



Department of the Premier and Cabinet

Annual Report 2001/2002

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Hon Dr G I Gallop BEc MA MPhil DPhil MLA
PREMIER

In accordance with section 62 of the Financial Administration and Audit Act 1985, I hereby submit for your information and presentation to Parliament, the Annual Report for the Department of the Premier and Cabinet, for the year ended 30 June 2002.

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

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M C Wauchope
DIRECTOR GENERAL

28 August 2002

OVERVIEW

RESPONSIBLE MINISTER

The Department reports to the Hon Dr G I Gallop BEc MA MPhil DPhil, MLA, in his capacity as Premier; Minister for Public Sector Management; Federal Affairs; Science; Citizenship and Multicultural Interests.

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer of the Department is Mr Malcolm Wauchope. Mr Wauchope is also the Accountable Officer for the Department, as prescribed in section 52 of the Financial Administration and Audit Act 1985.

ORGANISATIONAL PURPOSE

The primary focus of the Department is to ensure the Premier's requirements and those of Cabinet are met. The Output Structure to support the achievement of this mission comprises the following:

Support for the Premier as Head of Government (Output 1)

The Department provides administrative support and advice responsive to the Premier's requirements as Head of Government. This Output also includes the promotion of Western Australia's interests overseas, communicating Government policies and activities.

Management of Matters of State (Output 2)

The Department provides a range of services on behalf of the Premier including support for the functions of Executive Government; administration of entitlements for Members of Parliament; and support for Ministerial Offices and the Leader of the Opposition Parties. This output also includes the corporate services function provided to the Office of the Public Sector Standards Commissioner, Anti-Corruption Commission, the Governor's Establishment and the Parliamentary Commissioner for Administrative Investigations.

Support for the Premier as Minister for Public Sector Management (Output 3)

The Department provides advice, assistance and support to the Minister for Public Sector Management and the public sector on a range of public sector management matters, including:

- Functions under the Public Sector Management Act, including as the employer of Chief Executive Officers (CEOs) and manager of the Senior Executive Service;
- Quality human resource management and change, including redeployment and recruitment programs; and
- Whole of Government reporting on public sector workforce demographics, trends and management issues; and
- Support for organisational restructuring following the Machinery of Government review.

Management of Policy (Output 4)

The Department provides advice and co-ordination for the Premier and Cabinet on key policy matters to ensure an effective government-wide perspective in the following areas:

- Federal affairs;
- Constitutional affairs;
- Citizen and civic matters;
- Indian Ocean Territories;
- Cabinet Standing Committees; and
- Crime prevention.

Parliamentary, Statutory and Legislative Publishing Services (Output 5)

Through the State Law Publisher, the Department provides a secure, confidential and time critical publishing service to meet the needs of Parliament and Government.

Constitutional Centre (Output 6)

The Government is committed to helping educate the community on Western Australian and Commonwealth Constitutions and the Federal system of government through the provision of exhibitions and programs at the Constitutional Centre.

Multicultural Issues (Output 7)

The Department provides services to Government and the community to enhance participation of all citizens in community activities and the democratic process through:

- Development, coordination and implementation of multicultural policies;
- Provision of information to community organisations;
- Support for participation in community events and promotional programs; and
- Fostering enhanced community relations and awareness of economic and social benefits of cultural diversity.

Native Title (Output 8)

The Department provides services to the Minister and Cabinet on Native Title matters including:

- Preparation of policy advice;
- Coordination of negotiations on native title claims; and
- Coordination of Government's handling of projects and initiatives affected by the Native Title Act.

THE YEAR IN REVIEW

The Department of the Premier and Cabinet has responsibility for a range of functions delivered on behalf of the Premier and Cabinet in pursuit of the outcome “To ensure the needs of the Premier and those of the Cabinet are met”.

The past twelve months have been extremely busy for the Department. The Machinery of Government Taskforce, established to review current structures in the public sector and to recommend a package of reform proposals, reported to government in June 2001. During 2001/2002 the Department provided extensive advice and support to Ministers and portfolio Directors General in the implementation of the Taskforce’s recommendations.

On 1 July 2001 the Office of Multicultural Interests joined the Department. The Office has successfully provided services to Government and the Community by promoting and supporting multiculturalism and cultural diversity in Western Australia. Harmony Day 2002 which the Office organised was launched by the Premier on March 21 at the Perth Cultural Centre. This year Western Australia developed its own Harmony Day slogan *‘Embrace Diversity, Eliminate Racism’*.

On 5 December 2001 a function was held in Kings Park to celebrate International Volunteers Day. A parade of volunteers walked up Fraser Avenue led by the Premier and the Governor. The function recognised the contribution and value of volunteers in Western Australia. The celebrations included a barbecue and live entertainment. The event was the culmination of the Government’s support for the International Year of Volunteers, 2001.

Capitalising on the impetus provided by the 2001 International Year of Volunteers, the Department is developing the second edition of the Guidelines for the Use of Volunteers in Public Sector Agencies. Some 70,000 volunteers are currently working in partnership with public sector agencies in Western Australia, and this partnership is of enormous value to the State. These Guidelines are being developed in the interests of fostering this partnership, and providing agencies with the necessary information to ensure that they are able to appropriately and effectively coordinate this mutually beneficial relationship.

The Department commenced work on an Anti-Racism Strategy that will be developed and implemented over the next three years. A Steering Committee chaired by the Premier was established, and a community attitudinal survey to obtain input to the strategy has commenced. The vision is to create an inclusive and harmonious Western Australia where all its members are treated equitably and fairly and are supported to reach their full potential with dignity and respect.

The Department addressed the issues of escalating public liability insurance and provided advice to Cabinet. A five point plan was formulated which included the development of a Volunteers Protection Bill, a review of insurance coverage in Government contracts, education programs run by RiskCover on risk minimisation strategies, the creation of a working party to investigate ways of capping claims and finding quick settlements, and a request that the Prime Minister extend the current ACCC inquiry to insurance premiums to specifically address public liability issues.

A national summit was attended by Ministers from the States and Commonwealth to address national solutions.

The Physical Activities Taskforce established by the Premier submitted a Strategic Directions Report titled "Getting Western Australians Active" which was endorsed by Cabinet in November 2001 and released at the launch of "Find 30" exercise program on 1 April 2002.

The Gordon Inquiry into the Response by Government Agencies to Complaints of Family Violence and Child Abuse in Aboriginal Communities was established with a reporting date of 31 July 2002.

During the year agreement was secured with Emirates Airlines to fly non-stop Dubai-Perth from August 2002. A decision was established to set up a trade and investment representative office in Dubai, which will officially be opened in October 2002. The office will also service the broader Middle East market.

In June 2002 the Premier announced the formation of a taskforce to review the effective delivery of government priorities. The taskforce will be supported by a secretariat within the Department. The four-member Savings Taskforce will examine expenditure in the Budget to eliminate waste and duplication from the public sector.

The improved management of surplus staff was a high priority for the Government. Redeployment arrangements were managed more rigorously to enhance placement outcomes. An enhanced voluntary redundancy scheme was offered from 19 April until June 30, 2002. It included three weeks' pay for each year of continuous service to a maximum of 52 weeks' pay. There was also the provision for up to 12 weeks payment in lieu of notice of redundancy in circumstances where an employee was to become surplus to requirements. 806 severances were approved under the scheme and 732 surplus employees accepted this special offer.

Consistent with the Government's commitment to reduce the size of the Senior Executive Service and to enhance mobility across the sector, the Department assumed greater responsibility for the coordination of permanent and secondment opportunities for Senior Executive Officers.

This year has seen the departure of various members of staff through lifestyle choices, advancement or retirement. Their contributions are valued and they will all be missed. I would like to make particular mention of Jack Busch and Brian Moore who have retired. Jack Busch was the Executive Director of the Ministry of Sport and Recreation, and over the last four years has worked in the Department on various significant government projects which included the government's contribution to the International Year of the Volunteer, the Midland Redevelopment Authority and the Northbridge Project. Brian Moore was the Executive Officer with the Salaries and Allowances Tribunal, having previously held positions at the Police Traffic Office, Bureau of Consumer Protection and Public Service Board. The commitment and dedication they both showed throughout their careers have been outstanding.

Finally, I would like to take this opportunity to express my appreciation for the professional and dedicated service provided by all Department staff during the year.

A handwritten signature in black ink, appearing to read 'M C Wauchope', written in a cursive style.

M C WAUCHOPE
DIRECTOR GENERAL

SENIOR OFFICERS AS AT 30 JUNE 2002

DIRECTOR GENERAL

MR MALCOLM WAUCHOPE B Com (Hons), M Com

Mr Wauchope was appointed to the position of Director General in October 1997 having previously held the positions of Chief Executive, Office of State Administration and Chief Executive, Department of the Premier. Mr Wauchope has 29 years public sector experience and held senior positions in the Treasury Department prior to joining the Department of the Premier and Cabinet. In addition to holding the position of Director General, Mr Wauchope is the State representative on the Council for the Order of Australia and has been Clerk of the Executive Council since 1987.

ACTING EXECUTIVE DIRECTOR, POLICY

DR ROSS FIELD BSc (Hons), PhD

Dr Field was appointed to the position of Acting Executive Director, Policy on 6 March 2001 having previously held the position of Chief of Staff, Office of the Deputy Premier for a period of 4 years. Dr Field has been a member of the Western Australian Public Service since 1973 and has held senior positions in the Environmental Protection Authority, Ministry of the Premier and Cabinet, Ministry of the Premier and Public Sector Management, Ministry of Economic Development, Department of State Development, and Department of Commerce and Trade.

CHIEF OF STAFF, OFFICE OF THE PREMIER

MR SEAN WALSH

For the four years prior to taking up his current position, Mr Walsh was Chief of Staff to Dr Gallop while he was the Leader of the Opposition. This followed a period as a consultant in the private sector and nine years as a Principal Private Secretary and adviser with the previous Labor government.

ASSISTANT DIRECTOR GENERAL, STATE ADMINISTRATION AND PUBLIC SECTOR MANAGEMENT

MR GEOFF HAY B Com (Hons)

Mr Hay was appointed to the position of Assistant Director General, State Administration and Public Sector Management in February 2002 following periods of acting in the positions of Assistant Director General State Administration and Assistant Director General Public Sector Management. Prior to that Mr Hay held the position of Assistant Under Treasurer at the Treasury Department. Mr Hay has over 20 years of experience in the public sector and in addition to the Treasury Department, he has been employed by the Department of Corrective Services and the Fremantle Port Authority.

ASSISTANT DIRECTOR GENERAL, CORPORATE AND BUSINESS SERVICES
MS JENNY SALES BSc, Grad Dip Bus

Ms Sales was appointed to the position of Assistant Director General, Corporate and Business Services in April 2002. Ms Sales has over 18 years experience in the public sector and prior to joining the Department of the Premier and Cabinet in 1997, held positions in the Department of Land Administration, Department of Commerce and Trade and Department of Productivity and Labour Relations.

MANAGER, STATE LAW PUBLISHER AND GOVERNMENT PRINTER
MR JOHN STRIJK

Mr Strijk was appointed to the position of Manager, State Law Publisher and Government Printer in June 1996 having previously acted in the position of Director State Print. Mr Strijk has over 30 years public sector experience and occupied various positions in the Department of State Services, State Print.

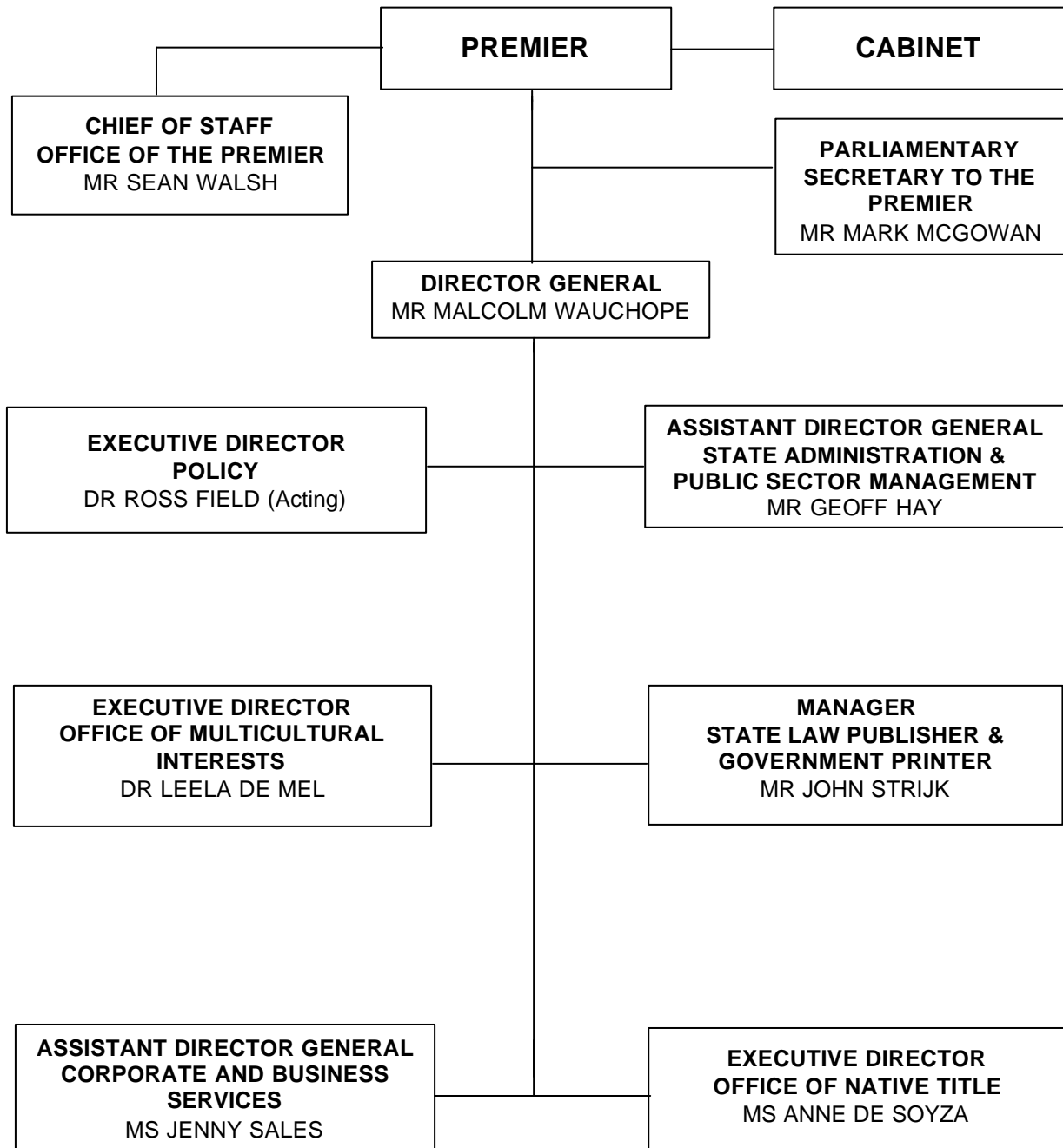
EXECUTIVE DIRECTOR, OFFICE OF MULTICULTURAL INTERESTS
DR LEELA DE MEL BA (Hons) MA PhD.

Dr de Mel was appointed to the position of Executive Director, Office of Multicultural Interests in March 2002. Prior to this appointment she held the positions of Principal Performance Analyst, Office of the Auditor General and Manager of Monitoring and Evaluation, Aboriginal Affairs Department. She has also held positions in the Department of Training, Office of Higher Education and the Health Department.

EXECUTIVE DIRECTOR, OFFICE OF NATIVE TITLE
MS ANNE DE SOYZA BJuris LLB BA

Ms De Soyza was appointed to the position of Executive Director, Office of Native Title in March 2002. Ms De Soyza was admitted to practice in Western Australia in 1990 and worked as a lawyer both in private practice and for the Aboriginal Legal Service of Western Australia (Inc). Ms De Soyza has also worked with the National Native Title Tribunal. In recent years she has worked with the Parliamentary Joint Committee on Native Title and the Aboriginal and Torres Strait Islander Land Fund and the Commonwealth Attorney-General's Department in Canberra before returning to Perth to join the Department of Premier and Cabinet in her current position. She is widely published in the areas of history and native title law and practice and is currently an author for the legal publisher Butterworths.

**DEPARTMENT OF THE PREMIER AND CABINET
ORGANISATIONAL STRUCTURE**



STATEMENT OF COMPLIANCE WITH RELEVANT WRITTEN LAW

The Department was established under the Public Sector Management Act 1994. Statutes committed to the administration of the Premier; Minister for Public Sector Management; Federal Affairs; Science; Citizenship and Multicultural Interests as at 30 June 2002 were:

- Agent General Act
- Alteration of Statutory Designations Act
- Anti-Corruption Commission Act
- Armorial Bearings Protection Act
- Constitution Act
- Constitution Acts Amendment Act
- Daylight Saving Act
- Discharged Servicemen's Badges Act
- Election of Senators Act
- Equal Opportunity Act (Part IX)
- Governor's Establishment Act
- Indian Ocean Territories (Administration of Laws) Act
- Members of Parliament (Financial Interests) Act
- Mutual Recognition (Western Australia) Act
- Native Title (State Provisions) Act
- Parliamentary and Electorate Staff (Employment) Act
- Parliamentary Commissioner Act
- Parliamentary Privileges Act
- Public Sector Management Act
- Returned Servicemen's Badges Act
- Road Safety Council Act
- Royal Commissions Act
- Royal Commission (Custody of Records) Act
- Royal Commission Into Commercial Activities of Government Act
- Salaries and Allowances Act
- Titles (Validation) and Native Title (Effect of Past Acts) Act
- Unauthorised Documents Act

LEGISLATION IMPACTING ON THE DEPARTMENT'S ACTIVITIES

Disability Services Act
Equal Opportunity Act
Financial Administration and Audit Act
Freedom of Information Act
Government Employees' Superannuation Act
Industrial Relations Act
Library Board of Western Australia Act
Minimum Conditions of Employment Act
Occupational Safety and Health Act
Public and Bank Holidays Act
Public Sector Management Act
State Supply Commission Act
Workers' Compensation and Rehabilitation Act
Workplace Agreements Act

COMPLIANCE REPORTING REQUIREMENTS

The Department has achieved a high level of compliance with public sector standards in human resource management, the Code of Ethics and our Code of Conduct.

Existing controls and checks were the subject of compliance audits by both the Office of Public Sector Standards Commission and the Department's internal auditors in 2000/2001. The checks and controls were found to be sufficient to provide a reasonable assurance of compliance with the standards and ethical codes. Auditing is conducted on a regular basis as part of the internal audit program.

The applications made for a breach of standards review and the corresponding outcomes for the reporting period are:

Number Lodged – 5

Breaches found – 1

Multiple breaches – N/A

Applications under review – N/A

Material breaches – 1

Relief provided for breach – the system used to recruit a pool of Level 1 applicants is currently under review and other selection tools are being considered.

Existing procedures and checks satisfy me that the Department has achieved a high level of compliance.

DISCIPLINARY INVESTIGATIONS

The Department completed investigations into 3 alleged breaches of discipline and only 1 was found during the financial year. Where an employee was found to have committed a breach of discipline, appropriate action was taken.

DISABILITY SERVICES ACT 1993

The prime focus of the Department's operations is to ensure the Premier's requirements and those of Cabinet are met and therefore the Department provides limited services directly to people with disabilities, their families and carers. However, the Department is committed to ensuring services and facilities are fully accessible to people with disabilities where applicable.

The Department has addressed each of the five Disability Services Plan Outcomes as follows:

- Outcome 1: Existing services are adapted to ensure they meet the needs of people with disabilities. No action required.
- Outcome 2: Access to buildings and facilities is improved. No action required.
- Outcome 3: Information about services is provided in formats, which meet the communication requirements of people with disabilities. No action required.

- Outcome 4: Advice and services are delivered by staff who are aware of and understand the needs of people with disabilities. No action required.
- Outcome 5: Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes. No action required.

The Department's Disability Services Plan, prepared in accordance with section 29 of the Disability Services Act 1993 was revised in June 2001.

ELECTORATE ACT 1907

Appendix 2 details the information required to be presented by the Department to comply with Section 175ZE of the Electoral Act.

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M C Wauchope
DIRECTOR GENERAL

OUTPUT ONE SUPPORT FOR THE PREMIER AS HEAD OF GOVERNMENT

The Department provides administrative support and advice responsive to the Premier's requirements as Head of Government. This Output also includes the promotion of Western Australia's interests overseas and communicating Government policies and activities.

Table of Output Measures

	2001/2002 Estimated	2001/2002 Actual	Reason for Significant Variance
Quantity			
Overseas agencies supported	3	3	
Offices supported	1	3	
Media and communication clients serviced	14	14	
Quality			
Premier's Office satisfaction with quality of support provided	4.0	3.0	
Client satisfaction with quality of media and communication services	3.5	3.7	
Timeliness			
Premier's Office satisfaction with timeliness of support provided	3.5	3.0	
Client satisfaction with timeliness of media and communication services	3.5	3.5	
Cost ^(a)			
Average cost per overseas agency supported	\$1,377,535	\$1,574,032	See note (b)
Average cost per office supported	\$3,295,711	\$3,034,619	
Average media and communication cost per client	\$189,826	\$172,011	
Severance(s) excluded		\$53,337	

- (a) *In accordance with the practice adopted by the Department of Treasury and Finance, 01/02 estimated figures were based on forecasts made for the mid-year review. As a consequence, 30 June 2002 expenditure was over-estimated in a number of areas.*
- (b) *The increase in average cost results from an additional quarterly advance paid to the European Office not included in the estimates, and depreciation for the North Asia office included in 01/02 accrual expense for the first time.*

PREMIER'S OFFICE

As at the 30 June 2002 the Premier's Office had 20.8 FTEs who provided secretarial, administrative, policy and media support. The employees are under the guidance of the Chief of Staff.

Policy Officers assist with government issues and liaise with State Parliamentary members, Ministers and Ministerial Offices. They also advise the Premier on policy and related issues.

The Premier has direct responsibility for the overseas offices in Japan and London and staff in the Premier's Office assist in liaising with these overseas offices.

Staff also provide contact and liaison points for matters directly involving the Premier and attend meetings and follow up on matters arising from these meetings.

EUROPEAN OFFICE

The European Office monitors business developments and activities that are likely to have an impact on Western Australia's interest in and ability to do business with Europe. It is actively engaged in promoting investment into Western Australia, particularly in the area of secondary processing of the State's natural resource assets. The European Office has continued to promote trade development opportunities for Western Australian business in both the industrial and domestic consumer markets.

Major Achievements

Recognition of Western Australia's role as the centre of oil and gas activity in Australia was evident in the attendance of over 135 industry delegates at an investment seminar during Offshore Europe week at which the Premier gave the keynote speech. An industry mission and a significant exhibiting presence at the event in Aberdeen Scotland enhanced Western Australia's presence.

The Deputy Premier visited London during October to undertake a number of appointments arranged by the European Office, whilst the Minister for State Development undertook a comprehensive European visit, embracing the United Kingdom, Germany and Poland, to promote investment, business and tourism development. While in Poland the Minister launched the Government's strategy outlining opportunities for Western Australian business in Central and Eastern Europe.

Resources Sector

Western Australia has been vigorously promoted at various resources-specific conferences and exhibitions as a prime investment location for value-enhancing, secondary processing of the State's base resource commodities.

In addition to participation at Offshore Europe 2001, activities to promote the resources sector included participation in:

- Gas Commercialisation Conference London, UK - addressed by the Agent General
- GTL Conference, London
- Nickel & Stainless Steel Conference, Manchester
- LNG IV Conference, London,
- Gas to Liquids Conference, London
- International Iron Ore Symposium, Barcelona, Spain
- European Pulp and Paper Conference, Nice, France

The Office has continued to maintain contact with various major resource related companies to ensure awareness is maintained about Western Australia's specific interests in downstream processing and value enhancing in the mineral commodities arena.

Agricultural Sector

The European Office was instrumental in arranging a series of investment promotion seminars in Denmark, the Netherlands and the United Kingdom to promote investment in both the pig and dairy farming sectors in the State. Both the European Office and the Department of Agriculture, supported by the Australian bank sector, provided briefings on the economic and social infrastructure in Western Australia. Over 125 farming family groups attended the four industry briefings that took place in early March 2002.

