



2002/2003

ANNUAL REPORT

DEPARTMENT OF THE REGISTRAR
WESTERN AUSTRALIAN
INDUSTRIAL RELATIONS COMMISSION

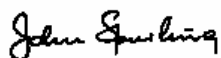
THE HON J C KOBELKE
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Minister for Consumer and Employment Protection
20th Floor
197 St Georges Terrace
PERTH WA 6000



2002/2003 ANNUAL REPORT

In accordance with Section 62 of the Financial Administration and Audit Act 1985, I am pleased to present to you for your information and presentation to Parliament the Annual Report of the Department of the Registrar Western Australian Industrial Relations Commission, for the financial year ended June 30, 2003

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

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

John Spurling
CHIEF EXECUTIVE OFFICER

30 August 2003

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Department of the Registrar, Western Australian Industrial Relations Commission

INTRODUCTION

The Department

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

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

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

Location

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

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

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

Contacts

The Department can be contacted as follows:

Telephone	(08) 9420 4444	Fax	(08) 9420 4500
Freecall	1800 624 263	FreeFax	1800 804 987

E-mail	wairc@wairc.wa.gov.au
Internet	http://www.wairc.wa.gov.au

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

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Purpose of the Department

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

The formal 'Mission Statement' is

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

Western Australian Industrial Relations Commission

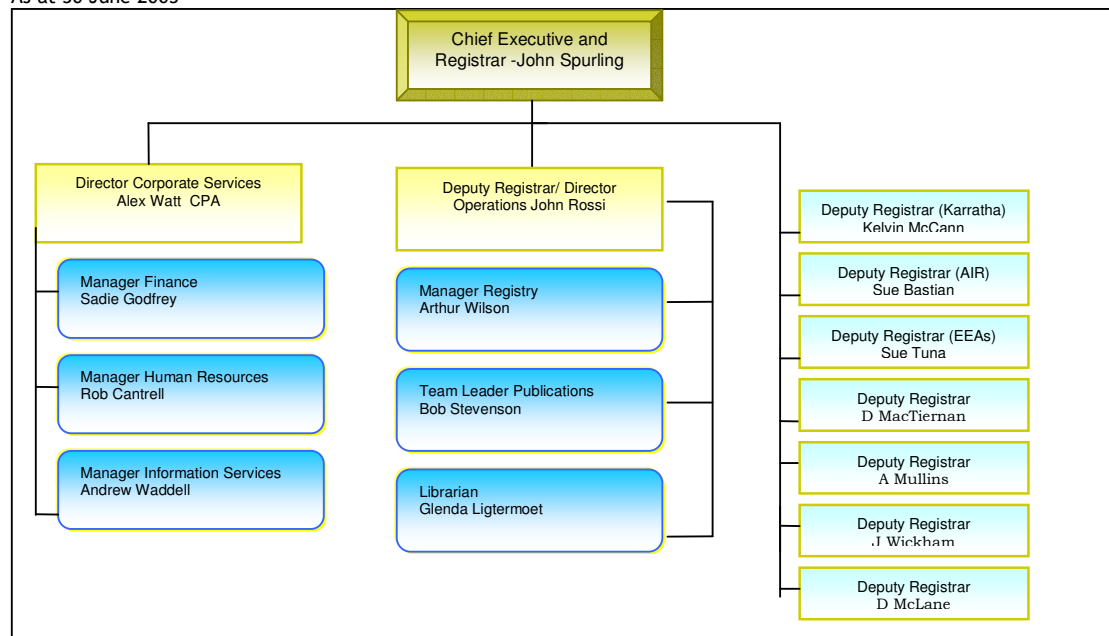
This report does not deal with the Western Australian Industrial Relations Commission because that tribunal is an independent statutory tribunal and is separately accountable to Parliament. The Chief Commissioner provides an annual report to Parliament on its operations and the Industrial Relations Act.

Funding

The Department and the Commission are funded from the State's Consolidated Fund. The appropriation for 2002/2003 was \$8,563m.

Organisational Structure

DEPARTMENT OF THE REGISTRAR, WAIRC
As at 30 June 2003



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Staffing

The Commission and the Department jointly have a funded full-time staffing level of 74.5 (FTE). The Western Australian Industrial Relations Commission has 11 positions for Commissioners but two appointments have not been utilised. Consequently, there are four support staff positions also not utilised. The funded FTE includes four positions providing a registry service under contract to the Australian Industrial Registry.

Allocation of Staff

Area	FTE
Executive	4.0
Registrars, Registry and Records	21.0
Publications & Research	7.0
Corporate Services	10.5
Library	3.0
Karratha	2.0
Chambers	9
TOTAL	56.5

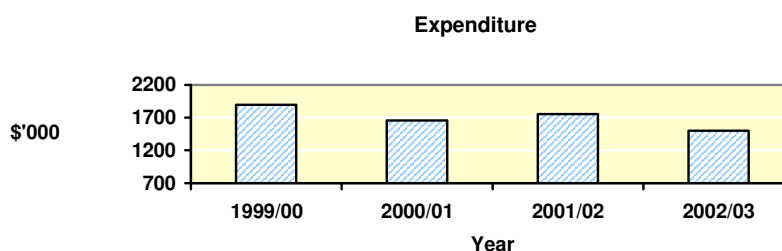
There are nine members of the Commission and each member has an Associate and a Chambers Liaison Officer. Associates are appointed by the Minister pursuant to section 93(1a) of the Industrial Relations Act 1979.

