Accounts receivable						103
Total financial assets		0	0	0	0	322
<i>Financial Liabilities</i>						
Accrued expenses						111
Accrued salaries						98
Lease liabilities						
Employee entitlements						1,849
Total financial liabilities		0	0	0	0	2,058
Net financial assets (liabilities)		0	0	0	0	(1,736)
Credit risk exposure						

All financial assets are unsecured.

Amounts owing by other government agencies are guaranteed and therefore no credit risk exists in respect of those amounts. In respect of other financial assets the carrying amounts represent the Departments maximum exposure to credit risk in relation to those assets.

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Department of The Registrar, Western Australian Industrial Relations Commission

## Notes to the Financial Statements 30 June 2001

### 29 Explanatory Statements

The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriations and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into Consolidated Fund, all on an accrual basis.

The following explanations are provided in accordance with Treasurer's Instruction 945, significant variations are those greater than 10% or \$500,000

	2001/02 (\$'000) Estimate	2001/02 (\$'000) Actual	Variation (\$'000)
--	---------------------------------	-------------------------------	-----------------------

#### (a) Variance between estimated and actual expenditure.

There was significant variances in the following output expenditures

<b>Employee Costs</b>	4,792	5,129	(337)
The variance is the result of redundancy payments			
<b>Accommodation Expense</b>	1,376	1,199	177
Anticipated rental increases did not occur in 2001/2002			

#### (b) Variance between estimated and actual revenue.

Output 1 – Services to the Industrial Relations Commission	(119)	(430)	311
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Increased revenue to allow for increased obligations in respect of fee for service arrangements with the Australian Industrial Registry.

	2000/01 (\$'000)	2001/02 (\$'000)	Variation (\$'000)
<b>(c) Significant variations between actual outputs for the financial year and the corresponding outputs of the immediately preceding financial year.</b>			
Output 1	3,500	3,807	307

Variation reflects the accrual of redundancy payments, some of which are recoupable.

### Related Bodies

The Department of the Registrar, WAIRC does not have any related bodies.

### Affiliated Body

The Western Australian Industrial Relations Commission (WAIRC) is an affiliated body in that it received administrative support of \$4,764,000 (2000-\$4,454,000) from the Department. The WAIRC is not subject to operational control by the Department.

The Department met all the operational expenses from money appropriated to the Department for that purpose as identified under the Output titled 'Conciliation and Arbitration by the Western Australian Industrial Relations Commission'

The Output provides for the salaries and contingencies of Commission Members and their direct support staff and services. Details on the operations of the Commission are reported in the Chief Commissioner's Annual Report to the Minister made pursuant to section 16, subsection (2)(b) of the Industrial Relations Act 1979.

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		2001/02 (\$'000)	2000/01 (\$'000)
<b>30</b>	<b>Losses of public monies and public or other property through theft or default:</b>	Nil	Nil
	Amount Recovered	N/A	N/A
	Insurance Claims outstanding	Nil	Nil
	Losses written off (as detailed below)	Nil	Nil
	Public and other property, revenue and debts due to the State, written off in accordance with Section 45 of the Financial Administration and Audit Act by:		
	Accountable Officer	1	0
	Gifts of Public Property	Nil	Nil
<b>31</b>	<b>Schedule of Administered Items:</b>		
		2001/02 (\$'000)	2000/01 (\$'000)
	<b>ADMINISTERED EXPENSES AND REVENUES</b>		
	<b>EXPENSES</b>		
	Bad and Doubtful Debts		
	Payments to Treasury	3	7
	Total Administered Expenses	<u>3</u>	<u>7</u>
	<b>REVENUES</b>		
	Payments of fines	(6)	(9)
	Total Administered Revenues	<u>(6)</u>	<u>(9)</u>
	<b>ADMINISTERED ASSETS AND LIABILITIES</b>		
	<b>ASSETS</b>		
	Accounts receivable	5	26
	Less Provision for doubtful debts		(20)
	Total Administered current assets	<u>5</u>	<u>6</u>
	Non-Current		
	Total Administered Non-Current Assets		
	<b>Total Administered Assets</b>	<u>5</u>	<u>6</u>
	<b>LIABILITIES</b>		
	Current		
	Accounts payable		
	Total Administered Current Liabilities		
	Non-current		
	Total Administered Non-Current Liabilities		
	<b>Total Administered Liabilities</b>		

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### Appendix D

#### RELEVANT WRITTEN LAW

##### 1. ENABLING LEGISLATION

The Department of the Registrar is a Department established under Section 35 of the Public Sector Management Act 1994.

##### 2. OTHER ACTS

- Industrial Relations Act 1979
- Acts Amendments and Repeal (Industrial Relations) Act 1984
- Industrial Relations Legislation Amendment and Repeal Act 1995

These Acts provide for the following Affiliated Bodies, their jurisdiction and powers:

- The Western Australian Industrial Relations Commission, the Industrial Appeal Court, the Constituent Authorities and the Industrial Magistrates Court.
- The appointment of Associates by the Minister as officers of the Commission.
- The appointment of the Registrar and such number of Deputy Registrars and other officers as may from time to time be necessary for the purposes of the Act.
- The Long Service Leave Act 1958.
- Local Government Act 1960.