Further follow up, to continue to promote the investment profile of the Western Australian pig and dairy industries is planned, though a more immediate outcome of the promotional campaign has been a number of visits to Western Australia by European-based farmers seeking information on local business conditions. These are being actively progressed by both the Department of Agriculture and the Small Business Development Corporation.

The Office facilitated contact between one of Western Australia's largest milk and dairy products producers, Challenge Dairy Co-operative and one of its United Kingdom counterparts, Milk Direct. The primary objective was to discuss prospective investment and technology transfer between the UK and Western Australia.

Western Australian participation at the May 2002 London International Wine Trade Fair was undertaken under the umbrella of the Australian Wine Bureau. The Office provided support as appropriate to the various Western Australian wine companies represented at the event.

The European Office initiated, organised and supported the participation of seven food sector companies exhibiting at the 'Speciality & Fine Food Fair 2001' in London in September 2001. Among the companies participating were the New Norcia Bakery, Lobster Australia and Wescobee Honey.

The European Office participated in a joint Australian promotion of predominantly agricultural products at the London department store 'Harvey Nichols' in June 2002.

Western Australia was represented under the Australian umbrella at the 'Natural Products Europe' exhibition in April 2002. The exhibition was designed to promote a range of various herbal, natural and complementary medicines and remedies.

Information and Communications Technology Industry Sector

The European Office has continued to actively promote Western Australia as an investment location to European Information and Communications Technology, ICT, based companies seeking to establish a presence in the Australian and South East Asian market.

The CeBIT 2002 exhibition based in Hanover Germany remains the world's largest ICT exhibition and as a consequence was used by the European Office as a tool from which to market Western Australia's capability to support inward ICT-related investment.

The Office lent support to the Department of Industry and Technology in its introduction of an 'Eastern European Market' strategy.

The Office also participated in the 'Call Centre Expo 2001' exhibition in Birmingham in October 2001, which was used to promote Perth as a regional headquarters and service support location for UK/European groups keen to develop a presence in the Australian/South East Asian region.

Other industry sectors

The European Office was represented at the German-Australia Business Conference in Berlin, Germany. Discussions were also held with the Minister for Planning and Infrastructure who met with the German company, Saarberg Bio Energie to discuss a bio-diesel investment proposal.

Business migration remained a key objective of the European Office. A business migration seminar at the Australian High Commission in January 2002 attracted some 55 potential migration applicants interested in Western Australia.

The Office also participated in the major migration event of the year, 'Emigrate 2002', which was undertaken in association with the Small Business Development Corporation. Participation at the 3-day event in March 2002 was followed by business briefings for registered migration agents and one-on-one meetings with a number of prospective business migrants. Responses to the enquiries received during and after the event are being evaluated.

Western Australia's continued interest in opportunities for broadening the State's defence industry support profile has been promoted by visits and contact with various defence groups in UK/Europe.

The Office has maintained a watching and advisory brief with respect to developments in the UK health sector that may lead to opportunities for Western Australian health services to support the treatment and welfare of UK patients.

The quarterly publications produced by the European Office, the 'WA Review' and the 'European Review' continued to increase in circulation. The 'WA Review' circulation now stands at slightly more than 3000 whilst the 'European Review' has increased significantly from 1000 to 1200 issues per quarter.

The European Office website www.wago.co.uk contains details of specific trade and investment opportunities in the State, in addition to more general information on the range of services and support the Office can provide to European and Western Australian companies.

The Western Australian Business Centre continues to be of benefit to Western Australian companies and organisations seeking somewhere to conduct meetings, interviews, or deliver presentations whilst visiting London. The facility, which has been utilised on numerous occasions during the year by various visiting companies and groups for promotional, presentational and recruitment purposes, was also the location for the Premier's reception for business and industry during his late 2001 visit to the UK.

Major Initiatives Proposed

Building on the success of the Offshore Europe 2001 visit by the Premier, the European Office is mounting a major promotion of Western Australia as an investment location at 'Offshore Northern Seas 2002' Stavanger, Norway in August 2002. In addition, the Minister for State Development is expected to give the keynote address at an investment/business briefing being staged during 'Offshore Northern Seas 2002' week. A business mission from WA is also expected to visit Norway for the exhibition.

The Office expects to address the 'Gas-to-Liquids V' conference in London in September and further promote the State's credentials as a friendly environment for gas-to-liquids investment.

Information and Communication Technology Industry sector

The European Office will seek to promote ICT-related missions to promote greater awareness within the WA ICT sector of European market opportunities for joint industry collaboration.

Significant Issues And Trends

The most significant issue to dominate European attention over the past few months has been the introduction of the Euro currency. Its relatively successful introduction into mainland Europe, in 12 countries in the European Union, is expected to provide more transparency in the cost of goods and services common to European Union member countries.

Western Australian companies exporting to the European Union should have noticed some reduction in the cost of cross border transactions to the 'Euro zone' countries.

The relatively recent difficulties faced by the British farming industry and the review subsequently commissioned by the British Government's Policy Commission on the Future of Food and Farming is a relatively significant development worthy of closer scrutiny by Western Australia generally.

The report 'Farming and Food: A Sustainable Future' made over 100 recommendations with the central theme being 'reconnection'. Aspects include reconnecting farmers with their market and the food chain; reconnecting the food chain with the countryside and reconnecting the consumers with what they eat and where it comes from. In addition to calling for radical reform of the EU 'Common Agricultural Policy', it recommends retargeting of public funds away from subsidising food production and towards environmental and rural development objectives.

NORTH ASIA AGENCY

Major Achievements

This year saw the appointment of a New Official Representative in North Asia. Mr Craig Peacock who took up the duties on 1 May 2002 previously held the position of Official Representative in Japan for 4 years with the New South Wales Government.

The North Asia Office provided support for the Governor, Lieutenant General John Sanderson's visit to Tokyo and Hyogo, and a series of exchange visits with the Hyogo Prefectural Government during the twentieth anniversary year of the sister state relationship between Western Australia and Hyogo.

The International Industrial Fair was held in September 2001 with 416 companies and organisations' participating, and a total of 32,716 visitors. Western Australia presented four booths on the Sister State History, an overview on Western Australian Technology, Tourism, Education, Medical & Welfare Services, and Wildflowers.

The Global Linkage Forum was held in Hyogo in September 2001 and focussed on economic and social globalisation, environmental, healthcare and welfare, and multiple inter regional networking.

In March 2002 the Tokyo Office and Agwest participated in Foodex, Japan's largest Food and Trade Fair. Five Western Australian companies were represented.

In May 2002 the Office and Agwest participated in the four-day Jetro Investment Fair promoting investment in Western Australia's Agriculture. The seminar attracted over 40 potential investors.

The Tokyo office played a pivotal role in the organisation and implementation of the Western Australian Agriculture Investment Seminar held in May 2002. Over 50 prospective investors attended the Seminar, and presentations were made by Agwest and included company executives with experience in investing in Western Australia.

GOVERNMENT MEDIA OFFICE

The Department co-ordinated and distributed information to the media, facilitated liaison between all Ministers and media outlets and provided administrative support for Ministerial Media Advisers. The Department ensured that country, rural and suburban media received Government information services of a quality equal to that provided to major metropolitan outlets.

In total 2,644 media statements were issued during 2001/2002.

PHYSICAL ACTIVITIES TASKFORCE

To combat the low and declining levels of physical activity in Western Australia the Premier established the Physical Activities Taskforce with a target of increasing physical activity by 5% over the next ten years. This initiative is aimed at increasing from 58% to 63% the percentage of Western Australians who are sufficiently active to meet national recommended guidelines.

GORDON INQUIRY

The Gordon Inquiry into the Response by Government Agencies to Complaints of Family Violence and Child Abuse in Aboriginal Communities was established in January 2002 with a reporting date of 31 July 2002.

The Inquiry was appointed to examine issues by the Coroner's inquiry into the death of Susan Taylor and the way in which State Government agencies respond to evidence of family violence and child abuse in Aboriginal communities.

EMIRATES AIRLINES

Agreement was secured with Emirates Airlines to fly non-stop Dubai-Perth from August 2002. This will provide a boost to the state's tourism industry, as nearly 1000 visitors per week will arrive in Perth on the airline.

It is estimated that the impact of the new service on the WA economy will be \$47 million a year from tourism-related activities. There are also new opportunities for the export of fresh produce, which could be worth up to \$30 million a year. The oil and gas industries will be able to directly access the Middle East rather than going through Singapore.

DUBAI OFFICE

The Department is setting up a trade and investment representative office in Dubai, which will officially be opened October 2002. This decision was taken to expand market opportunities in the Middle East region for trade and investment, particularly in the areas of agriculture and education. Education opportunities have expanded as a result of the 11 September 2002 terrorist attacks on New York and concerns that people in the region now have for sending their children to the US for their education.

Western Australia's exports to Dubai grew from \$320M in 1997 to \$563M in 2001. The principal exports were alumina, wheat, gold and live sheep. The Office will also service the broader Middle East market.

OUTPUT TWO MANAGEMENT OF MATTERS OF STATE

The Department provides a range of services on behalf of the Premier including support for the functions of Executive Government; administration of entitlements for Members of Parliament; and support for Ministerial Offices and the Leader of the Opposition Parties. This output also includes the corporate services function provided to the Office of the Public Sector Standards Commissioner, Anti-Corruption Commission, the Governor's Establishment, the Parliamentary Commissioner for Administrative Investigations and the Department of Treasury and Finance.

Table of Output Measures

	2001/2002 Estimated	2001/2002; Actual	Reason for Significant Variance
Quantity			
Ministerial Offices supported (including the Leader of the Opposition)	15	15	
Members of Parliament provided with entitlements	91	91	
Executive Government Services provided	275	298	
Responses provided to the public on behalf of the Premier	26,300	27,853	
Quality			
Ministerial Office satisfaction with quality of service provided	3.3	3.4	
Members of Parliament satisfaction with quality of service provided	3.0	3.2	
Client satisfaction with quality of Executive Government and correspondence services provided (Minister/Premier/Executive Council Survey)	3.4	3.8	
Timeliness			
Ministerial Office satisfaction with timeliness of services provided	3.3	3.4	
Members of Parliament satisfaction with timeliness of services provided	3.0	3.1	
Client satisfaction with timeliness of Executive Government and correspondence services provided	3.3	3.6	
Cost ^(a)			
Average operating cost per Ministerial Office (including Leaders of the Opposition)	\$1,468,470	\$1,342,894	
Average cost of administration per Ministerial Office (including Leaders of the Opposition)	\$297,212	\$282,168	
Average entitlement cost per Member of Parliament	\$206,418	\$189,569	
Average cost of administration per Member of Parliament	\$1,413	\$4,611	See note (b)
Average cost per Executive Government Service	\$15,834	\$11,719	
Average cost per response provided to the public on behalf of the Premier	\$31	\$25	
Support provided to Inquiries and Community Service Obligations	\$5,893,433	\$5,211,595	
Corporate Services provided to external agencies	\$844,759	\$720,016	
Severance(s) excluded		\$140,924	

(a) *In accordance with the practice adopted by the Department of Treasury and Finance, 2001/2002 estimated figures were based on forecasts made for the mid-year review. As a consequence, 30 June 2002 expenditure was over-estimated in a number of areas.*

(b) *01/02 estimated cost substantially understated due to incorrect apportionment of expenditure associated with the administration of Members' entitlements.*

SUPPORT TO MINISTERS AND LEADERS OF THE OPPOSITION

The Department provides a range of services on behalf of the Premier including support for the functions of Executive Government, administration of the entitlements of Members of Parliament, and support for Ministerial Offices and the Leaders of the Opposition.

The Department convenes a Merit Panel, which is a forum that assesses the merits of any intended secondments and appointments to Ministerial Offices, together with an assessment of the designation and salary to be offered. This results in a consistent approach to the appointment of staff across all Ministerial Offices. The Merit Panel met on 30 occasions and considered 81 submissions during the year.

CABINET SERVICES

The Department continued to provide procedural, operational and other services to Cabinet, including:

- The programming of Cabinet business and setting of agendas;
- The monitoring of submissions presented to Cabinet to ensure that they conform with the guidelines set down in the Cabinet Handbook;
- Ensuring that members of Cabinet have all relevant information relating to issues that may impinge on one or more of their agencies through the Cabinet referral process;
- Providing advice to Ministers, departments and agencies on Cabinet operations and requirements;
- The recording and distribution of Cabinet submissions and decisions in a secure manner;
- The monitoring and recording of appointments to Government boards and committees; and
- Maintaining a register of people who have expressed an interest in being appointed to Government boards and committees.

There were 54 Cabinet meetings held between 1 July 2001 and 30 June 2002 including five Special Meetings and 5 Regional meetings. The Regional meetings were held in Geraldton on 14 August 2001, Bunbury on 9 October 2001, Mandurah on 11 February 2002, Broome on 25 March 2002 and Carnarvon on 5 June 2002. Cabinet considered a total of 925 submissions.

PARLIAMENTARY SERVICES

The Fourth Session of the Thirty-fifth Parliament resumed on 31 July 2001 and continued until 28 June 2002.

The Department assisted the Government with its legislative program, including administrative support for the Legislation Standing Committee of Cabinet on the drafting and printing of Bills, overseeing their introduction to Parliament and monitoring their progress through both Houses. In particular, assistance was provided with legislation for which the Premier was responsible. The Governor's Messages for legislation to appropriate revenue were also coordinated.

Support and advice were also given to the Leader of the House in the Legislative Assembly and the Leader of the Government in the Legislative Council while Parliament was sitting.

Responses were given to parliamentary questions asked of the Premier and Ministers where a response involved more than one portfolio. There were 2,418 Questions on Notice and 2,274 Questions Without Notice.

The Department advised the Government generally on parliamentary procedures and arranged the tabling of annual reports of departments and agencies in accordance with the requirements of the *Financial Administration and Audit Act 1985*. The Department also provided assistance to departments and agencies in lodging their annual reports electronically on the database developed by Parliament and the State Law Publisher.

51 Government Bills and 1 Private Members' Bill were passed during the year.

CONSTITUTIONAL AND VICE-REGAL

The Department arranged the formalities associated with 43 temporary allocations of ministerial portfolios during the year to provide for Ministers' short-term absences from office.

On three occasions the Department made arrangements for the appointment of a deputy of the Governor to exercise the powers and functions of the office when the Governor was formally absent from office.

Assistance was provided to the Premier in arranging one reconstitution of the Ministry during the year. The Fourth Gallop Ministry was sworn in on 1 July 2001. The changes accommodated the Machinery of Government recommendations. The composition of the Ministry at 30 June 2002 is shown at Appendix 1.

EXECUTIVE COUNCIL

Throughout the year, the Department continued to provide administrative and research support to the Executive Council and acted as a contact point for inquiries. The Director General, Mr M C Wauchope, and the Manager, Executive Government and Security Services, Mr R C Spencer, are the Department officers empowered to perform the duties of Clerk of the Executive Council.

The table below shows the number of meetings of Executive Council and the number of submissions processed in 2001/2002 compared with the previous three years.

EXECUTIVE COUNCIL	2001/2002	2000/2001	1999/2000	1998/1999
Scheduled Meetings	26	25	26	24
Special Meetings	17	22	16	17
Submissions	926	945	942	948

COMMUNITY ACCESS AND CORRESPONDENCE

The Department continued to provide the Community Access service, which enables the public to convey their views to the Premier. Departmental officers attended 14 interviews of members of the public on behalf of the Premier and responded to 4,855 telephone calls to the Community Access telephone line. Officers also provided administrative assistance and responded to 338 calls from the public arising from the Premier's regular radio talkback sessions.

The Department continued to service the Premier's correspondence needs during the year. The Correspondence Secretariat prepared 22,646 items of correspondence for the Premier.

ENTITLEMENTS

The Department continued to administer and provide advice in respect of a range of travel, vehicle and other entitlements provided for Members of Parliament, Ministers and others.

During the year, the Department continued to provide support and assistance to Members and their staff in the administration of their parliamentary electorate offices located throughout the State. In particular, there were significant demands on the Department's resources in the aftermath of the 2001 State General Election. Departmental staff were extensively involved in accommodating new and existing Members, coordinating the establishment and fit-out of 19 parliamentary electorate offices.

TRANSPORT

The Department, through the Government Garage, coordinated the delivery of vehicle and driver services to the Premier, Ministers and certain designated Office Holders. It also administered the operational leasing facilities for departmental vehicles.

SECURITY AND EMERGENCY MANAGEMENT

The Department, through its representation on the State Emergency Management Committee (SEMC), the Standing Advisory Committee on Commonwealth-State Cooperation for Prevention Against Violence (SAC-PAV) and the Regional Operations and Planning Advisory Committee (ROPAC) of Coastwatch, continued to provide advice and support to the Premier on matters associated with security and emergency management in Western Australia.

SUPPORT TO THE LEADERS OF THE OPPOSITION

The Department continued to provide corporate services to the Office of the Leader of the Opposition and the Office of the Leader of the Second Party in Opposition during the year. This included the establishment and fit-out of office accommodation in West Perth for the Leader of the Second Party in Opposition.

EVENTS AND VISIT MANAGEMENT SERVICES

The Department continued its role of planning and coordinating official visits to the State, directing and arranging State hospitality functions and major Government ceremonial and special events, providing protocol advice to the Government and the public and being a focal point for liaison with the Consular Corps.

Management of State Visits

The Department was responsible for the coordination of 35 visit programs during 2001/2002.

The categories of visits coordinated by the Department were as follows:

- 1 Vice Regal Visit
- 2 Heads of State Visits
- 1 Visit by a Minister of a Foreign Government
- 23 Visits by Ambassadors and High Commissioners
- 5 Visits by Consuls and Consuls-General
- 2 Sister State Visits
- 1 Premier's Overseas Visit

Significant visits included:

- The first official visit to Western Australia by His Excellency the Right Reverend Dr Peter Hollingworth AC OBE, Governor-General of the Commonwealth of Australia, and Her Excellency Mrs Ann Hollingworth, 20 – 23 September 2001.
- The visit by His Excellency Mr Toshizo Ido, Governor of Hyogo Prefecture, Japan, and a 148 member delegation, to commemorate the 20th anniversary of the sister state/prefecture relationship, 14 – 16 October 2001.
- Official visits by the Ambassadors of the United States of America, Japan, Korea, Indonesia, Malaysia, the United Arab Emirates and High Commissioners for Canada and South Africa.

Assistance was also provided with the coordination of visits by two Heads of State: the President of the Republic of Mozambique, His Excellency Mr Joaquim Alberto Chissano, who visited Western Australia at the invitation of Western Mining Ltd, following the Commonwealth Heads of Government Meeting in Queensland in March 2002 and the President of the Republic of Mauritius, His Excellency Mr Karl Offman, who visited Perth in May 2002 following attendance at the East Timor Independence celebrations.

The Department provided specific assistance with the planning and coordination of the Premier's official visit to the United Arab Emirates and the United Kingdom in September 2001.

The Department continued to provide advice to the Premier and Ministers on matters relating to the issue of invitations to foreign dignitaries to visit Western Australia and through liaison with the Department of the Prime Minister and Cabinet sought to promote the inclusion of Western Australia in relevant guest of government visit itineraries.

Dignitary Protection and Media Accreditation

As part of its visit management role, the Department maintained close liaison with protective security agencies especially in relation to dignitary protection and media accreditation. The Department was represented at the annual meeting of the Standing Advisory Committee on Commonwealth/State Co-operation for Protection Against Violence (SAC-PAV) Dignitary Protection Forum held in Canberra in May 2002.

Calls on the Premier

In addition to arranging official visits, the Department has provided advice and assistance to the Premier's Office for calls on the Premier by overseas visitors. These included representatives of foreign governments on private or working visits, trade and business missions, as well as visiting Australian diplomats.

In April 2002, the Department coordinated arrangements for the Premier's meeting and presentation to a Heads of Mission delegation comprising 35 members of the Canberra Diplomatic Corps, participating in a familiarisation tour of Western Australia led by the Minister for Foreign Affairs, the Hon Alexander Downer MP.

The Department maintained close liaison with the Department of Foreign Affairs and Trade regarding the guidelines on official Australian contact with representatives of foreign states, political entities and organisations, and provided advice as required to the Premier.

Consular Corps Liaison

As part of its visit management services, the Department maintained close liaison with the Consular Corps in Western Australia. Apart from arranging official calls for newly appointed career Consuls-General and Consuls, the Department is responsible for the issue of Consular Corps licence plates. In 2001/2002, a review of the guidelines for the issue of CC plates was initiated in conjunction with the Department of Foreign Affairs and Trade.

As required, the Department also provides advice to the Premier on matters affecting the Consular Corps, such as privileges and immunities of foreign representatives and precedence among members of the Consular Corps.

Hospitality, Ceremonial and Special Event Management

A total of 38 hospitality, ceremonial and special events were arranged by the Department in 2001/2002. These included receptions, dinners and luncheons for distinguished visitors, hosted by the Premier or Ministers on his behalf. The Department also provided advice to the Premier and Ministers on the guidelines for the provision of official hospitality.

Significant hospitality functions, ceremonial and special events arranged during the year included:

- The ceremonial arrival of Their Excellencies the Governor-General and Mrs Hollingworth at Government House on 20 September 2001 followed by a State Reception hosted by the Premier for 360 guests on 22 September 2001.
- The signing ceremony and joint reception for 335 guests co-hosted by the Premier and the Governor of Hyogo Prefecture, Japan to commemorate the 20th anniversary of the Sister State relationship (15 October 2001).
- Functions hosted by the Premier, Deputy Premier and Minister for State Development for several high level Chinese delegations, including those led by Mr Bai Enpei, Secretary of the Chinese Communist Party Qinghai Provincial Committee (5 October 2001), the Honourable Mr Wang Chen, Editor-in-Chief of the "People's Daily" (22 February 2002), Madame Li Miaojuan, Vice Director General of the Guangdong Development Planning Commission (22 April 2002) and the Honourable Mr Tian Fengshan, Minister for Land and Resources in the Government of the People's Republic of China (29 May 2002).
- Hospitality functions associated with five Regional Cabinet meetings held in Geraldton (August 2001), Bunbury (October 2001), Mandurah (February 2002), Broome (March 2002) and Carnarvon (June 2002). On each occasion working breakfasts were arranged for between 50 and 70 local government and business representatives and community luncheons for between 190 and 280 guests.
- A reception hosted by the Premier for 174 guests on 5 February 2002 for personnel from the Fire & Emergency Services Authority of WA, the Department of Conservation and Land Management and the Forest Products Commission in appreciation of their contribution to the New South Wales Christmas 2001 bush fire emergency.

The Department provided protocol assistance and support for other events, including the International Volunteer Day celebrations on 5 December 2000, and a reception for 500 guests co-hosted by His Excellency the Governor and the Premier on 3 June 2002 to commemorate the Golden Jubilee of Her Majesty The Queen's accession to the throne.

The Department also assisted the US Consulate General in Perth in arranging condolence books to enable members of the public to express their sympathy following the September 11 terrorist attacks in the United States. Signing of condolence books and messages of sympathy were also arranged following the deaths of Her Royal Highness The Princess Margaret on 9 February 2002 and Her Majesty Queen Elizabeth The Queen Mother on 31 March 2002.

Projected Activities

Preliminary planning has begun for 12 visits and 17 hospitality functions and special events:

- Official visits by the Premier to Japan and Korea (July 2002), Sarawak (September 2002) and Dubai (October 2002).
- Visit by Their Royal Highnesses the Earl and Countess of Wessex (November 2002).
- 7 Ambassadorial visits and one visit by a Consul-General.
- Reception and public welcome home for Western Australian team members and officials in the XV11 Commonwealth Games (August 2002).
- 8 functions associated with planned Regional Cabinet Meetings.
- 7 functions for visiting Ambassadors/High Commissioners.
- The Silver Chain Young Carer Award 2002 Presentation.

Travel Services

The Department continued to provide advice to the Premier and Ministers on the issue of diplomatic passports and visas for overseas travel, and to government officers regarding the issue of official passports. In 2001/2002 10 applications for diplomatic passports were processed through the Department and 17 official passport authorisations were issued. At the request of the Department of Foreign Affairs and Trade, a review of all current official and diplomatic passport holders in Western Australia was initiated.

A review of the procedures for coordination of Ministerial overseas travel was completed and updated guidelines issued.

Official Gifts

The Department is responsible for administering the Government's guidelines relating to accepting and giving of gifts by Ministers and in line with these guidelines maintains a register of gifts given and received by the Premier and Ministers.

The Department is responsible for the selection, purchase and allocation of appropriate official gifts for presentation by the Premier to dignitaries visiting Western Australia and during overseas visits and for the provision of advice to Ministers on appropriate official gifts for presentation. A database of recommended gift suppliers and craftspeople is maintained.

CELEBRATION / RECOGNITION AND PROMOTION MANAGEMENT

The Department manages services provided for recognising special achievements and celebrations for Western Australians, through the administration of Bravery Awards and arranging the issue of congratulatory messages from the Premier.

The Department also manages services provided for promotion of the State through provision of presentation packs to exchange students and teachers and through the administration of the State Flag allocation and loan schemes.

BRAVERY

The Department continued to provide administrative support to the Western Australian representative on the Australian Bravery Decorations Committee (ABDC). During the year a total of 17 Western Australians were considered, with 7 awards conferred – two Bravery Medals and five Commendations for Brave Conduct. The Committee met in Canberra in September 2001 and May 2002 and considered a total of 232 nominations from all States and Territories.

CONGRATULATORY MESSAGES

The Department arranges the issue by the Premier of congratulatory messages on occasions such as Golden and Diamond Wedding Anniversaries and 100th Birthdays. In 2001/2002 - 348 messages were arranged.

FLAG LOANS, FLAG ALLOCATION SCHEME AND STUDENT PRESENTATION PACKS

The Department continued to administer the flag allocation scheme, introduced in 1997 whereby all Western Australian Members of Parliament receive an annual allocation of ten State Flags for presentation to community organisations. In 2001/2002 allocations were made to 49 Members on request.

In addition the Department continued to operate a flag loan service within the State, whereby the National, State and Aboriginal and Torres Strait Islander Flags are

made available for short-term loan. During the year requests were received for the loan of 90 flags.

The Department also arranges the supply of insignia presentation packs for exchange students travelling overseas. In 2001/2002 60 presentation packs were provided. The materials provided to exchange students were reviewed and upgraded during 2001/2002, and in a joint project with woodcraft students of the Forest Heritage Centre, Dwellingup, State Flag packs were produced, featuring crafted jarrah flagpoles and stands.

THE AUSTRALIAN HONOURS SYSTEM

Her Majesty The Queen established the Australian Honours system in 1975. The system recognises outstanding achievement and commitment by Australians who have contributed to our country in a way that encourages and reinforces the highest community standards and values.

The Director General is Western Australia's Representative on the Council for the Order of Australia and the Chair of the State selection panel for the Public Service Medal.

A total of 107 awards were made to Western Australians in the Australia Day and Queen's Birthday Honours Lists.

OUTPUT THREE SUPPORT FOR THE PREMIER AS MINISTER FOR PUBLIC SECTOR MANAGEMENT

The Department provides advice, assistance and support to the Minister for Public Sector Management and the public sector on a range of public sector management matters, including:

- functions under the Public Sector Management Act, including as the employer of Chief Executive Officers (CEOs) and manager of the Senior Executive Service;
- quality human resource management and change, including redeployment and recruitment programs; and
- whole of Government reporting on public sector workforce demographics, trends and management issues; and
- support for organisational restructuring following the Machinery of Government review.

Table of Output Measures

	2001/2002 Estimated	2001/2002 Actual	Reason for Significant Variance
Quantity			
Senior Executive Service members managed (Including CEOs)	396	391	
Publications provided for the public sector	36	37	
Public Sector Management recruitment and redeployment services	540	576	
Provision of information (hours)	1,450	973	
Policy coordination and review (hours)	2,500	2,794	
Policy development (hours)	1,850	3,511	
Project management	8,700	7,635	
Quality			
Premier's Office satisfaction with quality of support as employer of public sector CEOs and Manager of the SES.	5.0	4.0	
User satisfaction with quality of publications provided for the public sector	85%	88%	
Agency satisfaction with quality of Public Sector Management recruitment and redeployment services	3.4	3.2	
Timeliness			
Premier's Office satisfaction with timeliness of support as employer of public sector CEOs and Manager of the SES	5.0	4.0	
Percentage of publications produced within required timeframe	100%	100%	
Agency satisfaction with timeliness of Public Sector Management recruitment and redeployment services	3.4	3.2	
Cost^(b)			
Average cost per Senior Executive Service Member (including CEOs)	\$3,995	\$3,559	
Average cost per publication issued for public sector.	\$43,590	\$40,504	
Average cost per Public Sector Management recruitment and redeployment service	\$2,888	\$2,377	
Average cost per hour of provision of information	\$96	\$139	See note (a)
Average cost per hour of policy co-ordination and review	\$163	\$143	See note (a)
Average cost per hour of policy development	\$131	\$67	See note (a)
Average cost per hour of project management	\$63	\$68	
Copyright administered on behalf of Government	\$600,692	\$1,101	Government copyright payment deferred pending completion of new agreement
Grants excluded	\$250,000	\$303,656	

- (a) *Variations arising from the second 01/02 activity sample of the allocation of hours to outputs led to significant changes in to the average hours and their cost.*
- (b) *In accordance with the practice adopted by the Department of Treasury and Finance, 01/02 estimated figures were based on forecasts made for the mid-year review. As a consequence, 30 June 2002 expenditure was over-estimated in a number of areas.*

PUBLIC SECTOR MANAGEMENT

The Public Sector Management Division supports the Minister for Public Sector Management, chief executive officers of agencies, boards of management and others in the role of chief employee in their capacity as employing authorities in the public sector. This support is provided through a variety of means, recognising that the employing authorities carry primary responsibility for the efficiency and effectiveness of the public sector.

HUMAN RESOURCE POLICY AND ADVICE

The Department continued to provide an advisory service on public sector human resource management issues both to agencies and to the Minister for Public Sector Management. The service primarily provides:

- Advice and information for HR practitioners on interpreting the *Public Sector Management Act 1994* and subsidiary legislation.
- Advice to practitioners and managers on a range of human resource management issues including classification determination, discipline, remuneration, and performance management.
- Human resource policy development for the public sector.
- Advice on HR policy matters to the Minister for Public Sector Management.

SENIOR EXECUTIVE SERVICE – CLASSIFICATION DETERMINATION

The Department is responsible for assessing all applications for classification or reclassification of positions within the Senior Executive Service. During 2001/2002, a total of 70 applications were investigated, assessed and reported on. These included:

Classification Requests (New Positions)	54
Reclassification Requests	4
Temporary Special Allowance Requests	12
TOTAL	70

CHIEF EXECUTIVE OFFICER APPOINTMENTS

During 2001/2002, the Department managed 12 Chief Executive Officer appointments. This included coordination of the advertising of positions and the selection process, as well as management of the contractual and remuneration arrangements for appointees.

The following appointments were made during the reporting year:

CEO	AGENCY	APPOINTMENT/ REAPPOINTMENT	DATE TERM OF APPOINTMENT COMMENCED
Janice Stewart	Lotteries Commission	Appointment	21 Aug 2001
George Etrelezis	Small Business Development Corporation	Reappointment	4 Sept 2001
Michael Daube	Health, Department of	Appointment	12 Nov 2001
David Singe	Wheatbelt Development Commission	Reappointment	13 Nov 2001
Richard Muirhead	Western Australian Tourism Commission	Appointment*	11 Dec 2001
Paul Albert	Education, Department of	Appointment	12 Dec 2001
Jeffery Gooding	Kimberley Development Commission	Reappointment	24 Dec 2001
Alan Dodge	Art Gallery of Western Australia	Reappointment	23 Jan 2002
Deirdre O'Donnell	Parliamentary Commissioner for Administrative Investigations	Appointment**	25 Feb 2002
Maxine Murray	Office of the Public Sector Standards Commissioner	Appointment**	23 May 2002
Cheryl Gwilliam	Department of Local Government and Regional Development	Appointment	28 May 2002
Richard Curry	Department of Indigenous Affairs	Appointment	30 June 2002

* Appointed by way of transfer

** Not appointed under Section 45 of the *Public Sector Management Act 1994*.

OTHER SES RECRUITMENT

During 2001/2002, the Department assumed responsibility for coordinating the advertising of permanent SES positions as well as HDA and secondment opportunities for SES positions. During the year 38 requests to advertise were received resulting in 35 opportunities being circulated to SES members for expressions of interest.

CHIEF EXECUTIVE OFFICER PERFORMANCE AGREEMENTS

The Department coordinates the performance management process for Chief Executive Officers across the public sector. This includes reviewing the performance criteria in the agreements to ensure that they are consistent with the requirements of Ministers and with government policy.

During 2001/2002, new performance agreements were developed reflecting revised Across Sector Outcomes including:

- Complaints Handling
- Workforce Planning
- Ethical Leadership
- Management of Surplus Employees
- Compliance with Modes of Employment Policy Statement.

Previous Across Sector Outcomes relating to Services to the Premier and Cabinet, Diversity Management and Contracts Management remain.

EXECUTIVE DEVELOPMENT

Following the Machinery of Government Review, all executive development programs were reviewed. As a result, existing programs were revamped extensively and several new programs developed.

Attendances at executive development events totalled 471 for the year.

Leadership Enhancement Program

The Leadership Enhancement Program is the Department's flagship executive development program. It aims to:

- Facilitate the development of a whole-of-government perspective among senior executives.
- Foster cooperation between agencies and different levels of government.
- Develop potential candidates for future chief executive positions in WA government agencies.

This program is one of a range of other leadership development options which are offered by the Department. New tender specifications were developed and a new contract awarded for the delivery of the Leadership Enhancement Program, and 20 senior executives participated during the course of 2001/2002.

Women in Leadership

Women in Leadership has become one of the Department's most popular programs, with attendances at events in 2001/2002 reaching 215.

This program brings together women in senior management positions to listen to guest speakers from the public sector, the private sector and the general community addressing contemporary management issues.

Public Sector Leaders' Summits

This is a joint initiative of the Australian and New Zealand Commissioners for public employment and affords selected senior executives the opportunity to participate in a series of summits designed to enhance strategic thinking and high level policy development skills.

During 2001/2002, one senior executive from the Department was funded to attend the program, which included summits in New Zealand and the Eastern States.

Executive Seminar Series

This program features seminars on a variety of topics reflecting contemporary management and leadership issues, government priorities and changes in public sector management. Where possible, visiting national and international experts are invited to speak on topics to present a global perspective and many of these speakers are sourced through partnership arrangements with other provider/institutions.

Attendances totalled 235 for these activities.

New Programs

New programs such as the Executive Directions Program and the Executive Skills Program were developed during 2001/2002, and will run for the first time during 2002/2003.

Public Sector Management Course

The Public Sector Management Course is a joint Commonwealth/State initiative, which allows public sector employees to undertake accredited studies leading to a Graduate Certificate in Public Sector Management. The Department is represented on the course's National Board.

During 2001/2002, the Department became the host agency for the course in Western Australia. This entailed assuming the Chair of the Local Management Group and responsibility for employment of the course coordinator and for the course's financial management.

Management Initiated Retirements

The Department continued to manage Management Initiated Retirements within the Senior Executive Service.

During 2001/2002 a total of 15 Management Initiated Retirements were accepted by senior executives with a total value of \$1,952,725.

STRATEGIC EMPLOYMENT

The Department provides advice to Government on strategic public sector issues in the areas of redeployment and entry level employment. The Department has responsibility for a whole of Government redeployment and redundancy policy and framework. Together with this it facilitates the employment of people into entry-level positions in public sector agencies and provides career transition training. This year the web site was remodelled and an information telephone service implemented to provide information to the public on entry-level employment and services.

ENTRY LEVEL EMPLOYMENT

To assist public sector agencies recruit for entry-level vacancies, the Department maintains a database of suitable candidates. This enables agencies to fill base grade clerical vacancies and recruit trainees and graduates cost effectively while meeting legislative and policy requirements. The Department actively promotes entry level employment opportunities for Aboriginal and Torres Strait Islander candidates and people with disabilities.

Permanent entry level vacancies filled from the central database in response to agency requests in 2001/2002 were 75, the number of contract vacancies filled was 322 and the number of traineeship placements was 53.

PERMANENT EMPLOYMENT

To ensure that ongoing jobs in the public sector are filled by permanent employees, the Department facilitated the conversion of 801 entry-level staff across the public sector to permanency. A framework has been implemented to provide assistance to agencies in confirming permanency for eligible contract officers.

YOUTH EMPLOYMENT

The Department in conjunction with the Department of Training developed a State Government youth employment strategy called Access Government Traineeships to assist public sector agencies provide opportunities for young people under 25 years of age.

Traineeships, cadetships and the recruitment of graduates are the employment pathway to providing 500 places within the WA public sector in metropolitan and regional Western Australia over the next two years.

Traineeships

The traineeship program is for a nominal 12-month period and is flexible enough to allow trainees to finish early or take longer to attain the required competencies. Whilst the majority of training is done on-the-job, some off-the-job training is available.

Under the Access Government Traineeships strategy, public sector agencies are not limited to employing only clerical trainees. The strategy provides for the employment of young people under many different vocational areas.

A clause specifically dealing with traineeships, outlining conditions of employment and wages has been incorporated in the new general agreement to provide consistency across the public sector for trainees.

A Commonwealth Government training subsidy is paid to agencies for each eligible trainee.

Clerical Traineeships

The Department maintains a database of metropolitan candidates under 25 years old who are interested in pursuing a career in an office environment. Public sector agencies can recruit from this database and provide trainees with on-the-job training in preparation for entry-level positions in the public sector. The number of full time and part time traineeships commenced during 2001/2002 was 53. This included traineeships for Aboriginal and Torres Strait Islander people and people with disabilities.

School Based Clerical Traineeships

Under this part-time program students spend two days a week in a public sector agency and three days at school during years 11 and 12. The number of school-based traineeships commenced during 2001/2002 was 6.

GRADUATE RECRUITMENT

As part of the graduate recruitment strategy, an annual guide encouraging the recruitment of graduates continues to provide assistance to public sector agencies.

A graduate opportunities booklet for university students in their final year of study was produced to provide information on working in the public sector including specific details of graduate programs in public sector agencies. This strategy enables graduates to be employed in permanent positions on completion of an in-house graduate development program.

ABORIGINAL EMPLOYMENT

To assist public sector agencies increase job opportunities for Aboriginal and Torres Strait Islander people, the Department maintains a database of applicants interested in working in clerical positions. The Aboriginal Coordinator is responsible for attracting and selecting Aboriginal and Torres Strait Islander people suitable for traineeships and entry-level positions.

In 2001/2002 - 57 Aboriginal people were recruited through the database into entry-level positions across the metropolitan area.

Since 1998 the Department has coordinated the implementation of a joint State/Commonwealth Aboriginal Employment Agreement, which provides for Commonwealth funding to support the recruitment of Aboriginal trainees.

Aboriginal Employment 1998/2002

	Trainees
Commenced 2001 - 2002	39
Total commenced 1998 – 2002	156
Outcomes:	
Yet to complete	41
Discontinued	42
Successfully completed	73
Employed or offered employment in public sector after completion	65

EMPLOYMENT OF PEOPLE WITH DISABILITIES

The Department administers an Entry Level Disability Employment Program that is designed to increase access for people with disabilities to entry-level jobs in the Western Australian public sector. Candidates are required to sit and pass the public sector recruitment test that is available in a range of alternative formats modified to suit various client groups. One example of this is the biannual testing at the Deaf

Society of WA where deaf or hard of hearing applicants are provided with an Auslan interpreter to relay test instructions.

From the clerical aptitude testing processes, a database of eligible applicants is maintained from which employing authorities can recruit appropriately skilled people from the disability group.

Specialist employment agencies provide support for people with disabilities where necessary and also work directly with public sector agencies to find opportunities for other candidates.

A total of 71 people with disabilities were placed in agencies during the last financial year. Of these 14 were placed in permanent positions and 57 in fixed term contract positions.

REDEPLOYMENT AND REDUNDANCY MANAGEMENT

The Department has responsibility for the redeployment and redundancy policy framework and monitoring the effectiveness of the redeployment system in accordance with the Public Sector Management (Redeployment and Redundancy) Regulations 1994.

Public sector agencies manage their own redeployees and refer them to public sector vacancies via an Internet based registration system.

Redeployment And Redundancy Activity

During the year a total of 53 public sector agencies registered 274 employees for redeployment. This represents an approximate 6% increase on the number of registrations in 2000/2001.

At 30 June 2002, 278 public sector employees were registered for redeployment on the Department's redeployment database.

A total of 314 placements of surplus employees were recorded in 2001/2002.

The average number of vacant positions referred to the Department each month in 2001/2002 was 820.

Voluntary Severance

A total of 1057 requests for employees voluntary severance were received during the financial year. This reflects a 222% increase on the previous year largely reflecting the enhanced severance initiative.

Enhanced Severance

As a means to make better use of public sector resources and reduce surplus employees, an enhanced voluntary redundancy scheme was implemented. The enhanced severance was only offered from April 19 until June 30 2002. It included three weeks' pay for each year of continuous service to a maximum of 52 weeks' pay. A revitalised approach to redeployment practices to assist in placing surplus employees in vacant positions was also introduced as part of the strategy.

When this offer was announced there were 409 registered redeployees. 806 severances were approved under the enhanced severance initiative.

CAREER DEVELOPMENT WORKSHOPS

During the period 2001/2002, the Department facilitated 44 career development workshops to help public sector employees manage their careers. A total of 424 participants attended, which was a 7% increase on the previous year.

All workshops can be adapted for people with disabilities and most can be accessed from remote areas. There are six workshop topics run on a regular basis and these, together with a further seventeen different workshop topics, can be delivered in-house and customised to suit an agency's needs. Specialist providers deliver the workshops.

PUBLIC SERVICES EDUCATION AND TRAINING AUSTRALIA

The Public Services Training Package which incorporates five generalist and sixteen specialist qualifications was made available to public sector agencies in December 2000. The package offers flexible learning and skills recognition to existing employees enabling them to attain nationally recognised qualifications specific to government.

National standards and qualifications for the Workplace Inspection Stream were recently endorsed and will be incorporated into the Public Services Training Package in due course.

National focus groups were held in late 2001 to progress standards and qualifications for Sheriffs. Work is progressing on a submission for endorsement.

REVIEW AND COORDINATION

The Department provides support and advice to the Government, Ministers, and agencies on a broad range of issues affecting the structure and functions of Government. Activities focus on structural and functional review, management improvement, and whole-of-government strategic coordination.

In addition, the Department continued to provide leadership and executive support for a number of high-level committees addressing key public sector management issues. These included the Strategic Management Council, the Reporting and Management Information Group, the Government Intellectual Property Committee, and the Emergency Services Computer Aided Despatch and Communications Project.

Reviews

The Department was directly responsible for a range of organisational, legislative and functional reviews and participated in a number of reviews and evaluations conducted by other government agencies. During the year, these included:

- Providing significant input to the implementation of the Machinery of Government Taskforce recommendations.
- Completing a comprehensive review of all existing Premier's Circulars. This resulted in the deletion of more than 1100 Circulars and a more streamlined process for the management of Circulars.
- A review into funding and purchasing agreements between Government agencies and the not-for-profit sector.
- Assisting the Office of the Minister for State Development by providing executive support to the review of the Project Development Approvals System.
- Commencing a review to determine the number, classification, and standard of Investigative Officers in the WA Public Sector and ascertaining how to improve recruitment, training and retention standards.
- Assisting the review into commercial contractual arrangements between the Health Department and private sector service providers.

Cross-Portfolio Coordination

Cross portfolio coordination during the year included:

- Provision of centralised management of the Western Australian public sector's copyright royalty obligations under the Copyright Act 1968 (Commonwealth).
- Monitoring and following up on significant issues identified by the Auditor General as requiring attention within the public sector.
- Participation on the State Tenders Committee.

Management Improvement

Key management improvement initiatives undertaken during the year included:

- Continued promotion of and advice on the Government's policies on Customer Focus, reporting, performance indicators, accountability and corporate governance.
- Preparation of an Annual Reporting Framework for 2001/2002, which provides agencies with guidelines and a checklist of all annual reporting requirements.

PREMIER'S AWARDS

The Department managed the calendar of events and concluding presentation of the 2001 Premier's Awards for Excellence in Public Sector Management. The Premier's Awards for Excellence in Public Sector Management continues to be a high profile, successful celebration of achievements in the Western Australian public sector. The Awards are an opportunity for staff and projects to be recognised for their achievements. The Awards are also a celebration of a dynamic and innovative public sector, working towards the creation of meaningful changes in the way it serves the community.

The public sector has undergone significant structural change during 2001/2002, with the objective of making it easier for the community to access government services and facilities. The 2001 Premier's Awards categories were refined to reflect that government has a role to play in acknowledging the achievement of excellence by its agencies.

A panel comprising eminent Western Australians from the private sector, academia and the community judged the applications.

Interest in nominating for the Awards continued to grow. This year saw the largest ever participation by local government agencies, with over 14 entries received.

In 2001 the winners in the six categories were:

- Social or Community Development – Next Step Specialist Drug and Alcohol Services for Parents, Peers and Professional Counsellors – Volunteers Making a Difference
- Economic Development – Department of Industry and Technology and Department of Agriculture for Targeting Taiwan – An Export Success Story
- Sustainable Environment – Eastern Metropolitan Regional Council for Eastern Hills Catchment Management Project
- Services to Regional and Remote Communities – CY O'Connor College of TAFE for Services to Regional and Remote Communities
- Innovation – Department of Agriculture for Australian Plague Locust Incident 2000/2001
- Management Improvement – Fire and Emergency Services Authority for Firefighter Recruitment and Selection 2000/2001

'Australian Plague Locust Incident 2000/2001' was awarded the overall 2001 Premier's Award for Excellence.

MACHINERY OF GOVERNMENT TASKFORCE

The Machinery of Government Taskforce, established to review current structures in the public sector and to recommend a package of reform proposals, reported to government in June 2001.

During 2001/2002 the Department provided extensive advice and support to Ministers and portfolio Director Generals in the implementation of the Taskforce's recommendations. This included:

- Developing guidelines for the review of statutory authorities, and public sector boards and committees.
- Providing instructions on the drafting of a range of statutory amendments to legislation to give effect to the Machinery of Government recommendations regarding the form and structure of agencies and statutory positions.
- Ongoing coordination and advice regarding implementation of the machinery of government reforms.

WORKFORCE ANALYSIS AND COMMUNICATION

The Department collects, analyses and reports on public sector workforce information and is responsible for a range of Public Sector communication strategies including InterSector, Government Career Opportunities (previously known as the Public Service Notices) and a range of internet facilities such as HRshare and pswa-announce.

Workforce Information

The Department manages an information system for strategic management of the Government's workforce and evaluation of critical human resource management issues.

This information is used by Cabinet, central agencies and coordinating agencies as the basis for policy decisions, policy advice and monitoring of public sector performance in aspects of human resource management. Regular reports are provided to assist agencies evaluate and continuously improve aspects of their own human resource management practices.

Statistical and analytical reports on various aspects of the Government's workforce were produced, including:

- "Profile of the Western Australian State Government Workforce at 30 June 2001."
- "Quarterly Employment Levels in WA State Government Bodies"
- "Overview of the Western Australian Public Sector Workforce"
- "HR MOIR data definitions"
- "The Young Ones paper 1: Employing for the Future - A study of the history and success of State public sector youth employment programmes"

- "The Young Ones paper 2: Youth Speaks - On work and the public sector"
- "The Young Ones paper 3: Youth Trends - The role of young people in the Western Australian public sector"

These reports and some innovative tools for validating and comparing workforce data are available in the Publications area of the Public Sector Management Division website (www.dpc.wa.gov.au/psmd).