- Construction Industry Portable Paid Long Service Leave Act 1985.

These Acts provide for the establishment of Boards of Reference, their jurisdiction and powers with respect to Long Service Leave. As of the 16 January 1996, the Long Service Leave Act 1985 no longer provided for the establishment of Boards of Reference.

##### 3. LEGISLATION ADMINISTERED

The Department of the Registrar does not administer any legislation.

##### 4. LEGISLATION IMPACTING ON DEPARTMENTAL ACTIVITIES

In the performance of its functions, the Department complies with the following relevant written laws:

- ? Financial Administration and Audit Act 1985
- ? Public Sector Management Act 1994
- ? Salaries and Allowances Act 1975
- ? Equal Opportunity Act 1984
- ? Occupational Safety and Health Act 1984
- ? Workplace Agreement Act 1993
- ? Minimum Conditions of Employment Act 1993
- ? Industrial Relations Act 1979
- ? Library Board of Western Australia Act 1951
- ? Disability Services Act 1993; and

In the financial administration of the Department, we have complied with the requirements of the Financial Administration and Audit Act 1985 and every other relevant written law, and exercised controls which provide reasonable assurance that the receipt and expenditure of moneys and the

## Annual Report 2001-2002

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acquisition and disposal of public property and incurring of liabilities have been in accordance with legislative provisions.

At the date of signing, we are not aware of any circumstances which would render the particulars included in this statement misleading or inaccurate.

The following other written laws or policies also impact on the Department's activities:

- Industrial Relations Commission Regulations 1985;
  - Public Sector Standards;
  - Public Service Administrative Instructions;
  - State Supply Policy;
  - Treasurer's Advance Authorisation;
  - Treasurer's Instructions, and written law affecting agencies and activities subject to audit by the Auditor General.
- 
- Circulars to Chief Executive Officers (Circulars to Ministers);
  - Code of Ethics;
  - Industrial Arbitration Act (W.A. Industrial Appeal Court) Regulations 1980;
  - Industrial Relations (Industrial Magistrates Courts) Regulations 1980;



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Department of the Registrar, Western Australian Industrial Relations Commission

### Appendix E

#### A BRIEF HISTORY OF THE DEPARTMENT OF THE REGISTRAR, WA INDUSTRIAL RELATIONS COMMISSION

1900	5 Dec	Conciliation and Arbitration Act Established the Registrar of Friendly Societies who was the Registrar of industrial unions Industrial Registrar serviced the Arbitration and was part of the Crown Law Department
1900	5Dec	E T Owen appointed Registrar
1905	16 Nov	Registrar appointed federal Deputy Registrar under federal act
1909	28 Aug	S Bennett appointed Registrar
1922	1 Mar	Union registrations passed from Registrar of Friendly Societies to Clerk of the Court of Arbitration
1922	1 Mar	FE Walsh appointed Registrar
1924		Registry functions under Trade Union Act passed from Registrar of Friendly Societies to Registrar of Industrial Unions
1939	1 June	R A Wood appointed Registrar
1948		s 166 created office of Assistant Registrar
1949	25 May	J H Bogue appointed Registrar
1960	26 Oct	S C Bruce appointed Registrar
1963		Amendment separated arbitral and judicial functions by creating Industrial Appeal Court and Industrial Commission with Chief Commissioner and 3 other Commissioners
1963	17 Oct	R Bowyer appointed Registrar
1964		Industrial arbitration Act 1963 transferred the Industrial Registrar from the Crown Law Dept to the Department of Labour and Industry
1965	Sep	Industrial Commission moved from Supreme Court buildings to new premises in Murray Street
1971	10 Feb	Roy (Rex) Ellis appointed Registrar
1977	10 Jan	Federal commission opened office in Perth and state registrar ceased to be federal deputy Registrar
1981	2 Feb	Keith Scapin appointed Registrar
1983	26 Aug	Confirmation from Registrar that Commission could operate efficiently with existing staffing level of 28 if administratively autonomous
1983	1 Sep	Registrar becomes de facto autonomous except for accounting functions, although continued to be part of the Department of Industrial Affairs
1984	1 July	Preparation of budget estimates taken over by Registrar
1985	April	Commission's establishment moved under the Department of Employment of Training but still remained on a defacto autonomous footing
1985		Registrar took over registry functions for Promotion Appeals, Railways Classification Board, Public Service Arbitrator and Government School Teachers Tribunal
1986	1 July	Registrar took over accounting system from Department of Occupational Health and the Registrar became the Accountable officer
1987	13 Oct	John G Carrigg appointed Registrar
1989	21 Aug	Department of the Registrar established with Registrar as CEO
1995	19 July	Commission relocated from Supply House in Hay Street, to 111 St George's Terrace
1997	8 July	John Spurling appointed Registrar