Workforce Planning

The impact of the "baby boomer" generation approaching retirement is well recognised. A recent retirement intention survey shows 30 per cent of full-time permanent employees in the Western Australian Public Sector intend to retire in the next 10 years. The ageing population also signifies a decrease in the proportion of the population who will be of working age. This will have ramifications for the public sector being able to adequately staff its agencies. The Department is working with agencies on workforce planning initiatives to examine and address the impact on the public sector. A web-based toolkit (www.dpc.wa.gov.au/psmd/wptoolkit/index.html) has been developed to assist agencies to develop effective workforce plans.

The Division has convened Workforce Planning Liaison Groups that include workforce planners from across the State Public Sector. These groups have proven an extremely effective way for experienced planners to share ideas and work through common workforce planning issues.

A research project with the Centre for Labour Market Research, a consortium of Curtin University, Edith Cowan University, Murdoch University, University of Western Australia and University of Canberra and the Department, is continuing. This study, into the implications of an ageing population for Public Sector recruitment and retention in Western Australia, began in September 2001 and is expected to be finalised in October 2003. A survey of industry, government and training providers is planned for the beginning of 2003. The tool will identify the changing needs of the Public Sector brought about by an ageing population. The information obtained through this survey will form the basis of a forthcoming paper in the Workforce Beyond 2000 series.

Human Resource Management Performance And Benchmarking Project

A number of public sector agencies, representing about a quarter of the Western Australian Public Sector are involved in a Benchmarking consortium. A consultant has been contracted to analyse and report on twenty human resource management benchmark measures. Half yearly reports feature agency results, comparisons to other consortium agencies, and comparisons to public sector and Australian "All Industry" benchmarks.

Reports give agencies feedback on specific workforce issues, performance of human resource management services and help them make strategic decisions to improve their current and future business outcomes.

Qualitative Research Into People Management

Eleven agencies have done a qualitative analysis of the perceptions of the human resource function in their agencies. The report on the first data collection identified several areas for consideration including:

- A lack of understanding of how human resource management can be used as a tool to achieve business outcomes;
- Issues pertaining to respect and trust in working relationships;
- Difficulties with the recruitment and selection process; and,
- The importance of training and career development in agencies.

Communication, Information Technology, Internet

InterSector is the WA Public Sector magazine published fortnightly by the Department for all public sector employees throughout the State. It contains editorial and a Government Career Opportunities section. The magazine is taking further advantage of Internet developments and is publishing the entire contents online at www.dpc.wa.gov.au/psmd/intersector. Options for maximizing the use of Internet technology to streamline advertising and other recruitment and selection processes are under consideration.

The Department coordinates a range of Internet based workforce analysis and communication services including a World Wide Web site that provides ready access to a wide range of publications and services relevant to Chief Executive Officers, managers, human resource staff and all public sector employees (<http://www.dpc.wa.gov.au/psmd>).

"HRshare", the email discussion forum established in 1997 for open discussion on human resource issues, now has more than 1,800 subscribers. Another email group, "pswa-announce", with 2,800 members, helps inform employees about relevant publications, training and development opportunities and temporary vacancies.

REVIEW OF THE NATIONAL TRUST OF AUSTRALIA (W.A.)

In December 2001 the Minister for the Environment and Heritage sought assistance from the Department to undertake a review of the National Trust consistent with Premier's Circular 21/01, which required the functions of each statutory authority to be reviewed in accordance with a key recommendation of the Machinery of Government Taskforce Report. In addition, the Minister had concerns in relation to the 2000/2001 annual audit of the National Trust, undertaken by the Auditor General.

Accordingly, the Minister for Public Sector Management initiated a review under section 10(1)(d) of the *Public Sector Management Act 1994* into the functions, management and operations of the National Trust. A senior officer of the Department undertook the review in accordance with terms of reference established by the Minister and reported in March 2002.

THE MISSING FILES REVIEW

The review of aspects of the Department of Consumer and Employment Protection's records management was authorised by the Premier on 25 February 2002.

This followed a request from the Minister for Consumer and Employment Protection for an independent examination of the circumstances of the reported loss of two licensing files relating to finance brokers Blackburne and Dixon. Blackburne and Dixon was one of the finance broking firms which received attention in the Gunning Committee of Inquiry into the Finance Brokers Supervisory Board (the Gunning Inquiry), the Legislative Council Select Committee into the Finance Broking Industry in Western Australia (the Travers Committee) and the Royal Commission into the Finance Broking Industry (the Royal Commission).

The Terms of Reference for the Review, which was undertaken by a senior officer of the Department of the Premier and Cabinet, required consideration of the adequacy of the records management operations of the Department of Consumer and Employment Protection, in relation to two volumes of departmental files relating to Blackburne and Dixon finance brokers that the Department believed were lost. The Reviewer was asked, in particular, to identify the purpose for which the files were created, the circumstances in which Consumer Protection identified that the files were unable to be located, any action taken by Consumer Protection to ascertain the whereabouts of the files and whether any action should be taken by Consumer Protection to prevent similar incidents from occurring in the future.

The Report of the review was provided to the Minister for Public Sector Management on 3 May 2002 and was shortly thereafter tabled in Parliament. The Reviewer concluded that Volumes 1 and 2 of the Blackburne and Dixon licensing files are missing despite extensive searches by the Department of Consumer and Employment Protection. The Review Report provides some context for considering records management in the Department of Consumer and Employment Protection, documents the search for the two missing files and provides some insight into the information which might have been on the files. The Report concludes that nothing that had come to light in the course of the review lead the Reviewer to believe that the loss of these two files results from nefarious activity on the part of an individual or individuals.

OUTPUT FOUR MANAGEMENT OF POLICY

The Department provides advice and co-ordination for the Premier and Cabinet on key policy matters to ensure an effective government-wide perspective in the following areas:

- Federal Affairs;
- Constitutional Affairs;
- Citizens and Civic matters;
- Indian Ocean Territories;
- Cabinet Standing Committees; and
- Crime Prevention.

Table of Output Measures

	2001/2002 Estimated	2001/2002 Actual	Reason for Significant Variance
Quantity			
Provision of information (hours)	26,000	23,163	See note (a).
Policy co-ordination and review (hours)	23,500	25,786	See note (a)
Policy development (hours)	29,100	31,324	See note (a)
Project management (hours)	14,900	14,931	See note (a)
Graffiti removals initiated by Task Force	7,600	7,684	
Quality			
Premier's Office satisfaction with quality of services provided	5.0	3.0	
Ministerial Office satisfaction with quality of services provided	3.3	2.9	
Timeliness			
Premier's Office satisfaction with timeliness of services provided	4.0	3.0	
Ministerial Office satisfaction with timeliness of services provided	3.3	3.0	
Cost			
Average cost per hour of provision of information	\$75	\$74	
Average cost per hour of policy coordination and review	\$85	\$69	See note (a)
Average cost per hour of policy development	\$78	\$68	See note (a)
Average cost per hour of project management	\$70	\$69	
Average cost per graffiti removal	\$39	\$33	
Value of grants excluded	\$2,603,508	\$1,429,458	See note (b)
Severance(s) excluded		\$57,121	

- (a) This output had a substantial increase in appropriation and FTEs during 01/02 following the transfer in of the Graffiti Program and transfer out of the Review and Coordination and Native Title functions to Outputs 3 and 8 respectively as at 1 July 2001. Given significant resourcing movements in this output in 01/02, the hours used to derive this indicator for 01/02 are based on the two periods of activity sampling undertaken during the year, rather than the moving average that has been used for 98/99-00/01. This change to the basis of calculation resulted in a 62% increase in average annual hours recorded when compared with the hours derived from the moving average approach previously applied.
- (b) The number of grant applications was substantially lower than was forecast during preparation of the budget statements.

POLICY

The Department supports the Cabinet Standing Committees on Economic Policy; Environment Policy; Regional Policy and Social Policy. The Cabinet Standing Committees have endorsed terms of reference which include over viewing Cabinet decision making and advising Cabinet on the impact of Government policies and decisions on Western Australian communities. The Cabinet Standing Committees met 43 times in 2001/2002.

In addition the Department has a role in policy coordination and review across government that focuses on assisting the Government to meet its commitments. It provides a central point of contact for policy information and conducts research and prepares materials to support the Premier and members of Cabinet.

Considerable work has been undertaken in the preparation of the State Strategic Plan, which is due to be finalised in late 2002.

The Department assisted in the State Budget process, preparing the "Growing Our State" budget paper. The Department also prepares profiles and issues summaries for each Regional Cabinet meeting.

The Department played a key role in the creation of a new framework for future relationships with the Indigenous people of WA. The *Statement of Commitment to a New and Just Relationship with the Indigenous people of WA* was an outcome of this process. *The Statement of Commitment* is the manifestation of the Government's desire to achieve better outcomes for Indigenous people in Western Australia, and is the cornerstone of Government policy and program development. This new approach to Indigenous affairs is based on reaching agreements, building partnerships and more effective consultative processes.

Regional Policy

The Department has been directly involved in making the necessary changes to give effect to the new organisational and decision making arrangements. Key tasks included amendments to the Regional Development Commissions Act, drafting of new legislation and guidelines to administer the \$75 million Regional Investment Fund, implementation of a Regional Impact Analysis of Cabinet Submissions, and preparation of a report on public sector employment in the regions.

The Department has coordinated Regional Investment tours of the Mid West and Great Southern regions, and facilitated the transfer of this program to the Department of Local Government and Regional Development.

The Department has also assisted in early work associated with the preparation of a Regional Policy Statement for Western Australia and contributed to the agenda setting for the Commonwealth Regional Development Council

Environmental Policy

The Department led the assessment and response to the report from the external taskforce review of the State's salinity program. As advocated by the taskforce, Government will lead three main actions which build on the Salinity Strategy 2000 and the Salinity Action Plan 1996. The three main actions are 'direct support' to protect assets of high public value, 'indirect support' through investing in new industries and technologies, and providing support and incentives for planning, coordination and implementation of smaller on-ground works on private land, especially where these will lead to public benefits.

Social Policy

The Department in its role of meeting the Government's commitment to putting social policy at the centre of government action undertook a survey of 'Joined-up Government' policies and programs. This has highlighted the limitations of existing approaches and potential new directions.

Current early years childhood intervention strategies and services were reviewed, and a framework developed for a multi-disciplinary, coordinated community approach to provision of services. As a result, a Taskforce of Directors' General has been established to develop an early intervention plan of action to improve the life outcomes for all children.

The Department also managed the Government's response to the Report of the State Homelessness Taskforce, which contains 68 recommendations for action.

Economic Policy

The Department played a key role in providing advice on a range of strategic and long-term policy issues, as well as issues of immediate concern. These included major development programs, industrial relations, regulatory reform, tourism development, critical land development, outsourcing, privately financed infrastructure, National Competition Policy and trade and investment strategy.

The Department has led the development of a State response to the challenges facing community groups and small business following the extraordinary increases in public liability premiums. Several strategies have been explored and the Department has facilitated the exchange of views between agencies and briefed the Premier and other key Ministers on the nature of the problem and the actions most likely to assist a return to normality.

The Department has had responsibility for establishing the trade and investment office in Dubai and the replacement of an official representative in Japan, as well as assisting in the establishment of the Ministerial Trade and Investment Council and the work being carried out on regulatory reform.

SUSTAINABILITY

In November 2001 the Premier announced that the Government would prepare a State Sustainability Strategy to pursue new forms of development that do not compromise the health of our environment or society. In December 2001 *Focus on the Future: Opportunities for Sustainability in Western Australia – A Consultation Paper for the State Sustainability Strategy for Western Australia* was released and widely circulated. The consultation paper invited public submissions towards the development of a Draft State Sustainability Strategy and over 200 submissions were received.

In February 2002 the Premier launched an exhibition jointly mounted by the Department and the WA Museum *Sustainability WA*. The exhibit tells the stories of 18 people and their contribution to sustainability in Western Australia. This exhibit, which visited 26 regional locations and a number of metropolitan venues, provided an opportunity for people to contribute to the development of the Strategy through sending postcards with their response to the exhibition.

Support was provided for the preparation by University students of 40 Sustainability Case Studies. The case studies, also supported by Murdoch University and Rio Tinto through its WA Future Fund, describe examples of how sustainability is being pursued in a range of sectors, and by different organizations.

The Department hosted 18 Sustainability Seminars at the Alexander Library Theatre from July to December 2001. The seminars were presented by a range of national and international speakers on topics related to sustainability.

CITIZENS AND CIVICS

During the year formal and informal consultation continued with many individual citizens, community, business organisations and Government agencies at workshops, forums and seminars. This feedback informs the ongoing development of a whole of government citizens' policy and strategies that contribute to practical implementation across a wide range of areas. The aim is to assist in strengthening deliberative democratic practice, to address the growing demand for public involvement in decision-making and help restore confidence in governance processes.

In November 2001 the *Searching our Futures: Consulting Citizens* Forum on best practice in consultation and democracy was attended by around 250 people and tele-cast on Access 31 in the metropolitan area and through the Telecentre network to regional areas. Most local libraries now hold copies of the video.

One of the important outcomes of the Forum was the preparation of *Consulting Citizens: A Resource Guide*, launched by the Premier in April 2002. This publication provides a framework and establishes standards for effective consultation.

Following the launch of the *Guide* workshops on best practice in consultation are being co-hosted in partnership with the Institute of Public Administration Australia (IPAA) and others. The Department convened a new inter-governmental Consultations Reference Group to help develop a more robust consultative culture. The Group's key focus is public involvement in decision-making, but it also helps in coordinating consultations across-government and cooperatively delivering upon consultation commitments.

OFFICE OF CRIME PREVENTION

A key objective of the Government's plan for the long-term reduction and prevention of crime in Western Australia is the development and implementation of a comprehensive State Crime Prevention Strategy. Involving all levels of government, private industry and community, the State Crime Prevention Strategy will deliver a more coordinated, targeted and evidence-based approach to crime prevention.

Pre-existing crime prevention structures and funding programs were amalgamated into the new office including the SAFER W.A. Unit and the Graffiti Program.

The Department completed a statewide review of existing crime prevention structures, strategies and funding programs. Information gathered from the review will enable the Department to develop and implement the best model for delivering sustainable crime prevention strategies in Western Australia.

In June 2002 the Department conducted a high level Strategic Planning Forum for Crime Prevention at Technology Park, Bentley. Senior policy makers from Government and non-government agencies and organisations, along with experts in their fields, were brought together for the one-day forum and workshop, the results of which will be incorporated into the development of the State Crime Prevention Strategy.

FEDERAL AFFAIRS

The Department has continued to represent Western Australian interests at a Federal level through participation at various Council of Australian Governments (COAG) forums and by providing the Premier with appropriate strategic policy advice and support.

The Department has developed whole of government negotiating positions for the issues discussed at the Leaders' Forum and COAG, including Human Cloning and Assisted Reproductive Technology, Foot and Mouth Disease, Salinity and Water Quality, Energy Policy, and National Insurance Schemes. Advice was also provided on a Review of Disaster Relief and Mitigation Arrangements.

One of the most significant issues of the past twelve months has been responding to terrorism and multi-jurisdictional crime with input being provided to the National Summit on Transnational Crime and Terrorism.

In addition, the Department also represented Australian States and Territories at the international United Nations Framework Convention on Climate Change Conference of Parties.

The Department has ensured that Western Australia's interests were protected in other international treaty negotiations, including negotiations for the World Trade Organisation, the United Nations Draft Declaration on the Rights of Indigenous Peoples, the Energy Charter Treaty, the Timor Gap Treaty, and the Singapore Free Trade Agreement.

Strategic policy advice was provided for negotiations with the Commonwealth on Western Australia's marine industrial capability. The Commonwealth were also advised about Western Australia's major marine industrial infrastructure, such as the Jervoise Bay project, capable of providing long-term support to Defence Industry.

In conjunction with the Department of Treasury and Finance, the Department also developed a Strategic Framework for the negotiation of Specific Purpose Payments (SPPs) with the Commonwealth. The Department has been involved in the negotiations for new SPPs in the areas of disability services, health and housing.

The Department developed and prepared whole of government submissions to various national inquiries on inter-governmental issues, including Commonwealth Parliamentary inquiries into Children in Immigration Detention, gambling, regional infrastructure, the role of the States in the Federation and numerous Greenhouse and environment-related issues.

INDIAN OCEAN TERRITORIES

The Commonwealth Government currently fulfils its constitutional responsibility for the provision of services in the Territories of Christmas and the Cocos (Keeling) Islands through a collaborative arrangement with the Western Australian Government. There are currently 28 operative Service Delivery Arrangements. In 2001/2002 arrangements were put in place for Lotteries WA services to be provided in the Territories, and Service Delivery Arrangements for Culture and the Arts, and the Office of Energy were finalised, but have not yet been executed by the Commonwealth Minister for the Territories.

In addition the Service Delivery Arrangements for the Departments of Industry and Technology, and Environmental Protection were negotiated for a further three years

In March 2002, the Commonwealth released details of plans to build a permanent Immigration Reception and Processing Centre on Christmas Island. The Commonwealth has indicated that any increased demand from construction or detention centre staff would be accommodated under present Service Delivery Arrangement provisions to be negotiated between the State and the Commonwealth.

OUTPUT FIVE PARLIAMENTARY, STATUTORY AND LEGISLATIVE PUBLISHING SERVICES

Through the State Law Publisher, the Department provides a secure, confidential and time critical publishing service to meet the needs of Parliament and Government.

Table of Output Measures

	2001/2002 Estimated	2001/2002 Actual	Reason for Significant Variance
Quantity			
Printing images produced	12,500,000	12,900,000	
Publications sold	400,000	418,624	
Quality			
Client satisfaction with quality of service provided	92%	93%	
Timeliness			
Parliamentary documents produced on time	100%	100%	
Cost			
Average cost per printing image produced	\$0.11	\$0.11	
Average cost per publication sold	\$4.96	\$5.08	

CLIENT SURVEY

The annual client satisfaction survey was conducted during the year to:

- measure the level of satisfaction with the services provided;
- identify opportunities to develop new products and services;
- receive feedback on whether the changes and services implemented as a result of past surveys have been beneficial.

The survey results indicated that 93% of State Law Publisher's clients were either "satisfied" or "highly satisfied" with the products and services provided. The result illustrates an increase of 1% on the previous year's result.

REPRINTS PROGRAM

The reprints program fostered jointly with the Parliamentary Counsel's Office resulted in 195 titles of legislation being consolidated and reprinted for the financial year. This project will continue until all Western Australian legislation titles have been through the reprint process.

PARLIAMENTARY SUPPORT

A “tabled papers” database system was developed and implemented for Parliament during the year. An electronic version of all papers tabled in the Parliament will eventually be required for lodgement into the database. Annual Reports for 2001 are now available and other tabled documents will progressively become available through this service.

ELECTRONIC SERVICES

A database of Government Inquiry Reports was developed and made available on the State Law Publisher’s public web site. Free access is now available to a number of Royal Commissions and various other Government Inquiry reports.

SUPPORT TO THE ROYAL COMMISSION AND GOVERNMENT INQUIRY

The State Law Publisher provided support during the year to the Inquiry into Obstetric and Gynaecological Services at King Edward Memorial Hospital, and to the Royal Commission into the Finance Broking Industry. Support ranged from assistance with document preparation, publishing and dissemination of final reports and the provision of website facilities.

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY PUBLICATIONS

The State Law Publisher now acts as an agent for the Office of Equal Employment Opportunity, selling their publications through our sales outlet.

EQUIPMENT REFURBISHMENT

New document reproduction equipment, software, and electronic document storage facilities were installed early in the financial year in the Operations section of the State Law Publisher. Leases on previous equipment had expired, and the equipment was technologically outdated. The new equipment places the State Law Publisher at the cutting edge of new technology, and enables it to deliver services to key clients at the required levels.

OUTPUT SIX THE CONSTITUTIONAL CENTRE

The Government is committed to helping educate the community on the Western Australian and Commonwealth Constitutions and the Federal system of government through the provision of exhibitions and programs at the Constitutional Centre.

Table of Output Measures

	2001/2002 Estimated	2001/2002 Actual	Reason for Significant Variance
Quantity			
Customers of the Constitutional Centre	55,000	55,333	
Quality			
Client satisfaction with Constitutional Centre programs	4.6	4.8	
Timeliness			
Client satisfaction with timeliness of services provided	4.6	4.8	
Cost			
Average cost per customer of the Constitutional Centre	\$18	\$18	

The Constitutional Centre of Western Australia has been in operation since October 1997 and is unique in Australia. The Centre promotes public awareness of our federal system of government, with particular emphasis on its constitutional basis, encouraging balanced debate and educating the general public of Western Australia about our electoral and parliamentary system.

An Advisory Board supports the Centre and consists of:

Mr Malcolm McCusker, QC (Chairperson)
 Professor David Black
 Mrs Anne Conti
 Mrs Janice Dudley (appointed June 2002)
 Mr Bill Hassell
 Mrs May O'Brien (resigned January 2002)
 Mr Robert O'Connor, QC
 Mr John Pritchard
 Mrs Irene Stainton (appointed June 2002)
 Hon. Ian Taylor (Deputy Chairperson)

Participation in programs held by the Constitutional Centre continued to increase. Schools attendances were up by 40% on the previous year and use of the Website increased by 30%.

EXHIBITION PROGRAMS INCLUDED:

- “Forging the Nation” (August 2001). A travelling exhibition from the Australian War Memorial which commemorated the Centenary of Federation and looked at the emergence of the Australian identity.
- “Proclamation Day” (October 2001). This exhibition charts the road to responsible government for Western Australia. It will be on permanent display in the WA Constitution Room and form part of the education programs.
- “Its an Honour Australia” (January 2002). Launched by His Excellency, Lt General John Sanderson, Governor of Western Australia, encouraging community members to recognise active citizenship. A small travelling exhibition has been developed and will be circulated throughout the State.
- “For the Record” (June 2002). Marking the release of the 1971 State Cabinet Records.
- “The Queen’s Golden Jubilee: Those Fifty Years in Western Australia” (June 2002). Looks at what has happened in Western Australia during the fifty years the Queen has been on the throne.

The Centre ran a program of school activities to commemorate 100 years since the referendum in which Western Australians agreed to enter Federation. Over 500 children took part in this two-day activity based program. The Centre also hosted the Australian Association of Constitutional Law conference. Around 100 national and international participants took part in the proceedings. Sir Anthony Mason gave a public oration entitled *The Commonwealth Constitution in Retrospect and Prospect*.

In September 2001 the largest ever Western Australian Schools Constitutional Convention was held. Sir Anthony Mason gave the keynote address, with over 150 students from around the State attending. From this group, 15 students were selected to attend the National Schools Constitutional Conventions held in Canberra on 20-22 March 2002.

To raise the profile and understanding of the significance of Proclamation Day, the Centre ran both a schools and public education program in conjunction with the City of Perth and Celebrate WA. The Premier announced the establishment of the annual Proclamation Day Grants to fund research into Western Australian issues.

The Centre’s stand at the Royal Show attracted around 8,500 people. Displays held a Centenary of Federation theme and included A Nation at Last and a Vote of Her Own.

Sir Anthony Mason gave two public lectures on the Commonwealth Constitution to the public and schools audiences. His Excellency the Governor spoke on the evolution of the Cambodian Constitution. Mrs Lorraine Sanderson, Mrs Bev Gallop and Mrs Lyn Barnett joined together to mark International Women’s Day and Professor Ed Jaggard gave a lecture entitled *Plumpers, Splitters and Straights*, which looked at the evolution of Secret Ballot in Victorian England and the influence that Australia had on this.

The Centre has continued its association with the Mature Adults Learning Association with another two annual ten-week seasons for mature learners. Around 450 learners attend weekly during each season.

During Foundation Week, a schools program entitled *From Foundation to the Future* was held. In conjunction with the Water Corporation and the Department of Agriculture, the program looked at Aboriginal perspectives, the problems faced by settlers and the issues of sustainable water use and salinity. Around 1,000 students took part over four days.

New interactive programs have been developed and installed in the Western Australian Constitution Room. The interactive program details all Governors from the Foundation of the Colony, and all Premiers from 1890 onwards.

OUTPUT SEVEN MULTICULTURAL ISSUES

The Department provides services to Government and the community to enhance participation of all citizens in community activities and the democratic process through:

- development, coordination and implementation of multicultural policies;
- provision of information to community organisations;
- support for participation in community events and promotional programs; and
- fostering enhanced community relations and awareness of economic and social benefits of cultural diversity.

Table of Output Measures

	2001/2002 Estimated	2001/2002 Actual	Reason for Significant Variance
Quantity			
Routine policy advice	744	623	See note (a)
Strategic policy advice	18	24	See note (a).
Publications issued	18	21	See note (a)
Promotional programs and major events coordinated	14	16	See note (a)
Grants administered	349	385	See note (b)
Quality & Timeliness (combined rating)			
Premier's satisfaction with policy advice (strategic and routine)	4.3	4.0	
Stakeholder satisfaction with advice	75%	90%	
Stakeholder satisfaction with publications issued	75%	80%	
Stakeholder satisfaction with promotional programs and major events	75%	87%	
Stakeholder satisfaction with grants administration	75%	73%	
Cost ^(c)			
Cost per unit routine policy advice	\$712	\$745	See note (a)
Cost per unit of strategic policy advice	\$25,786	\$16,663	See note (a)
Average cost of publications	\$17,517	\$13,159	See note (a)
Average cost of promotional programs and major events	\$49,645	\$37,592	See note (a)
Average cost of administration per grant/sponsorship administered	\$724	\$564	See note (b)
Value of grants administered	\$458,000	\$504,133	

(a) *Estimates made during the budget process did not adequately factor in full year effect of transfer of the citizenship function to Output 4. As a consequence, there is significant variation in both the quantity and cost indicators although expenditure remained constant (with the exception of the issue raised in note (c)). Since three of the quantity indicators are numerically small, the increase in percentage terms is significant, as is the reduction in average cost.*

(b) *Demand for small community grants exceeded estimates provided in the budget statements. The 10% increase in the number of grants administered while costs remained constant led to a reduction in average cost of administration per grant.*

(c) *In accordance with the practice adopted by the Department of Treasury and Finance, 01/02 estimated figures were based on forecasts made for the mid-year review. As a consequence, 30 June 2002 expenditure was over-estimated in a number of areas.*

The Department provides services to Government and the community by promoting and supporting multiculturalism and cultural diversity in Western Australia. The key objectives are:

- building a community in which cultural diversity is valued and regarded as a key ingredient to the State's well being;
- achieving equitable access by people from diverse backgrounds to culturally appropriate services that meet their needs;
- empowering ethnic communities to optimise their contribution to social, cultural and economic life in Western Australia.

A key change in this area took place in July 2001 when citizenship activities were transferred to the Policy Office of the Department and the Office of Citizenship and Multicultural Interests reverted to its former title of the Office of Multicultural Interests.

KEY INITIATIVES FOR 2001/2002

New Strategic Directions

With a renewed focus on multiculturalism, strategic directions for the next three years have been developed with a primary aim of achieving meaningful social equality in Western Australia for all groups.

Anti-Racism Strategy

The Department will progress the development and implementation of an Anti-Racism Strategy. An Anti-Racism Strategy Steering Committee has been established to oversee the development of the Strategy. The Committee is chaired by the Premier and members represent a broad cross-section of the community.

A framework has been endorsed, encompassing four elements – research, identification of structural issues, community consultation and community education. Sub-committees have been formed to identify key issues in each element and develop an action plan for implementation. The Committee is currently developing a community consultation/education model for consideration.

As part of the development of the Anti-Racism Strategy a series of workshops were conducted on culture and religion. Five sessions covered Islamic, Sikh, Jewish, Hindu and Buddhist religions and were designed to help organisations in the public and private sector understand religious and cultural sensitivities of their clients and employees. The sessions were in high demand and provided practical information on cultural practices, central principles of religious observance, events of significance and appropriate social behaviour for service delivery. The sessions also advanced intercultural and inter-faith understanding.

Multicultural Policy

Development of a new Multicultural Policy has commenced in consultation with members of the Anti-Racism Strategy Steering Committee and the public sector. The Multicultural Policy will focus on social equality based on principles of democracy and human rights encompassing equality of opportunity, equal rights for all, respect between cultures, faiths and beliefs, and valuing the social and economic benefits of cultural diversity.

Religion And Cultural Diversity Seminar Series

A seminar series has been introduced to build a better understanding between Government, communities, the corporate sector and service providers, so that each can benefit from the opportunities of multiculturalism. The seminars provide information and stimulate discussion on a wide range of contemporary issues related to multiculturalism in Australia.

The Department has joined with the WA Museum to present the seminars in the Hackett Hall Foyer in the Perth Cultural Centre. Three outstanding seminars were presented this year by Professor Andrew Markus from Monash University in Victoria, Dr Samina Jasmeen from the University of Western Australia and Western Australia's Acting Equal Opportunity Commissioner, Moira Rayner.

Minister For Multicultural Interests Awards

The Department developed a new annual Awards Program titled 'The Minister for Multicultural Interests Awards' to acknowledge the significant contribution that Western Australians have made to multiculturalism. It recognises the efforts of individual members of the community in promoting a strong and healthy multicultural society.

The program contains two streams:

- a *Multicultural Ambassadors Award* to acknowledge outstanding contributions by adults and youth in developing multiculturalism in Western Australia; and
- a *Multicultural Community Services Award* for 'individual excellence' in service and developing the multicultural community together with 'initiatives of excellence' where innovative or best practice initiatives can be highlighted.

The Premier presented the inaugural Multicultural Ambassadors Awards in March 2002 at the Harmony Day Vice-Chancellors' Oration at Curtin University. The recipients were Mrs Edie Hoy Poy OAM, lifetime member of the Chung Wah Association; Mr Frank Chulung, former chair of the Waringarri Aboriginal Corporation and the Kimberley Land Council; and Ms Aisha Novakovich, youth representative on the Anti-Racism Strategy Steering Committee and member of the Muslim Women's Support Centre.

‘Embrace Diversity, Eliminate Racism’ - New Focus On Harmony Day

Harmony Day was again held on March 21, the International Day for the Elimination of Racial Discrimination. This year the promotional material, events, activities and information disseminated were designed to deliver stronger messages to the community about issues relating to race and culture.

Western Australia moved away from the national slogan for Harmony Day of ‘*You, Me, Australian*’ and developed its own slogan ‘*Embrace Diversity, Eliminate Racism*’.

Harmony Day 2002 was launched by the Premier who participated in a walk involving nearly 1200 people from diverse community groups. Numerous stalls at the Perth Cultural Centre, voluntarily organised by community organisations, provided information to dispel some of the myths surrounding religious and cultural groups. Many schools were involved in activities and a Young Writers’ Seminar at the Alexander Library featured a high standard of written work on multiculturalism.

ONGOING PROGRAMS FOR 2001/2002

Grants and Sponsorship

A Community Grants Program supports the strategic objectives for the Multicultural Interests portfolio. \$300,000 is available on an annual basis and not-for-profit community based organisations are eligible to apply. Included in the recipients for this year were three major conferences:

- Constituting a People: The Legacy of White Australia (University of Western Australia)
- Talking Race and Prejudice (Murdoch University)
- Working Towards Inclusive Communities: From Rhetoric to Reality (Edith Cowan)

In addition a number of large grants are provided to assist and encourage the involvement of all Western Australians in events and projects, which progress cultural diversity initiatives in our society. Grants were continued to Oz Concert Inc. and the Ethnic Communities Council of Western Australia Inc.

Online WA Multicultural Communities

A partnership between the Office of Multicultural Interests and the Ethnic Communities Council of WA continues to progress this vibrant Internet initiative. The purpose of the project is to provide assistance to multicultural communities and service organisations to get Online through a multicultural network.

There is ongoing commitment to the expansion of the project, which has particular significance for information dissemination to multicultural communities in regional Western Australia. The second phase of the project has brought a new and better look to the website and increased the capacity from 50 websites to 450 websites which are offered to communities. In addition to the original 50 groups participating in the project, 60 new associations and organisations have been trained and have started creating their websites.

Language Services

The Western Australian Government's Language Services Policy is vital to ensuring that Government agencies continue to develop policies, programs and services that are equally accessible to all Western Australians. A major initiative, which has supported this policy, is the Western Australian Interpreter Card which assists people who require assistance in English, including people in the deaf community, to inform Government agency staff that they require an interpreter. The Card is of substantial benefit to service providers and clients, and in the twelve months to June 2002 a further 8,000 were produced together with multilingual information brochures.

To ensure that professional interpreters and translators are available, Western Australia continues its funding and representation as a Member of the National Accreditation Authority for Translators and Interpreters (NAATI).

Ministerial Council and Standing Committee of Immigration and Multicultural Affairs

The Department participates in this coordinating forum for Commonwealth, State and Territory governments. In 2001/2002 this involved attendance in Darwin in April 2002 for the Council meeting, participation in the Commonwealth/State/Territory Research Advisory Committee, which oversees a joint research program, and continuing involvement on the Commonwealth/State/Territory Working Party on Skilled Migration.

State Settlement Planning Committee

The Department has worked collaboratively with the Commonwealth Department of Immigration and Indigenous and Multicultural Affairs (DIMIA) on a range of settlement and immigration issues. The Department and DIMIA jointly chair the Western Australian State Settlement Planning Committee, which comprises Commonwealth, State, Territory and Local Government agencies and community organisations.

The Committee's role is to develop and evaluate the State Settlement Plan for Western Australia and to provide a forum for developing a coordinated approach to migrant settlement issues. Emphasis for the 2002 National Settlement Project was given to promoting awareness of the needs of newly arrived young people, particularly refugees.

OUTPUT EIGHT NATIVE TITLE

The Department provides services to the Minister and Cabinet on Native Title matters including:

- preparation of policy advice;
- coordination of negotiations on native title claims; and
- coordination of Government's handling of projects and initiatives affected by the Native Title Act.

Table of Output Measures

	2001/2002 Estimated	2001/2002 Actual	Reason for Significant Variance
Quantity			
Provisions of information (hours)	2,500	2,754	See note (a)
Policy coordination and review (hours)	3,100	2,441	See note (a)
Policy development (hours)	4,600	2,256	See note (a)
Project management (hours)	2,300	4,334	See note (a)
Quality			
Premier's and Ministerial Office satisfaction with quality of services provided	3.5	3.1	
Timeliness			
Premier's and Ministerial Office satisfaction with timeliness of services provided	3.5	3.1	
Cost			
Average cost per hour of provision of information	\$270	\$190	See note (a)
Average cost per hour of policy coordination and review	\$316	\$310	See note (a)
Average cost per hour of policy development	\$183	\$289	See note (a)
Average cost per hour of project management	\$381	\$157	See note (a)
Value of grants excluded	\$1,025,000	\$0	See note (b)
Severance(s) excluded		\$155,198	

(a) *Hours estimated for the budget process were based on conservative historical trends for this new output that was formerly part of output 4. While the average annual hours increased marginally, the allocation to the four quantity measures varied substantially following the second 01/02 activity sampling. This change in the basis of allocation of resources has resulted in significant variation to the average cost per hour.*

(b) *Grants funding approved by Cabinet not expended due to delays in finalising negotiations with Native Title Representative Bodies and other stakeholders.*

POLICY DEVELOPMENT

The Department has actively encouraged settlement of native title claims by consent and not litigation, and has undertaken a cooperative approach to reducing the backlog of mineral tenement and land title applications in the State.

The Department is assuming a strong regional focus, and is dedicated to the development and implementation of appropriate policies for the task of achieving lasting agreements acceptable to all parties, and to achieving improved coordination of native title across Government.

This Department was charged with the management of two major reviews of native title policy, both of which have important ramifications for the way native title matters are managed in Western Australia in the future. Following the tabling of the reports of the *Technical Taskforce on Mineral Tenements and Land Title Applications* and the *Review of the Native Title Claim Process in WA*, the Department is now preparing advice to Government on appropriate policy responses. The development of policy in the areas of native title determinations and future act processes will assist the WA Government in responding to and streamlining native title matters by way of agreement.

A particular focus of the Technical Taskforce was the processing of the backlog of mineral tenement applications, currently at 11,000 outstanding applications, and recommendations to ensure future efficiency in the processing of mineral titles.

The Technical Taskforce, chaired by National Native Title Tribunal Member Barty McFarlane and made up of key representatives from the mining industry, government and indigenous groups, canvassed the views of the general community and major players in the field of native title through direct consultation and the receipt of written submissions. The Taskforce's report was presented to Government in December 2001.

The Review of the Native Title Claim Process in WA was also commissioned by the Government in 2001, with the intent of developing a new set of negotiating principles to guide the State Government's negotiations on native title determinations and agreements. The review was carried out by two experts in the field of native title, Mr Paul Wand (a former Vice President of Rio Tinto) and Mr Chris Athanasiou (a Queensland based Barrister).

Issues considered in the review included the level of evidence required in reports on indigenous connection to country, the scope for co-operation between Government and native title claimants in the production of reports, potential for joint planning and prioritisation of claims, and the applicability of negotiation principles and practices of other States. The report of the Review "*Review of the Native Title Claim Process in Western Australia*" "The 'Wand' Report" was published in November 2001.

Given the complexities of the 'Wand' Report recommendations, the Government is providing careful consideration in formulating its own response, particularly in regard to the production of 'connection' report material and assessment process of the State.

The Government has endorsed certain recommendations, of the Technical Taskforce report, including the establishment of a Mining Recommendation Working Group and a Heritage Protection Working Group.

The Mining Recommendation Working Group has substantially completed work in considering the Mining Act recommendations from the Taskforce Report, including development of proposals for transitional amendments and for long-term amendments to the Mining Act to streamline the processing of mineral tenement applications.

The Department has recently established the Heritage Protection Working Group, consisting of government, mining industry and Native Title Representative Bodies, for the purpose of focusing on the development of regional heritage protection agreements. To date, the group has met once to progress the recommendations of the Taskforce.

In addition, the Department received Cabinet endorsement for the allocation of resources across the Department of Minerals and Petroleum Resources, and Native Title Representative Bodies to fund 11 additional future acts officers to target the mining backlog.

NATIVE TITLE CLAIM NEGOTIATIONS

The policy approach to mediate where possible has resulted in the achievement of 3 mediated native title settlements in the State, in this financial year. Since 1993, the Federal Court has handed down 8 native title determinations for Western Australia, and 5 by consent.

On 20 August 2001, the Federal Court of Australia recognised the native title rights and interests of the Tjurabalan people, to an area of land in the north-east corner of the State covering an area of approximately 25,902 square kilometres.

The Department also progressed the settlement on 19 October 2001 of the Kiwirrkurra claim, covering 43,000 square kilometres of land in the Central Desert region, without the need for costly legal action and the Karajarri (majority) claim over 24,700 square kilometres in the Kimberley, on 12 February 2002.

The Department has made significant progress towards settlement of the Martu native title claim application. Additionally, it is steadily working towards negotiation of other priority claims, bearing in mind issues and concerns pertinent to other regions of the State. It is finalising mediation, with the Native Title Representative Bodies in all regions.

The Department and the Goldfields Land and Sea Council have agreed to explore the possibilities of mediated outcomes in the six 'priority' Goldfields matters previously set down for trial (that is, the matters set down for trial other than Wongatha, Central West, Koara, Munjiltjarra Ngalia, Wutha, Central East, and Ngadju). This has resulted in relevant Federal Court judges agreeing to vacate trial dates in all of these matters.

MAJOR FUTURE ACT AGREEMENTS

There are a number of significant future act agreements in this State that have recently been the subject of intensive negotiations and which are coordinated by the Department. This includes negotiations about an Indigenous Land Agreement to deal with future acts and Aboriginal heritage in Broome, the second stage of development of the Ord Irrigation Project and the compulsory acquisition of land for industrial development on the Burrup Peninsula and Maitland Estates in the Pilbara.

In the event that agreement is reached between the native title parties and the State in relation to the Burrup Peninsula and Maitland Estates ('the Burrup agreement'), it will be the first time any Government in Australia has taken a lead role in settling native title issues associated with a major resource development. Moreover, the Burrup agreement represents a comprehensive settlement of issues concerning development, conservation, the accommodation of Aboriginal interests and the interests of non-Aboriginal interests in relation to a development project.

AFFILIATED BODIES SALARIES AND ALLOWANCES TRIBUNAL

FUNCTIONS

The Salaries and Allowances Act 1975 requires the Tribunal to inquire into, and determine the remuneration to be paid to:

- Ministers of the Crown and the Parliamentary Secretary of the Cabinet;
- Officers and Members of the Parliament including additional remuneration to be paid to members of Select Committees of Houses, not being in either case Standing Committees;
- Clerk of the Legislative Council or Clerk of the Legislative Assembly or the Deputy Clerk of either House;
- Officers of the Public Service holding offices in the Special Division of the Public Service;
- Persons holding any other office of a full time nature, created or established under a law of the State that is prescribed for the purposes of this section but not being an office, the remuneration for which is determined by or under any industrial award or agreement.

The Tribunal is required to issue a determination at intervals of not more than twelve months.

For Parliamentarians the Tribunal determines:

- basic salary;
- additional salary for Ministers and Officers of Parliament;
- electorate allowances;
- air charter and hire;
- expense allowances;
- travelling and accommodation allowances;
- postage allowances; and
- telephone rental and calls.

For the Clerk of the Legislative Council or Clerk of the Legislative Assembly or the Deputy Clerk of either House, Officers of the Public Service holding offices in the Special Division of the Public Service and persons holding prescribed offices, the Tribunal determines the salaries to be paid to the holders of the positions and the value of any motor vehicle that may be provided.

The Tribunal is also required to inquire and report to Parliament on the remuneration to be paid to:

- Judges of the Supreme Court, the Masters of the Supreme Court and Judges of the District Court.
- Stipendiary Magistrates.

For the above, the Tribunal is required to prepare recommendations and present them to the Minister for tabling before each House of Parliament.

The Tribunal determines the remuneration to be paid to the Governor of Western Australia.

The Tribunal is also required from time to time as it sees fit, to determine aspects of Parliamentary Superannuation. As indicated last year, changes to the Parliamentary Superannuation Act 1970 in October 2000 significantly increased the responsibility of the Tribunal in this area.

The Tribunal determines the benefits and entitlements granted to former Premiers, Ministers and Members of Parliament.

TRIBUNAL MEMBERSHIP

The members of the Tribunal are appointed by the Governor for a period of three years. The current membership comprises:

- Mr R H C Turner AM, Chairman
- Mr J A S Mews, Member

Meetings are held when required, or at least monthly.

ACTIVITIES DURING 2001/2002

The Tribunal issued determinations and judicial reports in accordance with its statutory requirements.

In August 2001 a determination was issued increasing parliamentary salaries. This was the first increase for this group for 21 months.

In December 2001 a report was made to the Minister recommending an increase in judicial and magisterial salaries. The model of motor vehicle to be provided to Magistrates was reviewed and a change made.

The members of the Special Division, Prescribed Office Holders and Clerks of the Parliament were the subjects of a determination in April 2002.

As part of its ongoing role in parliamentary superannuation, in late 2001 the Tribunal advertised its intention to conduct a review into aspects of the closed contributory scheme. This review attracted a minimal number of submissions and culminated in a determination issued on 1 July 2002. The review was complex and required external assistance both in superannuation expertise and legal advice. It resulted in no changes to the provisions of the scheme.

The Tribunal also rectified a matter affecting the non-contributory superannuation scheme for those Members who entered the Parliament in February and May 2001. Electorate and other cash allowances provided to Members of Parliament fell within the definition of salary under the Superannuation Guarantee Legislation requiring attention by the Tribunal in order to comply with statutory obligations.

CORPORATE AND OTHER SERVICES

EMPLOYEE PROFILE

The following graph and table portray the gender and salary range for permanent and contract staff for the year under review. The table also provides a comparison with the two previous years.



	2001/2002			2000/2001			1999/2000		
Salary Range	Total	Female	Male	Total	Female	Male	Total	Female	Male
0-28305	34	28	6	32	25	7	62	48	14
28306-32468	44	22	22	75	45	30	91	53	38
32469-36441	85	68	17	59	46	13	56	51	5
36442-40432	70	54	16	74	60	14	69	58	11
40433-46898	75	56	19	73	53	20	95	73	22
46899-54493	56	37	19	37	27	10	44	29	15
54494-61596	52	27	25	38	17	21	18	8	10
61597-70435	62	29	33	56	25	31	89	36	53
70436-79870	37	16	21	39	15	24	10	3	7
79871+	64	17	47	43	9	34	50	15	35
	579	354	225	526	322	204	584	374	210

Gender Profile – Department of the Premier and Cabinet

181 commencements and 177 cessations were processed in the Department, including the Ministerial Offices.

CODE OF ETHICS

A review of the Western Australian Public Sector Code of Ethics was undertaken by the Office of the Public Standards Commissioner in consultation with Departments and became effective on 1 March 2002. The revised Code of Ethics is available for all employees on the Department's Intranet site.

CODE OF CONDUCT

The Department's Code of Conduct was reviewed in October 2001 and has been published on the Department's Intranet.

PUBLIC SECTOR STANDARDS IN HUMAN RESOURCE MANAGEMENT

Reviews of the Public Sector Standards in Human Resource Management and the Breach of Standards Regulations were undertaken by the Office of the Public Sector Standards Commissioner. The new Standards and Regulations, effective as of 1 July 2001, encourage diversity and best practice in human resource management by focussing on the achievement of outcomes through innovative and flexible practice. In response the Department has undertaken a review of all policies and procedures and made appropriate amendments.

WORKPLACE REFORM

The Public Service General Agreement 2002 was negotiated between the Government and the Civil Service Association to provide for salaries and core conditions for public service officers across the public sector, and became effective on 22 March 2002. Employees of the Department of the Premier and Cabinet are covered by the Agreement until 31 December 2003, the Agreement's expiry date. The introduction of the new agreement had considerable impact on the workload of the Human Resource Services Branch.

HUMAN RESOURCE BENCHMARKING

Quantitative

The Department has continued its participation in the Government Consortium, consisting of 7 Departments. Analysis of the data that is collected will assist the Department's workforce planning.

Qualitative

The Department is participating with a consortium of agencies for the second year, in running a project for qualitative research into human resource management performance and practice. The project is designed to build on the quantitative research project that has been undertaken.

The first data collection provided feedback that indicated the Department has strategies in place to support links with business outcomes and there is also a shared understanding of the Department's values. However, more work is required in developing a shared understanding of the culture. Other recommendations for improvement in human resource services were provided and prompted action in developing several projects. The second data collection will measure the success of the actions indicated during the year.

OCCUPATIONAL SAFETY AND HEALTH

The Department had 5 new worker's compensation claims lodged within the financial year, which all resulted in lost time. The Department's initiative of addressing the ergonomic aspect of workstations continues to ensure minimal numbers of claims resulting from soft tissue injury. The Department has developed a draft Occupational Safety and Health policy and procedures to address other safety concerns.

TRAINING AND DEVELOPMENT

Various courses were offered to staff throughout the year. Human Resource staff attended workshops conducted by the Office of the Public Sector Standards Commissioner to further increase their awareness of the revised Code of Ethics and Standards in Human Resource Management and the Breach of Standards Regulations. Other courses included:

- First Aid Officer Training;
- Grievance Officer Training;
- Recruitment and Selection Training;
- Various Information Technology courses.

TRAINEESHIPS

The Department continues to support trainees and as at 30 June 2002 had 5 part time (school-based) trainees and 1 full time trainee.

CORPORATE GOVERNANCE AND REVIEW

In June 2000 the Department's executive expanded the scope and emphasis on corporate governance and corporate performance matters with the focus of reviews at a more strategic level.

In addition to the oversight of the Internal Audit function and general advisory services in respect to governance issues, other specific activities have included strategic advice, reviews and reports in regard to Motor Vehicle and Property Insurance Claims, Grants Administration, Ministerial Air Charter Services, the Freedom of Information Unit and Procurement and Contract Management.

INFORMATION TECHNOLOGY

Major projects undertaken during the year included:

- Upgraded desktop and network software throughout the Department and Ministerial Offices;
- Replaced in excess of 180 computers under the Department's replacement program;
- Replaced/upgraded the computer systems in 91 Parliamentary Electorate Offices across Western Australia;
- Assisted in the set up and support of IT systems for Government Commissions of Inquiry:
 - King Edward Memorial Hospital (Obstetric and Gynaecological Services);
 - Finance Broking Industry;
 - Gordon Inquiry (Aboriginal Child Abuse);
- Converted and took over support for the IT systems of the following new areas of the Department:
 - Office of Multicultural Interests;
 - Office of Science and Innovation;
 - Office of Road Safety;
- Implemented direct TV broadcasting of Parliamentary debates from both houses through the Department's and Ministerial offices TV and computer networks;
- Extended the PABX network to include State Revenue and Allendale Square;
- Installed a fibre optic link to Allendale Square to significantly improve the computer and telecommunications links to Ministerial offices at that location;
- Took over the management of the departments fixed and mobile telephone systems, which were previously outsourced;
- Consolidated all fixed and mobile phones to a single carrier and implemented improved billing arrangements;
- Established an Internet Web Hosting facility and transferred the bulk of departmental Web sites to this facility.

The Department developed a series of new systems including:

- Sustainability Website (Internet) - Website for the sustainability policy unit encompassing information, seminar presentations, case studies and contacts;
- Citizens and Civics Website (Internet) - Website covering the activities and purpose of the Citizens and Civics policy unit. The unit supports the involvement of West Australian citizens with public participation in decision making;
- Premier's Awards Website (Internet) - Website to disseminate information on the application and judging process as well as publicise the outstanding achievements of the winners;
- Common Badging Website (Internet) - Website relating to the introduction of standard common badging throughout the Western Australian public sector;

- Government Media Office Portal Website (Intranet) - Interface to a variety of resources used by GMO including an events diary system;
- RecNet Website (Intranet) - Internal site encouraging Departmental staff to get involved in volunteering to assist disabled people.

INTERNAL AUDIT

Internal Audit services for the Department are contracted to an external provider. The results of all audits are reported to the Director General and are reviewed by the Internal Audit Committee.

The Department's Internal Audit Committee met on three occasions during the financial year to discuss a range of issues including:

- The 2001 – 2004 Strategic Internal Audit Plan and the 2001/2002 Annual Internal Audit Plan were approved by the Committee in July 2001;
- The revised Internal Audit Charter was approved at the February 2002 meeting;
- The 2002/2003 Internal Audit Plan was approved at the June 2002 meeting.

The Internal Audit Program for 2001/2002 entailed eleven audit projects covering a diverse range of activities across all operational Divisions of the Department.

The normal target for this Department is about 600 contracted audit hours annually and in 2001/2002 contracted audit hours totalled 784 hours. Most of the additional hours were used for reviews in the Office of Multicultural Interests and the Office of Crime Prevention, which were new to the Department.

The proposed program of twelve audit projects for 2002/2003 will focus on the Corporate Service areas of finance, human resources, corporate information and information technology. The planned contract hours for the year is 640.

In the final year of the current triennium – 2003/2004 – the strategy is to cover the broader spectrum of Departmental activities, while also addressing the requirements of the FAAA.

RISK MANAGEMENT

Risk Management is an integral part of good management practice within the Department, its purpose being to ensure risk exposures are managed in a professional and prudent manner ensuring that the Department's objectives and strategies are met.

Operation of the Department's Risk Management policy is in accordance with Treasurer's Instruction (TI)109 and within the framework of the Australian/New Zealand Risk Management Standard AS/NZS 4360.

Accountability for Risk Management lies with the management of the operational units within the Department. At the strategic level, the following key matters were addressed during the year:

- In November 2001, on a whole of government basis, RiskCover identified contract and tender related risk as needing careful management to minimize risk to Government. The Procurement function within the Department of the Premier and Cabinet was subject to an Internal Audit review in June 2000, a review and report by the Manager Corporate Governance and Review against the State Supply Commissions Risk Management Framework in July 2001 and a review by the State Supply Commission in March/April 2002. It is considered that the Department has adopted appropriate risk management strategies and is operating satisfactorily in respect to its delegation for procurement.
- Strategic advice and support in respect to the Ministerial Air Charter and Grants Administration was aimed at facilitating appropriate risk mitigation strategies in respect to those services.

FREEDOM OF INFORMATION

The Department provided Freedom of Information services to all sectors of the community, including the public, the media and Members of Parliament.

27 valid applications were received during the year. Of these, 5 sought access to personal information, and 18 sought access to non-personal information. The remaining 4 applications were transferred in full to other public sector agencies for processing. Two of the 27 applications received were later withdrawn by the Freedom of Information applicant.

The table below details the 16 Freedom of Information applications that were finalised during this financial year. This includes one application carried forward from the previous financial year (ie, received in 2000/2001, finalised in 2001/2002).

APPLICATIONS FINALISED

(includes one carried forward from previous financial year)

	Personal Information	Non-Personal Information
Full Access	4	2
Edited Access	1	8
Deferred Access	0	0
Section 28 Access	0	0
Access Refused	0	1
TOTAL DECISIONS	5	11

In 2001/2002 the Department provided FOI support to the Salaries and Allowances Tribunal as a bureau service. The Department also provides training and advice to FOI Coordinators in Ministerial Offices.

RECYCLING

Recycling services are coordinated to ensure a high-grade waste paper is recycled.

COMPLAINTS HANDLING POLICY AND GUIDELINES

The Department's Complaints Handling Policy and Procedures developed in July 2000 have recently been reviewed and a revised version is being considered for implementation in 2002/2003.

While the Department has very little direct contact with the general public the new policy and procedures will provide a mechanism for complaints to lodged in accordance with current Australian Standards for Complaints Handling.

The Department received no formal complaints in accordance with current procedures this year.

CERTIFICATION OF PERFORMANCE INDICATORS

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Department of the Premier and Cabinet's performance, and fairly represent the performance of the Department of the Premier and Cabinet for the financial year ended 30 June 2002.

A handwritten signature in black ink, appearing to read 'M C Wauchope', written in a cursive style.

M C WAUCHOPE
ACCOUNTABLE OFFICER

15 August 2002



AUDITOR GENERAL

To the Parliament of Western Australia

DEPARTMENT OF THE PREMIER AND CABINET 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 Premier and Cabinet for the year ended June 30, 2002 included on the Department's web site. The Director General 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 Premier and Cabinet for the year ended June 30, 2002 under the provisions of the Financial Administration and Audit Act 1985.

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

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the Department of the Premier and Cabinet are relevant and 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 14, 2002

PERFORMANCE INDICATORS

The Department of the Premier and Cabinet's mission is ***"To ensure the Premier's needs and those of Cabinet are met"***.

The Department achieves its objectives by carefully planning and resourcing ongoing functions and activities to retain flexibility to ensure that ongoing and new Government priorities can be addressed.

The Department's effectiveness indicator is an index of client satisfaction derived from the results of an annual expectations survey of the Premier and Ministers. The efficiency indicators are the cost of providing certain services.

The measures of quality and timeliness of services are derived from the above survey and reported in accordance with recommendations made by the Australian Bureau of Statistics. Quality and timeliness are expressed as values between one and five, where a value of one indicates that services were well below client expectations and five, the services were well above client expectations. A value of three indicates that the service met client expectations.

The measures reported for 2001-02 are derived from a comparable survey instrument to those used in 1999-00 and 2000-01. Response rates in 2000-01 and 2001-02 are lower than those reported in 1999-00 despite considerable follow-up. Some 2001-02 respondents were unable to evaluate all services offered.

Efficiency indicators used in this report include all costs associated with the particular product or service identified. Some cost indicators are derived by aggregation of internal measures captured for management and other purposes. Corporate and Executive Support service costs are distributed across outputs on an FTE basis, and are included in the costs reported. In 2000-01, the Department decided to exclude the value of grants administered and severances from the cost of the key efficiency indicators since those expenditures are not part of the actual cost of providing a service. That practice continues for 2001-02.

The corporate services costing allocation methodology adopted in 1999-00 and used each year since increased the proportion of corporate services expenditure borne by the Department and reduced the charge allocated to external client agencies. The same methodology has been applied for 2001-02.

OUTCOME

The Premier's requirements and those of Cabinet are met.

Effectiveness Indicator

The principal clients of the Department of the Premier and Cabinet are the Premier in his capacity as Head of Government, Minister for Public Sector Management, Federal Affairs, Science and Citizenship and Multicultural Interests; and the Cabinet Ministers.

The key effectiveness indicator is the degree to which the Premier and members of Cabinet are satisfied with services provided by the Department. This key indicator is expressed as a rating between one and five where a value of one indicates that the service was well below expectations, and five that it was well above expectations. A value of three indicates that the service met expectations.

Services provided to the Premier and Cabinet include, but are not limited to:

- the provision of strategic advice;
- support for Ministers;
- support for Members of Parliament;
- the organisation of Cabinet and Executive Council meetings;
- support for chief executive officer selection processes;
- management of the Senior Executive Service;
- support for Multicultural activities;
- support for Native Title negotiation; and
- the provision of executive and administrative support.

Responses to the client expectations survey were received from the Office of the Premier and from 8 of 13 Ministerial Offices surveyed, a combined response rate of 57% of the population surveyed. Responses to a question seeking a general rating for all services provided were aggregated for this indicator. The Department knows of no circumstances that might have led non-respondents to respond differently to those Ministerial Offices that returned surveys.

Key Effectiveness Indicator

	98/99	99/00	00/01	01/02
Premier's Office and Ministerial Office satisfaction with the support services provided.	4.3 ^(a)	3.4	3.3	3.4

- (a) *The 98/99 value was recalculated by converting the result using a revised scoring methodology adopted in 99/00. As there were significant differences between the survey instruments used for the first and subsequent surveys, caution should be exercised in making comparisons between the 98/99 result and latter years.*

Efficiency Indicators

The diversity of services provided by the Department constrains representation of the Department's outcomes in a single efficiency indicator. Therefore, key efficiency indicators have been identified for each of the Department's outputs.

Output 1

SUPPORT FOR THE PREMIER AS HEAD OF GOVERNMENT

The Department provides administrative support and advice to respond to the Premier's responsibilities as Head of Government. This output includes the promotion of Western Australia's interests overseas, communication of major Government initiatives and promotion of services to the Western Australian community.

Three key activities are reported for the key efficiency indicators for this output. The central focus of this output is support for the Premier as Head of Government, and therefore, the principal indicator is the cost of providing services required for the effective operation of the Office of the Premier. The remaining indicators recognise the importance Western Australia's overseas representation, and the media and communication services provided to the Premier and to Ministers.

In addition to policy advice and professional support, the Office of the Premier provides administrative and secretariat services to the Premier. Costs reported for these indicators include executive and corporate services provided by the Department.

Overseas Offices are maintained in London, Tokyo and Kobe to attract direct foreign investment into Western Australia, and to promote Western Australian products and services.

Media and communication costs include the co-ordination and monitoring of media releases and articles and the preparation of advice and correspondence associated with matters requiring the Premier's involvement.

Key Efficiency Indicators	98/99 (\$000s)	99/00 (\$000s)	00/01 (\$000s)	01/02 (\$000s)
Cost of services provided to support the Premier	4,737	4,076 ^(a)	3,403 ^(a)	3,035 ^(a)
Cost of representing WA interests overseas (per Overseas Office)	881	715	1,017	1,574 ^(b)
Average cost of media and communication services provided to each Minister (including the Premier)	169	166	209	172 ^{(c)(d)}

(a) *The Graffiti Removal Program funding, previously included within the efficiency indicator cost of services to support the Premier was transferred to Output 4 on 1 July 2001 substantially reducing the cost of services for 01/02. Figures for 99/00 and 00/01 have been recast to exclude the Graffiti Removal Program for comparison purposes.*

- (b) *The weak Australian dollar continues to increase the cost of overseas representation. The Seoul Office was closed in September 2001 reducing the number of offices to 3, but part year operating costs incurred are included in this measure. Additional costs were incurred with the appointment of the new Agent General and North Asia representative during the year.*
- (c) *The operational costs for the Government Media efficiency indicator reduced in 01/02 as a result of a reduction in staffing and contracted attitude surveying.*
- (d) *Severance expense of \$53,337 has been excluded from this efficiency indicator as it is considered to be an abnormal expense.*

Output 2

MANAGEMENT OF MATTERS OF STATE

The Department provides services to support the functions of Executive Government; the administration of entitlements and services to Members of Parliament; and administrative support for Ministerial Offices and the Leaders of the First and Second parties in Opposition.

Efficiency indicators for the Management of Matters of State output are the costs of providing administrative services to Ministers and Members of Parliament, and the cost of providing Executive Government Services. Costs reported for these indicators include executive and corporate services provided by the Department.

Support provided to Ministers and Members of Parliament includes office staffing, policy advice, general administration services, travel and accommodation, and the provision of executive and corporate services.

The Department has minimal discretion in respect of the operational costs for Ministerial Offices. Therefore, operational costs for Ministerial Offices are separated from the cost of the administrative support provided. Similarly, Members' entitlements determined by the Salaries and Allowances Tribunal comprise a significant proportion of the costs for this output. The Department has no discretion over the level of Members' expenditure of their entitlements and the cost of entitlements and support provided are shown separately. The attribution of costs in this area has been reviewed, and the indicators have been recalculated for the comparison periods 1999-00 and 2000-01.

This output also includes corporate services provided at no charge during 2001-02 to the following agencies within the Premier's portfolio:

- Anti-Corruption Commission;
- Governor's Establishment;
- Office of the Public Sector Standards Commissioner;
- Parliamentary Commissioner for Administrative Investigations (Ombudsman);
- Department of Treasury and Finance

and support to commissions and inquiries and community service obligations.

Key Efficiency Indicators	98/99 (\$000s)	99/00 (\$000s)	00/01 (\$000s)	01/02 (\$000s)
Average operating cost per Ministerial Office (including the Leaders of the Opposition)	1,515 ^(a)	1,454	1,413	1,346 ^{(b)(c)}
Average cost of administration provided for each Minister (including the Leaders of the Opposition)	N/A	166	291	282
Average entitlement cost per Member of Parliament ^(d)	163	172	180	190 ^(c)

Key Efficiency Indicators	98/99 (\$000s)	99/00 (\$000s)	00/01 (\$000s)	01/02 (\$000s)
Average cost of administration per Member of Parliament ^(d)		3	3	5 ^(e)
Average cost of providing an Executive Government Service ^(f)	13	14 ^(g)	17 ^(g)	14 ^(h)

- (a) *In 98/99, a single indicator was reported for Ministerial Office costs and it has not been possible to disaggregate the measure for that period. By way of comparison, total average cost per Ministerial Office was \$1,620,000 in 99/00; \$1,704,000 in 00/01, and \$1,628,000 in 01/02.*
- (b) *Ministerial Office costs reduced substantially in 01/02 as a result of a reduction from 16 to 13 in the number of Ministers following the change in Government, although additional costs were incurred in the establishment of the Office of the Leader of Second Party in Opposition.*
- (c) *Severance expense of \$140,924 has been excluded from these efficiency indicators since it is considered to be an abnormal expense.*
- (d) *In 98/99, a single indicator was reported for the cost of administration per Member of Parliament. The components of this indicator were reviewed for the 01/02 budget process to more accurately reflect discretionary and non-discretionary components. Values for 99/00 and 00/01 have been recast on the same basis for comparison purposes. Recasting these measures led to a reduction in the average cost of providing an executive government service as some cost previously assigned to that indicator were transferred to the cost of administration per Member of Parliament indicator.*
- (e) *The average cost of administration of entitlements provided for Members of Parliament increased marginally as a result of the allocation of additional resources to assist with the transition following the change in government and the establishment of a number of new electorate offices.*
- (f) *An Executive Government Service may be any of the following: an Executive Council, Cabinet Meeting or Parliamentary Sitting Day supported; an official guest received or hospitality function organised; or a vehicle provided. Each of these activities utilises resources that are provided by the Department. While the resource requirements for each are not identical, no attempt has been made to weight individual components of the indicator at this time.*
- (g) *These measures have been recast for 99/00 and 00/01 to show the effect of the transfer of some executive government service costs to the indicator for the average cost of administration per Member of Parliament (note d also refers)*
- (h) *The number of Executive Government Services provided increased by 22% for 01/02 following lower than usual number of Parliamentary Sitting Days, Cabinet Meetings and Official Functions and Visits during 00/01, the State General election year.*

Corporate Services costing \$720,016 were provided at no charge to external agencies within the Premier's portfolio. Community service obligations and support provided to various inquiries and commissions totalled \$5,211,595 over the year ending 30 June 2002. These amounts are excluded from the costs reported for this output.

Output 3

SUPPORT FOR THE PREMIER AS MINISTER FOR PUBLIC SECTOR MANAGEMENT

The Department provides advice, assistance and support to the Minister for Public Sector Management, and to the public sector on a wide range of public sector management matters. Services provided include support for the functions prescribed by the Public Sector Management Act 1994; advice on human resource management practices and performance; redeployment and recruitment programs; reporting on public sector workforce demographics, trends and management issues, support for organisational restructuring following the Machinery of Government review and promotion of whole-of-government management improvement strategies and special projects.

The key clients for these services are the Minister for Public Sector Management and department chief executive officers.

The Senior Executive Service, including chief executive officers, is established under the Public Sector Management Act. Support is provided by the Department in the form of chief executive officer appointment processes, development programs, and products and services such as "SES On-Line". The Department co-ordinates public-sector redeployment policy and practices and co-ordinates some sector-wide recruitment programs.

The fortnightly "InterSector" magazine, incorporating Government Career Opportunities, and publications related to workforce demographic and management issues and other papers and reports are also produced by this output.

The costs of supporting the Minister for Public Sector Management and Senior Executive Service members, co-ordination of redeployment and recruitment functions, the production of public sector management publications and the cost per hour of policy advice, development and coordination are the efficiency indicators for this output. The cost reported for these indicators includes executive and corporate services provided by the Department.

Key Efficiency Indicators	98/99 (\$)	99/00 (\$)	00/01 (\$)	01/02 (\$)
Average cost of support services provided per Senior Executive Service (SES) member	4,446	4,259	3,337	3,559 ^(a)
Average cost per recruitment and redeployment service provided	1,868	1,905	1,726	2,377 ^{(b)(c)}
Average cost per publication issued	70,850	49,369	40,136	40,502
Average cost per hour of policy advice development and co-ordination ^(d)		80	82	85 ^(c)

- (a) *The number of SES members used to derive this efficiency indicator reduced by 7.6% in 01/02 (compared with 00/01) leading to a marginal increase in the average cost of support services per SES member.*
- (b) *This indicator was amended during 01/02. Following the devolution of redeployment, the "Registered Redeployee" element of this indicator was abandoned and replaced by the number of clients to whom services are provided. This has led to substantial decrease in the total quantity, and a commensurate increase in the average cost.*
- (c) *Grants totalling \$303,656 and Copyright of \$1,101 have been excluded from these efficiency indicators.*
- (d) *This indicator has not been reported previously since the activity was undertaken as part of Output 4. Values for 99/00 and 00/01 have been recast on the same basis for comparison purposes.*

Output 4

MANAGEMENT OF POLICY

The Department provides advice and co-ordination for the Premier and the Cabinet on key policy matters including citizens and civics; crime prevention; federal, constitutional and territorial matters; and sustainability. The Premier and Cabinet are the key clients/stakeholder group for this output.

The Policy Office is the central contact point for the provision of government policy information, monitoring policy implementation and identifying opportunities for more effective co-ordination. This output supports the Cabinet Standing Committees on economic, environmental, regional and social policy, and incorporates the Office of Crime Prevention.

An aggregation of the total employee hours spent in policy development and co-ordination and the provision of policy advice is used as the key efficiency measure for this output. Employee hours are derived from aggregation of the results of activity sampling conducted twice per year. The cost reported for this indicator includes executive and corporate services provided by the Department.

KEY EFFICIENCY INDICATOR	98/99 (\$)	99/00 (\$)	00/01 (\$)	01/02 (\$)
Average cost per hour of policy advice, development and co-ordination	88	96 ^(a)	103 ^(a)	73 ^{(b)(c)}

- (a) Values for 99/00 and 00/01 have been recast for comparison purposes.
- (b) Severance expense of \$57,121 has been excluded from this efficiency indicator as it is considered to be an abnormal expense. Similarly, grants of \$1,429,458 are also excluded from this indicator.
- (c) This output had a substantial increase in appropriation and FTEs during 01/02 following the transfer to this output of the Graffiti Program, and transfer from this output of the Review and Coordination and Native Title functions to Outputs 3 and 8 respectively as at 1 July 2001. Given significant resourcing movements in this output during 01/02, the hours used to derive this indicator are based on two periods of activity sampling undertaken during the year, rather than the moving average used for prior periods. This change to the basis of calculation resulted in a 127% increase in average annual hours recorded for 01/02 when compared to the actual 00/01 results. The substantial increase in hours significantly reduces the average cost per hour.

Output 5

PARLIAMENTARY, STATUTORY AND LEGISLATIVE PUBLISHING SERVICES

The Department provides secure, confidential and time critical printing and publishing services to meet the needs of Parliament and Government. Costs of managing the State Law Publisher office, staffing and equipment are included in the efficiency indicators for the printing and publishing needs of Parliament, addressed by this output.

Key efficiency indicators are the average cost per printing image and the average cost per publication. The costs reported for this indicator include executive and corporate services provided by the Department.

KEY EFFICIENCY INDICATORS	98/99 (\$)	99/00 (\$)	00/01 (\$)	01/02 (\$)
Average cost per printing image produced ^(a)	0.16	0.11	0.12	0.11
Average cost of publication sold	1.92	2.98	3.28	5.08 ^(b)

(a) *A printing image is a single pass of a document through the Docutech screen.*

(b) *Average cost per publication increased during 01/02 despite a small increase in number of publications sold. In the main, this is due to the effect of the GESB Pension liability reported for the first time, although there has been some minor reallocation of resources within the output and an increased level of "free" web publishing. The effect of the Pension liability is most significant for this indicator due to the significant numerical difference between the two indicators (12,900,000 images compared with 419,000 publications sold).*

Output 6

CONSTITUTIONAL CENTRE

The Government is committed to helping educate the community on constitutional matters. The Constitutional Centre provides a range of public education programs including exhibitions, seminars, public lectures and special events. Many of these programs are conducted at the Centre.

The cost per customer of the Centre is used as the efficiency measure for this function. The cost reported for this indicator includes executive and corporate services provided by the Department.

KEY EFFICIENCY INDICATOR	98/99 (\$)	99/00 (\$)	00/01 (\$)	00/01 (\$)
Cost per customer of the constitutional centre	27.72	30.00	20.86	18.44 ^(a)

^(a) Consistent with the decision to exclude grants, \$50,334 has been excluded from this efficiency indicator for 01/02. However, grants of \$48,000 made in 00/01 were included in the indicator reported for that period. The number of customers increased by 4% during 01/02.

Output 7

MULTICULTURAL ISSUES

The Department provides services to Government and the community by promoting and supporting multiculturalism and cultural diversity in Western Australia.

The key objectives of this output are:

- the development of a community in which cultural diversity is valued and regarded as an important element of the State's wellbeing;
- the achievement of equitable access by people from diverse backgrounds to culturally appropriate services; and
- the empowerment of ethnic communities to contribute to social, cultural and economic life in Western Australia.

All costs of the Office of Multicultural Interests are included in the efficiency indicators for this output.

Key efficiency indicators are the average cost per unit of policy advice, the average cost per publication, the average cost per promotional program, and the average cost per grant/sponsorship administered. Costs reported for these indicators include executive and corporate services provided by the Department.

KEY EFFICIENCY INDICATORS	98/99 (\$) ^(a)	99/00 (\$) ^(a)	00/01 (\$) ^(a)	01/02 (\$)
Average cost per unit of policy advice ^(b)	NA	631	937	1,336
Average cost per publication ^(b)	NA	28,510	13,044	13,159
Average cost per promotional program ^(b)	NA	13,632	49,364	37,592
Average cost of administration per grant/sponsorship administered ^(b)	NA	1,250	1,844	564 ^{(c)(d)}

(a) *The Office of Multicultural Interests was transferred to the Department of the Premier and Cabinet on 1 July 2001. Indicator costs reported have been extracted from prior period annual reports and may be inconsistent with the basis on which current indicators are calculated. Therefore, the reliance that can be placed on these comparisons is limited.*

(b) *The Office of Multicultural Interests reviewed its resource allocations in 01/02. The effect of this reallocation was significant and as explained in note ^(a), the outcome limits comparability with previous period efficiency indicators. This change has had the most significant effect on the indicators "average cost per unit of policy advice" and "average cost per promotional program".*

(c) *The number of grants administered in 01/02 nearly trebled leading to significantly lower cost of administration per grant. This was an abnormal level of activity involving many small grants, and is not expected to recur in 02/03.*

(d) *Grants totalling \$504,133 have been excluded from this efficiency indicator.*

Output 8

NATIVE TITLE

The Department provides services to the Minister and Cabinet on native title matters including policy advice, coordination of negotiations on native title claims and Government's management of projects and initiatives affected by the *Native Title Act*.

The Office of Native Title is the central coordinating body for all native title matters and is responsible for the implementation of Government policy with respect to the negotiation of native title through mediation rather than litigation.

An aggregation of the total employee hours spent in policy development, co-ordination and the provision of policy advice is used as the key efficiency measure for this output. Employee hours are derived from aggregation of the results of activity sampling conducted twice per year. The cost reported for this indicator includes executive and corporate services provided by the Department.


KEY EFFICIENCY INDICATOR	98/99 (\$)	99/00 (\$)	00/01 (\$)	01/02 (\$)
Average cost per hour of policy advice, development and co-ordination		87 ^(a)	106 ^(a)	222 ^{(b)(c)}

- (a) *This indicator has not been reported previously as the activity was undertaken as part of Output 4. Values for 99/00 and 00/01 have been recast on the same basis for comparison purposes.*
- (b) *Increased output cost from additional funding received by way of Section 25 transfer during 01/02 to meet specific non-salary operational expenses not incurred prior to 30 June 2002 has resulted in a substantial increase in the per hour cost.*
- (c) *Severance expense of \$155,198 has been excluded from this efficiency indicator as it is considered to be an abnormal expense.*

CERTIFICATION OF FINANCIAL STATEMENTS

The accompanying financial statements of the Department of the Premier and Cabinet 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 year ended 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 the particulars included in the financial statements misleading or inaccurate.



M C WAUCHOPE
ACCOUNTABLE OFFICER



G McAULLAY
PRINCIPAL ACCOUNTING OFFICER

15 August 2002



AUDITOR GENERAL

To the Parliament of Western Australia

**DEPARTMENT OF THE PREMIER AND CABINET
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 Premier and Cabinet for the year ended June 30, 2002 included on the Department's web site. The Director General 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 Premier and Cabinet for the year ended June 30, 2002 under the provisions of the Financial Administration and Audit Act 1985.

The Director General 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 Director General.

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 and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions so as to present a view which is consistent with my understanding of the Department's financial position, its financial performance and its cash flows.

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

Department of the Premier and Cabinet
Financial statements for the year ended June 30, 2002

Audit Opinion

In my opinion,

- (i) the controls exercised by the Department of the Premier and Cabinet 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 and other mandatory professional reporting requirements in Australia 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 14, 2002

DEPARTMENT OF THE PREMIER AND CABINET
STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 30 June 2002

	Note	2001/02 (\$'000)	2000/01 (\$'000)
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	4	43,705	45,402
Administration expenses	5	26,571	28,652
Depreciation and amortisation expense	6	2,582	2,177
Accommodation expenses	7	10,203	10,307
Grants and subsidies	8	2,795	4,793
Capital user charge	10	1,022	-
Net loss on disposal of non-current assets	9	20	67
Loss on foreign exchange		67	-
Total cost of services		86,965	91,398
Revenues from ordinary activities			
Revenue from sales		3,096	2,823
User charges and fees	11	5,631	6,088
Profit on foreign exchange		-	178
Total revenues from ordinary activities		8,727	9,089
NET COST OF SERVICES		78,238	82,309
REVENUES FROM GOVERNMENT			
Output appropriations		81,933	80,058
Resources received free of charge		1,350	543
Assets assumed/(transferred)		137	(14,098)
Liabilities assumed by the Treasurer		1,099	4,000
Total revenues from Government	12	84,519	70,503
CHANGE IN NET ASSETS BEFORE RESTRUCTURING		6,281	(11,806)
Net revenues/expenses from restructuring	13	489	-
CHANGE IN NET ASSETS AFTER RESTRUCTURING		6,770	(11,806)

The Statement of Financial Performance should be read in conjunction with the accompanying notes.
Output appropriations in 2000/01 included capital.

DEPARTMENT OF THE PREMIER AND CABINET
STATEMENT OF FINANCIAL POSITION
as at 30 June 2002

	Note	2001/02 (\$'000)	2000/01 (\$'000)
Current Assets			
Cash assets	14	11,656	8,314
Restricted cash assets	15	2,319	-
Inventories	16	201	205
Other assets	17	1,217	2,600
Receivables	18	1,572	1,354
Amounts receivable for outputs	19	1,360	-
Total Current Assets		<u>18,325</u>	<u>12,473</u>
Non-Current Assets			
Restricted cash assets	15	1,065	910
Amounts receivable for outputs	19	3,638	-
Property, plant and equipment and vehicles	20	5,617	3,946
Total Non-Current Assets		<u>10,320</u>	<u>4,856</u>
TOTAL ASSETS		<u><u>28,645</u></u>	<u><u>17,329</u></u>
Current Liabilities			
Payables	21	2,673	1,940
Other liabilities	22	759	742
Provisions	23	6,250	5,336
Total Current Liabilities		<u>9,682</u>	<u>8,018</u>
Non-Current Liabilities			
Provisions	23	1,841	1,253
TOTAL LIABILITIES		<u>11,523</u>	<u>9,271</u>
EQUITY	24		
Contributed equity		2,294	-
Accumulated surplus/(deficiency)		13,960	7,190
Reserves		868	868
Total Equity		<u>17,122</u>	<u>8,058</u>
TOTAL LIABILITIES AND EQUITY		<u><u>28,645</u></u>	<u><u>17,329</u></u>

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

DEPARTMENT OF THE PREMIER AND CABINET
STATEMENT OF CASH FLOWS
for year ended 30 June 2002

	Note	2001/02 (\$'000) Inflows (Outflows)	2000/01 (\$'000) Inflows (Outflows)
CASH FLOWS FROM GOVERNMENT			
Output appropriations		76,935	77,292
Capital contributions		2,294	2,766
Net cash provided by Government		79,229	80,058
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee costs		(37,740)	(42,852)
Superannuation		(2,792)	-
Administration		(24,416)	(28,642)
Grants and subsidies		(2,795)	(4,793)
Accommodation expenses		(10,219)	(10,418)
Capital user charge		(1,022)	-
Other payment		(36)	-
GST payments on purchases		(3,917)	(4,832)
Receipts			
Revenue from sales		3,139	2,968
User charges and fees		5,765	5,575
Other receipts		-	36
GST receipts on sales		752	662
GST receipts from taxation authority		2,841	3,706
Net cash provided by/(used in) operating activities	25	(70,440)	(78,590)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of non-current physical assets		(3,617)	(2,395)
Proceeds from the sale of non-current physical assets		16	16
Net cash provided by/(used in) investing activities		(3,601)	(2,379)
CASH FLOWS FROM FINANCING ACTIVITIES			
Other repayments		(18)	(22)
Net cash provided by/(used in) financing activities		(18)	(22)
Net increase/(decrease) in cash held		5,170	(933)
Cash assets at beginning of the financial year		9,224	24,138
Cash assets transferred from other sources	13	713	(14,159)
Effects of exchange rate changes on cash balances held in foreign currency		(67)	178
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	25(a)	15,040	9,224

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

DEPARTMENT OF THE PREMIER AND CABINET
Summary of Consolidated Fund Appropriations and Revenue Estimates
for the year ended 30 June 2002

	ESTIMATE \$'000	2001/02 ACTUAL \$'000	VARIANCE \$'000	2001/02 ACTUAL \$'000	2000/01 ACTUAL \$'000	VARIANCE \$'000
PURCHASE OF OUTPUTS						
Item 5 - Net amount appropriated to purchase outputs	75,138	79,031	3,893	79,031	76,792	2,239
Section 25 Transfer - recurrent services	0	2,402	0	2,402	0	2,402
Amount Authorised by Other Statutes						
Salaries and Allowances Act 1975	500	500	0	500	500	0
Total appropriations provided to purchase outputs	75,638	81,933	3,893	81,933	77,292	4,641
Details Of Expenditure by Outputs						
Support for the Premier as Head of Government	9,890	10,272	382	10,272	12,337	(2,065)
Management of matters of State	50,504	52,493	1,989	52,493	58,716	(6,223)
Support for the Premier as Minister for Public Sector Management	7,554	5,886	(1,668)	5,886	7,255	(1,369)
Management of policy	9,600	8,435	(1,165)	8,435	7,252	1,183
Parliamentary, statutory and legislative publishing services	3,300	3,560	260	3,560	2,830	730
Constitutional Centre	1,358	1,073	(285)	1,073	1,112	(39)
Multicultural Issues	2,462	2,474	12	2,474	0	2,474
Native Title	3,066	2,772	(294)	2,772	1,896	876
Total Cost of Outputs	87,734	86,965	(769)	86,965	91,398	(4,433)
less Retained Revenue	(3,991)	(8,727)	(4,736)	(8,727)	(9,089)	362
Net Cost of Outputs	83,743	78,238	(5,505)	78,238	82,309	(4,071)
Adjustment for movement in cash balances and other accrual items	(8,105)	3,695	11,800	3,695	(5,017)	8,712
Total appropriations provided to purchase outputs	75,638	81,933	6,295	81,933	77,292	4,641
CAPITAL						
Item 120 - Capital Contribution (2000/01 Amount Provided for Capital Services)	2,294	2,294	0	2,294	2,766	(472)
Capital Expenditure						
Capital Appropriations	2,294	2,294	0	2,294	2,766	(472)
Adjustment for movement in cash balances and other funding sources	0	1,822	1,822	1,822	(840)	2,662
Holding account drawdowns	0	0	0	0	0	0
Total capital expenditure	2,294	4,116	1,822	4,116	1,926	2,190
ADMINISTERED						
Administered grants and transfer payments	9,750	3,250	(6,500)	3,250	250	3,000
Total administered appropriations	9,750	3,250	(6,500)	3,250	250	3,000
GRAND TOTAL OF APPROPRIATIONS	87,682	87,477	1,617	87,477	80,308	9,831

The Summary of Consolidated Fund Appropriations and Revenue Estimates should be read in conjunction with the accompanying notes.
Explanations of variations between the current year estimates and actual results, and the actual results compared with the immediately preceeding year are set out in note 30.

DEPARTMENT OF THE PREMIER AND CABINET
Output Schedule of Expenses and Revenues
for the year ended 30 June 2002

OUTPUTS	Support for the Premier	Mgmt Matters of State	Public Sector Mgmt	Mgmt of Policy	Publishing Services	Constitutional Centre	Native Title	Multicultural Issues	Total
	2001/02 (\$'000)	2001/02 (\$'000)	2001/02 (\$'000)	2001/02 (\$'000)	2001/02 (\$'000)	2001/02 (\$'000)	2001/02 (\$'000)	2001/02 (\$'000)	2000/01 (\$'000)
COST OF SERVICES									
Expenses from ordinary activities									
Employees Expenses	5,413	25,090	3,475	4,663	2,149	360	1,413	1,142	43,705
Administration expenses	2,986	17,778	1,310	1,375	882	442	1,186	612	26,571
Grants and subsidies	24	446	317	1,448	2	51	1	506	2,795
Accommodation expenses	1,275	7,062	572	688	222	115	131	138	10,203
Depreciation and amortisation expense	380	1,517	117	156	253	94	24	41	2,582
Capital user charge	104	601	95	107	52	11	17	35	1,022
Loss on foreign exchange	67	-	-	-	-	-	-	-	67
Loss on sale of assets	23	(1)	-	(2)	-	-	-	-	20
Total cost of services	10,272	52,493	5,886	8,435	3,560	1,073	2,772	2,474	86,965
Revenues from ordinary activities									
Revenue from sales	-	-	-	-	3,096	-	-	-	3,096
User charges and fees	324	3,055	1,291	811	15	50	5	80	5,631
Profit on foreign exchange	-	-	-	-	-	-	-	-	0
Total revenues from ordinary activities	324	3,055	1,291	811	3,111	50	5	80	8,727
NET COST OF SERVICES	9,948	49,438	4,595	7,624	449	1,023	2,767	2,394	78,238
REVENUES FROM GOVERNMENT									
Output appropriations	10,413	49,068	6,193	8,545	197	1,004	4,039	2,474	81,933
Resources received free of charge	74	427	55	70	30	6	665	23	1,350
Assets assumed/(transferred)	1	134	1	1	-	-	-	-	137
Liabilities assumed by the Treasurer	32	260	30	37	726	3	6	5	1,099
Total revenues from Government	10,520	49,889	6,279	8,653	953	1,013	4,710	2,502	84,519
Net revenues/expenses from restructuring				432				57	489
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	572	451	1,684	1,461	504	(10)	1,943	165	6,770

The Output Schedule of Expenses and Revenues should be read in conjunction with the accompanying notes.

DEPARTMENT OF THE PREMIER AND CABINET
Output Schedule of Expenses and Revenues
for the year ended 30 June 2001

OUTPUTS	Support for the Premier	Mgmt Matters of State	Public Sector Mgmt	Mgmt of Policy	Publishing Services	Constitutional Centre	Native Title	Total
	2000/01 (\$'000)	2000/01 (\$'000)	2000/01 (\$'000)	2000/01 (\$'000)	2000/01 (\$'000)	2000/01 (\$'000)	2000/01 (\$'000)	2000/01 (\$'000)
COST OF SERVICES								
Expenses from ordinary activities								
Employees Expenses	6,108	29,698	3,811	3,030	1,503	371	881	45,402
Administration expenses	4,149	19,869	2,273	479	1,118	467	297	28,652
Grants and subsidies	289	342	289	3,307	2	2	562	4,793
Accommodation expenses	1,575	7,232	712	372	145	147	124	10,307
Depreciation and amortisation expense	209	1,568	164	64	61	79	32	2,177
Capital user charge	-	-	-	-	-	-	-	0
Loss on sale of assets	7	7	6	-	1	46	-	67
Total cost of services	12,337	58,716	7,255	7,252	2,830	1,112	1,896	91,398
Revenues from ordinary activities								
Revenue from sales	-	-	-	-	2,823	-	-	2,823
User charges and fees	521	3,629	1,444	393	16	85	-	6,088
Profit on foreign exchange	178	-	-	-	-	-	-	178
Total revenues from ordinary activities	699	3,629	1,444	393	2,839	85	0	9,089
NET COST OF SERVICES	11,638	55,087	5,811	6,859	(9)	1,027	1,896	82,309
REVENUES FROM GOVERNMENT								
Output appropriations	11,069	53,906	5,947	5,523	265	1,242	2,106	80,058
Resources received free of charge	75	361	44	35	16	5	7	543
Assets assumed/(transferred)	-	(14,098)	-	-	-	-	-	(14,098)
Liabilities assumed by the Treasurer	368	2,741	392	231	159	38	71	4,000
Total revenues from Government	11,512	42,910	6,383	5,789	440	1,285	2,184	70,503
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	(126)	(12,177)	572	(1,070)	449	258	288	(11,806)

The Output Schedule of Expenses and Revenues should be read in conjunction with the accompanying notes. In 2001/02, public sector review functions previously undertaken by Output 4 - Management of Policy were transferred to Output 3 - Public Sector Management. Figures in 2000/01 have been recast for comparative purposes.

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

1 Departmental mission and funding

The Department's mission is to ensure the Premier's requirements and those of Cabinet are met.

The Department is predominantly funded by Parliamentary appropriations. In addition, the Treasurer approved a number of arrangements whereby the Department could recoup from various sources and retain those funds under Net Appropriation agreements. 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.

General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Australian Accounting Standards and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by 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 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.

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, with the exception that certain non-current physical assets have been introduced at the written down cost as at 30 June 1998. Additions to non-current physical assets since valuation are stated at cost.

DEPARTMENT OF THE PREMIER AND CABINET NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

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.

(a) Output Appropriations

Output Appropriations 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 deposited into the Department's bank account or credited to the holding account held at the Department of Treasury and Finance.

(b) Contributed Equity

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 contribution 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.

(c) 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 are only applied to the outputs specified in the 2001/02 Budget Statements.

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

DEPARTMENT OF THE PREMIER AND CABINET NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

(d) Grants and Other Contributions Revenue

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the Department obtains control over the assets comprising the contributions. Control is normally obtained upon their receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

(e) Revenue Recognition

Revenue from the sale of goods and disposal of other assets and the rendering of services, is recognised when the Department has passed control of the goods or other assets or delivery of the service to the customer.

(f) Acquisitions of assets

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.

(g) Depreciation of non-current assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of their future economic benefits.

Depreciation is provided for on the straight line basis, using rates which are reviewed annually. Useful lives for each class of depreciable asset are:

Furniture and fittings	10 years
Plant and equipment	5 years
Computer hardware/software	3 years
Office Establishment	4 years

(h) Leases

The Department has entered into a number of operating lease arrangements for the rent of the office building, office equipment and motor vehicles 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 Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property.

(i) Cash

For the purpose of the Statement of Cash Flows, cash includes cash assets and restricted cash assets.

DEPARTMENT OF THE PREMIER AND CABINET

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

(j) Accrued Salaries

The Accrued salaries suspense 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.

Accrued salaries represents the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a few days of the financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to the net fair value.

(k) Inventories

Inventories are valued at the lower of cost and net realisable value. Costs are assigned by the method most appropriate to each particular class of inventory, with the majority being valued on a first in first out basis.

(l) Receivables

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 receivables is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off.

(m) Payables

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.

(n) 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

Short hand method

Leave entitlements are calculated at current remuneration rates. A liability for long service leave is recognised after an employee has completed three years of service. This method of assessment of the liability is consistent with requirements of the the Australian Accounting Standard AAS 30 'Accounting for Employee Entitlements'.

DEPARTMENT OF THE PREMIER AND CABINET NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

The Australian Accounting Standard AAS 30 'Accounting for Employee Entitlements' requires an actuarial assessment of long service leave to be conducted every three years or more frequently as required to derive a fair and reasonable valuation of non-current employee entitlements. Accordingly, the Department was required to effect an actuarial assessment for the year ending 30 June 2002.

However, the implementation of the new Public Sector General Agreement effective 22 March 2002, has resulted in significant rule variations from the previous workplace agreements. Leave conversion has been significant and was not completed by 30 June 2002. It was considered more appropriate to reschedule the actuarial assessment to year 2002/03.

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 and 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 these schemes are administered by the Government Employees Superannuation Board (GESB).

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 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" equivalent to (i) is recognised under Revenues from Government in the Statement of Financial Performance as the unfunded liability is assumed by the Treasurer. The GESB makes the benefit payments and is recouped by the Treasurer.

From 1 July 2001 employer contributions were paid to the GESB in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. Prior to 1 July 2001, the unfunded liability in respect of these Schemes was assumed by the Treasurer. 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 those Schemes, was included in superannuation expense. This amount was also included in the revenue item "Liabilities assumed by the Treasurer".

(o) Resources Received Free of Charge

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

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

(p) Foreign Currency Translation

The Department has offices in North Asia and Europe. Transactions denominated in a foreign currency are translated at the rates in existence at the dates of the transactions. Foreign currency receivables and payables at reporting date are translated at exchange rates current at reporting date. Exchange gains and losses are brought to account in determining the result for the year.

This translation is consistent with the requirements of Australian Accounting Standard AAS20A 'Foreign Currency Translation' under the Temporal Method.

(q) Comparative Figures

Comparative figures are, where appropriate, reclassified so as to be comparable with the figures presented in the current financial year.

(r) Rounding

Amounts in the financial statements have been rounded to the nearest thousand dollars.

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 Output Schedule. The eight key outputs of the Department are:

Output 1 - Support for the Premier as Head of Government

The Department provides administrative support and advice responsive to the Premier's requirements as Head of Government. The output also includes the promotion of Western Australian interest's overseas and communicating Government policies and activities.

Output 2 - Management of matters of State

The Department provides a range of services on behalf of the Premier including support for the functions of Executive Government; administration of entitlements for Members of Parliament and support for Ministerial Offices and the Leaders of the Opposition Parties. This output also includes the corporate services function provided to the Office of the Public Sector Standards Commissioner, Department of Treasury and Finance, Anti-Corruption Commission, Governor's Establishment and the Parliamentary Commissioner for Administrative Investigations.

Output 3 - Support for the Premier as Minister for Public Sector Management

The Department provides advice, assistance and support to the Minister for Public Sector Management and the public sector on a range of public sector management matters, particularly those associated with the functions specified within the Public Sector Management Act 1994.

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

Output 4 - Management of Policy

The Department provides advice to and co-ordination for the Premier and Cabinet on key policy matters to ensure an effective government-wide perspective in the areas of federal, constitutional affairs; citizens and civic matters; Indian Ocean Territories; Cabinet Standing Committees; and crime prevention.

Output 5 - Parliamentary, statutory and legislative publishing services

Through the State Law Publisher, the Department provides a secure, confidential and time critical publishing service to meet the needs of Parliament and Government.

Output 6 - Constitutional Centre

The Government is committed to helping educate the community on Western Australian and Commonwealth Constitutions and the Federal system of government through the provision of exhibitions and programs at the Constitutional Centre.

Output 7 - Multicultural Issues

The Department provides services to Government and the community to enhance participation of all citizens in community activities and the democratic process through development, coordination and implementation of multicultural policies; provision of information to community events and promotional programs; and fostering enhanced community relations and awareness of economic and social benefits of cultural diversity.

Output 8 - Native Title

The Department provides services to the Minister and Cabinet on Native Title matters including preparation of policy advice; coordination of negotiations on native title claims; and coordination of Government's handling of projects and initiatives affected by the Native Title Act.

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02	2000/01
	\$'000	\$'000
4 Employee expenses		
Salaries	38,395	42,767
Superannuation	3,990	4,000
Change in annual and long service leave entitlements	1,320	(1,365)
	<u>43,705</u>	<u>45,402</u>
5 Administration expenses		
Professional Services	7,060	6,414
Consultants	1,955	2,467
Travel	4,717	4,797
Other Staff costs	1,692	1,719
Communications	2,042	2,214
Consumables	2,797	3,422
Other Admininstration costs	6,308	7,619
	<u>26,571</u>	<u>28,652</u>
Total expense for the year		
	<u>26,571</u>	<u>28,652</u>
6 Depreciation and amortisation		
Furniture and Fittings	129	35
Plant and equipment	743	453
Computer hardware and software	993	917
Office Establishment	717	772
	<u>2,582</u>	<u>2,177</u>
7 Accommodation expenses		
Lease rentals and outgoings	<u>10,203</u>	<u>10,307</u>
8 Grants and Subsidies		
Subsidies and Community Grants	1,329	887
Government Agency Grants	396	403
External Grants	1,070	3,503
	<u>2,795</u>	<u>4,793</u>

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
9 Net profit/(loss) on disposal of non-current assets		
Losses on Sale of non-current assets		
Plant and equipment	34	48
Gross Proceeds on disposal of assets	11	3
	<u>23</u>	<u>45</u>
Computer hardware	2	2
Gross Proceeds on disposal of assets	5	-
	<u>(3)</u>	<u>2</u>
Office Establishment	-	33
Gross Proceeds on disposal of assets	-	13
	<u>0</u>	<u>20</u>
Net Loss	<u>20</u>	<u>67</u>

10 Capital User Charge

A capital user charge rate of 8% has been set by the Government for the opportunity cost of capital invested in the net assets of the Department used in the 2001/02 and represents provision of outputs. The charge is calculated on the net assets adjusted to take account of exempted assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.

1,022	-
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11 User charges and fees

Contributions by senior officers to the Government		
Vehicle Scheme	105	128
Provision of Services	1,158	1,259
Recoups	3,382	3,129
Other Revenue	986	1,572
	<u>5,631</u>	<u>6,088</u>

12 Revenues to/from Government

Appropriation revenue received during the year:		
Output Appropriations	81,933	80,058

Output appropriations are accrual amounts as from 1 July 2001, reflecting the full price paid for outputs purchased by the Government. The appropriation revenue comprises of cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
Capital appropriations were revenue in 2001 (year ended 30 June 2001). From 1 July 2001, capital appropriations, termed Capital Contributions, have been designated as contributions by owners and are credited straight to equity in the Statement of Financial Position.		
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation	1,099	4,000
The following assets have been assumed/(transferred to) other government agencies during the financial year:		
<u>Royal Commission and Special Inquiry</u>		
A number of assets were given to the Department at the completion of the following Inquiry and Royal Commission during the year:		
King Edward Memorial Inquiry - Department of Health	11	-
Royal Commission into Finance Broking Industry - Administered	126	-
 <u>Barrack Square Redevelopment</u> (see note 31)	-	(14,098)
Total Assets assumed from/(transferred to)	137	(14,098)
Resources received free of charge Determined on the basis of the following estimates provided by agencies:		
Office of the Auditor General		
- audit services	64	60
Department of Land Administration		
- title searches	677	15
Department of Treasury and Finance		
- information systems services		
- property management services	-	117
Valuer General (now part of the Department of Land Administration)		
- valuation services	-	11
Department of Housing and Works		
- Commercial Property	124	-
Department of Justice		
- legal services	485	340
	1,350	543
	84,519	70,503

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
13 Net revenues/(expenses) from restructuring		
<u>Office of Citizenship and Multicultural Interests</u>		
Effective from 1 July 2001, functions of the former Office of Citizenship and Multicultural Interests (OCMI) were transferred to the Department. The assets and liabilities assumed were:		
<u>Assets transferred to the Department</u>		
Cash assets	191	-
Restricted Cash assets	25	-
Receivables	26	-
Other assets	23	-
Property, plants, equipment and vehicles	46	-
<u>Liabilities transferred to the Department</u>		
Payables	(1)	-
Other liabilities	(53)	-
Provisions for leave entitlements	(200)	-
	<u>57</u>	-
<u>WA Police Service</u>		
As from 1 October 2001 the establishment of the Office of Crime Prevention resulted in the amalgamation of functions from a number of agencies. The cash amount assumed by the Department was:		
	<u>432</u>	-
	<u>489</u>	-
14 Cash Assets		
Operating Trust Account at Treasury	10,685	7,438
Cash on hand	132	132
Cash at bank - Tokyo representative office	159	179
- London representative office	680	565
	<u>11,656</u>	<u>8,314</u>
15 Restricted Cash assets		
<u>Current Assets</u>		
Operating Trust Account at Treasury	2,247	-
Capital contributions		
Westfield Premier's Education Scholarship	72	-
Amount held for the purposes of donations, grants and bequests.		
	<u>2,319</u>	-
<u>Non Current Assets</u>		
Accrued salaries suspense account	<u>1,065</u>	<u>910</u>
Amount held in suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.		

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
16 Inventories		
Stationery stores and material	22	20
Saleable publications	179	185
	<u>201</u>	<u>205</u>
17 Other Assets		
Prepayments	<u>1,217</u>	<u>2,600</u>
18 Receivables		
Accounts receivable	740	905
GST receivable	832	449
	<u>1,572</u>	<u>1,354</u>
19 Amounts receivable for outputs		
Current	1,360	-
Non-current	3,638	-
	<u>4,998</u>	<u>0</u>

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
20 Property, plant and equipment and vehicles		
Furniture and Fittings		
At cost	590	594
Accumulated depreciation	(226)	(115)
	<u>364</u>	<u>479</u>
Plant and Equipment		
At cost	4,242	2,947
Accumulated depreciation	(2,487)	(1,825)
	<u>1,755</u>	<u>1,122</u>
Computer hardware		
At cost	5,978	4,956
Accumulated depreciation	(4,257)	(3,751)
	<u>1,721</u>	<u>1,205</u>
Computer Software		
At cost	478	455
Accumulated amortisation	(351)	(186)
	<u>127</u>	<u>269</u>
Office Establishment		
At cost	5,569	4,074
Accumulated depreciation	(3,919)	(3,203)
	<u>1,650</u>	<u>871</u>
Total		
At valuation	-	-
At cost	16,857	13,026
Accumulated depreciation and amortisation	(11,240)	(9,080)
	<u>5,617</u>	<u>3,946</u>

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

20 Property, plant and equipment - (con't)

Reconciliations

Reconciliations of the carrying amounts of property, plant, equipment and vehicles at the beginning and end of the current and previous financial year are set out below:

	Furniture and Fittings \$'000	Plant and Equipment \$'000	Computer Hardware \$'000	Computer Software \$'000	Office Establishment \$'000	Total \$'000
2001/02						
Carrying amount at start of year	479	1,122	1,205	269	871	3,946
Additions	36	1,387	1,347	23	1,496	4,289
Disposals	22	11	3	-	-	36
Depreciation	129	743	828	165	717	2,582
Carrying amount at end of year	364	1,755	1,721	127	1,650	5,617
2000/01						
Carrying amount at start of year	313	1,244	1,193	158	1,375	4,283
Additions	201	379	816	226	301	1,923
Disposals	-	48	2	-	33	83
Depreciation	35	453	802	115	772	2,177
Carrying amount at end of year	479	1,122	1,205	269	871	3,946

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
21 Payables		
Accounts payable	2,673	1,940
22 Other Liabilities		
Accrued Salaries	741	706
Departmental Advance	18	36
	<u>759</u>	<u>742</u>
23 Provisions		
Current liabilities		
Liability for annual leave	2,864	2,483
Liability for long service leave	2,774	2,853
Other	612	-
	<u>6,250</u>	<u>5,336</u>
Non-current liabilities		
Liability for long service leave	1,675	1,253
Other	166	
	<u>1,841</u>	<u>1,253</u>
<u>Employee Entitlements</u>		
The aggregate employee entitlement liability recognised and included in the financial statements is as follows:		
Provision for employee entitlements:		
Current	6,250	5,336
Non-current	1,841	1,253
	<u>8,091</u>	<u>6,589</u>

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
24 Equity		
Equity represents the residual interest in the net assets of the Department. The Government holds the equity interest in the Department on behalf of the community. The Asset Revaluation Reserve represents that portion of equity resulting from the revaluation of non-current assets.		
Contributed equity		
Opening Balance	-	-
Capital contributions	2,294	-
Closing Balance	<u>2,294</u>	<u>0</u>
From 1 July 2001, capital appropriations, termed Capital Contributions, have been designated as contributions by owners and are credited straight to equity in the Statement of Financial Position.		
Accumulated surplus/(deficiency)		
Opening Balance	7,190	18,996
Change in net assets resulting from operations	6,770	(11,806)
Closing Balance	<u>13,960</u>	<u>7,190</u>
Asset revaluation reserve		
Opening Balance	868	868
Revaluations during the year	-	-
Closing Balance	<u>868</u>	<u>868</u>
25 Notes to the Statement of Cash Flows		
(a) Reconciliation of cash		
For the purpose of the Statement of Cash Flows, cash includes cash at bank, amounts in suspense 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:		
Cash assets (refer to note 14)	11,656	8,314
Restricted cash assets (refer to note 15)	3,384	910
	<u>15,040</u>	<u>9,224</u>

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
25 Notes to the Statement of Cash Flows - (con't)		
Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities		
For the purposes of the Statement of Cash Flows, 'cash' has been deemed to include cash on hand and amounts in suspense.		
Net cost of services	(78,238)	(82,309)
Non-cash items:		
Depreciation and amortisation	2,582	2,177
Superannuation	1,099	4,000
Resources received free of charge	1,350	543
(Profit)/Loss on disposal of assets	20	67
(Profit)/Loss on Foreign Exchange	67	(178)
(Increase)/decrease in prepayments	860	(1,389)
(Increase)/decrease in accounts receivable	176	(368)
(Increase)/decrease in Inventories	4	(14)
Increase/(decrease) in accrued salaries	9	(38)
Increase/(decrease) in liability for employee entitlements	1,302	(1,412)
Increase/(decrease) in accounts payable	653	795
Net GST receipts/(payments)	(324)	(464)
Net cash provided by/(used in) operating activities	(70,440)	(78,590)
26 Resources provided free of charge		
During the year the following resources were provided to other agencies free of charge for functions outside the normal operations of the Department:		
Department of Treasury and Finance		
- Corporate services	321	598
Office of the Public Sector Standards Commissioner		
- Corporate Services	86	60
Anti-Corruption Commission		
- Corporate Services	134	102
Parliamentary Commissioner for Administrative Investigations		
- Corporate services	92	58
Government Projects Office		
- Corporate services	-	39
Governor's Establishment		
- Corporate Services	70	54
Salaries and Allowances Tribunal		
- Corporate Services	9	1
Healthway		
- Corporate Services	8	-
WA Drug Abuse Strategy Office		
- Corporate Services	-	46
	720	958

All the above expenses form part of the Department's net cost of services.

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

	2001/02 \$'000	2000/01 \$'000
27 Commitments for expenditure		
(a) Non-cancellable operating lease commitments		
Within 1 year	5,632	6,289
Later than 1 year and not later than 5 years	14,082	13,862
Later than 5 years	262	2,238
	<u>19,976</u>	<u>22,389</u>
Payments for motor vehicles as part of the "whole of Government" arrangements for the year is:	<u>2,312</u>	<u>2,276</u>
Estimated for:		
not later than one year	578	2,276
later than one year but not later than two years	175	2,276
	<u>753</u>	<u>4,552</u>
(b) Payment for office accommodation leases occupied by the Department.	<u>10,203</u>	<u>10,307</u>
Estimated for:		
Payable not later than one year	5,054	4,013
Payable later than one year and not later than two years	4,551	3,422
Payable later than two years and not later than five years	9,356	8,164
Payable later than 5 years	262	2,238
	<u>19,223</u>	<u>17,837</u>
(c) Docutech Machines		
State Law Publisher leased docutech machines from Fuji Xerox under a non-cancellable operating lease. The total rental expense included in the net cost for services for the year is:	<u>-</u>	<u>374</u>
Commitments under non - cancellable operating leases at reporting date are as follows:		
Not later than one year	-	-
Later than one year and not later than two years	-	-
	<u>0</u>	<u>0</u>
The operating lease expired in 2000/01. Financial analysis in accordance with provisions of relevant government policies supported an outright purchase as replacement.		

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

		2001/02 \$'000	2000/01 \$'000
28 Remuneration and retirement benefits of Senior Officers			
Remuneration			
The number of Senior Officers whose total of fees, salaries and other benefits received, or due and receivable, for the financial year, who fall within the following bands is:			
\$	2001/02	2000/01	
20,000 - 40,000	3	-	
41,000 - 50,000	-	2	
60,000 - 80,000	-	1	
81,000 - 90,000	-	1	
91,000 - 100,000	1	2	
101,000 - 110,000	1	1	
111,000 - 120,000	-	1	
130,000 - 150,000	2	1	
151,000 - 200,000	2	-	
201,000 - 240,000	1	1	
The total remuneration of Senior Officers is:			1,242 991

29 Contingent Liabilities

Native Title Claims

The Office of Native Title may from time to time be involved in the negotiation of agreements with native title holders and/or registered native title claimants over the doing of future acts or in respect of the validation of invalid future acts such as compulsory acquisitions in relation to land and the granting of mining tenements. These agreements may involve the payment of money to native title parties.

Also, in the future, there may be a need for compensation to be determined in respect of acts, which extinguish or impair native title, done after 31 October 1975, either by the Federal Court, or by negotiations between native title holders and the State.

30 Explanatory Statement

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 the Consolidated Fund, all on an accrual basis.

The following explanations are provided in accordance with Treasurer's Instruction 945. Significant variations are considered to be those greater than 10% from the 2000/01 budget estimate.

DEPARTMENT OF THE PREMIER AND CABINET NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

(a) Significant variances between estimate and actual - Total appropriation to purchase outputs:

Recurrent

1 Support for the Premier as Minister for Public Sector Management - (\$1,668,000)

The underspending relates to funds allocated, but not paid in relation to copyright royalties. Savings in salaries also contributed to the outturn.

2 Management of Policy - (\$1,165,000)

The reduced level of expenditure relates to grants committed by the Office of Crime Prevention but not due for payment until a future date.

3 Constitutional Centre - (\$285,000)

The underspending relates mainly to grants not paid during 2001/02.

4 Native Title - (\$294,000)

The underspending relates to reduced costs paid to Department of Land Administration and Department of Minerals and Petroleum Resources for tenure searches.

5 Retained Revenue - (\$4,736,000)

The increased revenue is mainly due to recoups from the Health Department for the KEMH Inquiry and other recoups relating to the Police Royal Commission.

Capital

6 Capital Expenditure - \$1,822,000

The increased level of expenditure relates to the fitout of electorate offices and a significant replacement of office equipment program in those offices.

Administered

7 Administered - \$6,500,000

The variance is made up of fundings for the Police Royal Commission and the Royal Commission into Finance Broking Industry.

The budget for the Police Royal Commission was originally allocated to Premier and Cabinet before it was decided to reflect all activities for the Royal Commission as a separate entity. As a result the budget for the first year was not drawn down by this agency. The cost of the Royal Commission into Finance Broking Industry was \$1.5 million less than anticipated.

DEPARTMENT OF THE PREMIER AND CABINET NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

(b) Significant variances between actual and prior year actual - Total appropriation to purchase outputs:

8 Support for the Premier as Head of Government - (\$2,065,000)

There were various non-recurring post election costs including termination payments in 2000/01.

9 Management of matters of State - (\$6,223,000)

There were a number of non recurring termination payments in 2000/01 from Ministerial and Electorate offices following the State General Election and the full year impact of government savings initiatives.

10 Support for the Premier as Minister for Public Sector Management - (\$1,369,000)

The reduced level of spending was due to a number of reasons including the full year impact of savings initiatives and funding still being held for the State's copyright obligations.

11 Management of Policy - \$1,183,000

The increase over the previous year reflects the transfer of functions for the Office of Crime Prevention from the Police Department and the expanded activities of the Policy Office.

12 Parliamentary, statutory and legislative publishing services - \$730,000

There were a number of factors contributing to the higher expenditure in 2001/02, including the printing of 2 budgets in that year (September 2001 and May 2002) and none in the previous year.

13 Multicultural Issues - \$2,474,000

In 2000/01 this output was a separate agency and only included in this Department from 1 July 2001.

14 Native Title - \$876,000

The increased level of activity in 2001/02 relates to expenditure undertaken in respect of tenure searches matters for native title issues.

Capital

16 Capital Expenditure - (\$2,190,000)

The higher expenditure in 2001/02 is the result of additional fitouts and equipment replacement in Parliamentary electorate offices and within the Department.

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 June 2002

(c) Supplementary Funding

The Department received supplementary funding of \$3,893,000 during the year to help meet the costs of various initiatives which include the:

- Government Advertising Rebates
- Community Liaison Initiatives
- Ministerial Liaison Officers
- Legal costs
- Superannuation
- Capital user charge
- Gordon Inquiry into Family Violence and Child Abuse
- Severance payout
- Native Title Agreements

The extent of the supplementary funding was kept to a minimum as savings were achieved in a number of areas.

31 Supplementary information

2001/02 \$'000	2000/01 \$'000
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Public and other property, revenue and debts to the State
written off in accordance with section 45 of the Financial
Administration and Audit Act 1985 by:

The Accountable Officer

48	-
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Gifts of public property

Various gifts to distinguished persons by the Premier
and other senior officers

39	-
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32 The Gerald Frank Brown Memorial Trust

Department of the Premier and Cabinet
The Gerald Frank Brown Memorial Trust
For the year ended 30 June 2002

Purpose of the Trust

To hold money:

- bequeathed to the Government of Western Australia by Gerald Frank Brown and subsequently appropriated by Parliament; and
- received from private organisations and persons for the provision of scholarships and studentships to young persons from the European Economic Community to visit Western Australia and/or young persons from Western Australia to visit countries within the European Economic Community to undertake approved educational activities for the purpose of promoting and enhancing the social, cultural, historical and economic ties between Western Australia and Europe.

DEPARTMENT OF THE PREMIER AND CABINET
NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2002

Financial detail	2001/02	2000/01
	\$	\$
Opening Balance	315,210	266,930
Plus contributions	11,056	15,530
Less payments	(6,272)	(4,018)
Unrealised gain (loss) on translation	21,486	36,768
Closing balance	<u>341,480</u>	<u>315,210</u>

Overseas transactions have been translated in accordance with AAS20A, 'Foreign Currency Translation' using the Temporal Method.

33 Additional Financial Instruments Disclosures

(a) Interest rate risk exposure

The Department's exposure to interest rate risk, repricing maturities and the effective interest rates on financial instruments are:

	Weighted average effective interest rate	Floating interest rate	Fixed interest rate maturities			Non interest bearing	Total
	%	\$'000	1 year or less	1 to 5 years	Over 5 years	\$'000	\$'000
			\$'000	\$'000	\$'000		
<u>30 June 2002</u>							
Assets							
Cash Assets	2.243	680				10,976	11,656
Restricted Cash Assets						3,384	3,384
Receivables						1,572	1,572
Amounts receivable for outputs						4,998	4,998
Total financial assets		680	0	0	0	20,930	21,610
Liabilities							
Payables						2,673	2,673
Other						759	759
Total financial liabilities						3,432	3,432
Net Financial Assets		680				17,498	18,178
<u>30 June 2001</u>							
Assets							
Cash Assets	3.044	565				5,387	5,952
Restricted Cash Assets						3,272	3,272
Receivables						1,354	1,354
Amounts receivable for outputs						-	0
Total financial assets		565	0	0	0	10,013	10,578
Liabilities							
Payables						1,940	1,940
Other						742	742
Total financial liabilities						2,682	2,682
Net Financial Assets		565				7,331	7,896

(b) Credit risk exposure

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 represents the Department's maximum exposure to credit risk in relation to those assets.

(c) Net Fair Values

The carrying amount of financial assets and financial liabilities recorded in the financial statements are not materially different from their net fair values, determined in accordance with the accounting policies disclosed in note 2 to the financial statements.

34 Administered Transactions

(a) Royal Commission into the Finance Broking Industry

In June 2001, the Royal Commission was appointed to inquire into the conduct and practices within the finance broking industry.

The Department has the responsibility of providing administrative support to this Royal Commission and all revenues and expenditures are recognised as administered transactions.

	2001/02 \$	2000/01 \$
Administered Expenses and Revenues		
Employee expenses	499	54
Administration expenses	2,130	327
Depreciation and amortisation	26	7
Accommodation expenses	169	5
Assets transferred out	126	-
Total administered expenses	2,950	393
Revenues		
Appropriations	3,250	250
Other	1	-
Total administered revenues	3,251	250
Administered Assets and Liabilities		
Current Assets	157	-
Non-Current Assets		
Office Equipment	-	10
Computer Hardware	-	142
Total Administered Assets	157	152
Current Liabilities		
Accounts Payable	-	262
Accrued Salaries	-	8
Employee Entitlements	-	25
	0	295
Non-Current Liabilities	-	-
Total Administered Liabilities	0	295

DEPARTMENT OF THE PREMIER AND CABINET

Notes to the Financial Statements

30 June 2002

35 Affiliated Bodies

Salaries and Allowances Tribunal

The Tribunal, established by section 5 of the Salaries and Allowances Act 1975, is an affiliated body of the Department.

For 2001/02, the Tribunal received funding of \$505,000 (2000/01 - \$397,000) and total expenditure was \$283,000 (2000/01 - \$368,000).

APPENDICES

APPENDIX 1

THE FOURTH GALLOP MINISTRY

Honourable Dr Geoffrey Ian Gallop MLA
Premier; Minister for Public Sector Management; Federal Affairs; Science; Citizenship and Multicultural Interests

Honourable Eric Stephen Ripper MLA
Deputy Premier; Treasurer; Minister for Energy

Honourable Kimberley Maurice Chance MLC
Minister for Agriculture, Forestry and Fisheries; the Midwest, Wheatbelt and Great Southern

Honourable Thomas Gregory Stephens MLC
Minister for Housing and Works; Local Government and Regional Development; the Kimberley, Pilbara and Gascoyne

Honourable John Charles Kobelke MLA
Minister for Consumer and Employment Protection; Training

Honourable James Andrew McGinty MLA
Attorney General; Minister for Justice and Legal Affairs; Electoral Affairs; Peel and the South West

Honourable Dr Judith Mary Edwards MLA
Minister for the Environment and Heritage

Honourable Michelle Hopkins Roberts MLA
Minister for Police and Emergency Services; Minister Assisting the Minister for Planning and Infrastructure

Honourable Alannah MacTiernan MLA
Minister for Planning and Infrastructure

Honourable Clive Morris Brown MLA
Minister for State Development; Tourism; Small Business

Honourable Alan John Carpenter MLA
Minister for Education; Sport and Recreation; Indigenous Affairs

Honourable Sheila Margaret McHale MLA
Minister for Community Development, Women's Interests, Seniors and Youth; Disability Services; Culture and the Arts

Honourable Robert Charles Kucera MLA
Minister for Health

Honourable Nicholas David Griffiths MLC
Minister for Racing and Gaming; Government Enterprises; Goldfields-Esperance

APPENDICES APPENDIX 2

STATEMENT OF EXPENDITURE

Section 175ZE of the Electoral Act 1907 requires the Department of the Premier and Cabinet to include a statement in the annual report, setting out details of expenditure incurred by the Department on certain classes of organisations.

The expenditure for various classes of organisation totalled \$867,493.53 and comprises the following:

(a)	Advertising Agencies Media Decisions	\$218,079.64 ⁽¹⁾
(b)	Market Research Organisations	Nil
(c)	Polling Organisations	Nil
(d)	Direct Mail Organisations	Nil
(e)	Media Advertising Organisations MarketForce Productions West Australian News Ltd	\$649,413.89 ⁽²⁾

(1) <i>includes Harmony Day promotion</i>	\$ 23,047.20
<i>Budget promotions</i>	\$168,546.86

(2) <i>includes Intersector production</i>	\$426,045.55
<i>Executive Appointment Tokyo</i>	\$ 18,754.98

APPENDICES

APPENDIX 3

PUBLICATIONS

During the 2001/2002 financial year, the Department of the Premier and Cabinet issued the following publications:

- State Print Quarterly Price Catalogue – quarterly
- State Print Client Information Newsletter – 9 issues during the year
- State Print Calendar for 2002
- InterSector (24 editions)
- Profile of the Western Australian State Government Workforce as 30 June 2001
- Quarterly Employment Levels in WA State Government Bodies June 2001, September 2001, December 2001, March 2002
- Overview of the Western Australian Public Sector Workforce 30 June 2001
- HR MOIR data definitions
- The Young Ones paper 1: Employing for the future – A study of the history and success of State public sector youth employment programmes
- The Young Ones paper 2: Youth Speaks – On work and the public sector
- The Young Ones paper 3: Youth Trends – The role of young people in the Western Australian public sector
- HR MOIR Comparative Analysis Tool
- HR MOIR Verification Analysis Tool
- Strong Families Newsletter (Issue number 4)
- SAFER W. A. Project Register (Report)
- Northbridge: Shaping The Future (Report)
- Statewide Review of Crime Prevention (Pamphlet)
- Information Pack – Crime Prevention Strategy: Planning Forum (Printed folder and duplication of papers)
- Search Our Futures: Consulting Citizens (Seminar program)
- Department of the Premier and Cabinet Citizens and Civics Unit in Brief (Pamphlet)
- Consulting Citizens: A Resource Guide (Booklet)
- Focus on the Future: Opportunities for Sustainability in Western Australia – A Consultation Paper for the State Sustainability Strategy for the Western Australia (Booklet)

- Government's Response to the Salinity Taskforce Report, Salinity: a New Balance (Report)
- Proclamation Day – A Walk Through Time Heritage Map
- Larfalot's Letter – Big Book educational publication
- Proclamation Day Newsletter
- Foundation Day Newsletter
- Recognising Active Citizenship – the Australian Honours System
- The Constitutional Centre of Western Australia – Education Programs
- Proclamation Day Program
- Annual Information Statement