THE YEAR IN REVIEW

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

Registry

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



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1999/00 Average Staffing Level	17.5
2000/01 Average Staffing Level	19.7
2001/02 Average Staffing Level	19.8
2002/03 Average Staffing Level	18.8

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

AUSTRALIAN INDUSTRIAL REGISTRY

The Australian Industrial Registry contracts with the Chief Executive Officer, to provide Registry services has been extended for three months commencing July 1 2003 in order to allow finalisation of arrangements for renegotiation of the contract for a further 2 years.

The renewed contract will allow both WA and the Commonwealth the flexibility of renegotiating the terms of the contract if work load changes materially during the period of the contract, such as may be caused by changes to the (Federal) Workplace Relations Act relating to unfair termination legislation.

IMPACT OF LEGISLATIVE CHANGES

Changes to the Industrial Relations Act were proclaimed on 1 August 2002. The Act now allows individuals to lodge an unfair dismissal claim after the 28 day time limit and 77 such claims were made to June 30 2003. Additionally applicants lodging unfair dismissal claims can apply to have the filing fee waived and 67 such applications were approved.

The new Act prescribes lodgement fees only for claims of unfair dismissal and has increased from \$5 to \$50. Whether this has impacted on the rate of unfair dismissal claims is unclear at this point in time.

As a result of amendments to the *Industrial Relations Act*, employer-employee agreements (EEAs) were introduced with effect from 15 September 2002. An EEA is a voluntary individual employment agreement between an employer and an employee which covers working arrangements, pay and conditions. When the parties sign an EEA, no provisions of an award apply, unless the EEA provides for them to do so. A number of tests must be satisfied before an EEA can be registered, including the requirement that the EEA passes a 'No-Disadvantage Test' (NDT) which is intended to ensure that the employee is not disadvantaged in relation to the terms and conditions of employment when compared to the relevant award.

The Registrar is responsible for the registration of EEAs. The EEA branch, headed by Deputy Registrar Sue Tuna, was established to receive and assess applications. In addition to the primary function of registering EEAs, the branch has developed management systems and processes and procedures required for registration. The registration system is supported by a specially developed data base application that was designed and built in house by our Information Technology Staff. Given the EEA legislation is still in its early

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stages, there is continuous improvement and refinement of these processes and procedures.

The following information relates to the period 15 September 2002 to 30 June 2003, being the first 9 months of operation.

	Number
Total Number of Applications Received	501
EEAs meeting lodgement requirements	398
Registered EEAs	37
Refused EEAs	205
Withdrawn EEAs	97
EEAs in progress	56
EEAs not meeting lodgement requirements	103

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

RECORDKEEPING

In November 2002 Janet Bethell (Records Manager) and her team were presented with the "Excellence in Record Management" Award in recognition of an outstanding commitment to the continual improvement of records management in the public sector.

The department has undertaken a number of recordkeeping improvements including the in house developed Records Management System, moving to vertical files and bar-coding administrative files.

Over the next 12 months the records management system will be available to all staff for searching and research.

The Information Statement has been updated and a copy provided to the Office of the Information Commissioner. A copy of the Statement is available to the public on request.

COMMISSIONER FOR WORKPLACE AGREEMENTS RECORDS

Part of the Labour Relations Reform Act (2002) passed to the Registrar the responsibility for the Commissioner of Workplace Agreement records both electronic and paper. Since September 2002, 1768 requests for workplace agreements have been received.

RIGHT OF ENTRY CARDS

Part of the Labour Relations Reform Act 2002 also established from 1 August 2002, persons seeking "Right of Entry", who have been nominated by a secretary of a registered organisation to have an Authority in the form of an ID card issued by the Registrar authorising them to enter premises for the

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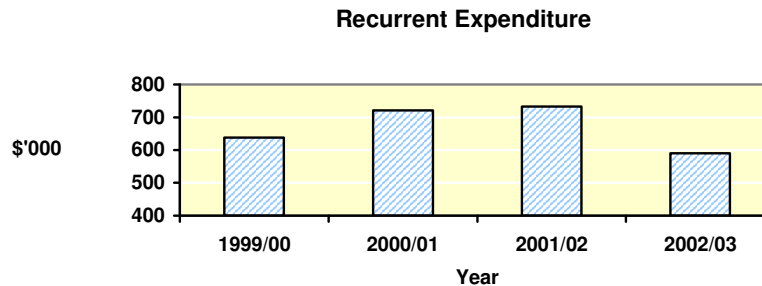
purposes of inspection of any premises during working hours where relevant employees work.

Since August 2002, 323 Right of Entry cards have been issued.

Publications and Awards Services

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

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



1999/00 Average Staffing Level	7.7
2000/01 Average Staffing Level	8.8
2001/02 Average Staffing Level	7.8
2002/03 Average Staffing Level	8.15

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

WESTERN AUSTRALIAN INDUSTRIAL GAZETTE

During the period 17 editions of the Gazette and 1 Appendix, totalling 4418 pages, were all produced on time and efficiently.

With the valued support of the State Law Publisher, we continue to reduce the cost of publishing the Western Australian Industrial Gazette. In the last financial year the total cost of producing the Gazette reduced by 42%. In the past 4 years Gazette outlays have declined by 72% or \$88451 per annum.

The excellent work of Gazette staff has also enabled us to successfully produce two sub-parts entirely 'in-house' during the period. We will soon be

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in a position where we could do the entire publication process in house in the ensuing period.

AWARDS

The award review program continues to gain momentum with several Awards having had complete upgrades. The next 12 months will continue to see significant upgrade and modernisation of Awards with specialist staff allocated to the project.

The efforts of this committed team of staff and the assistance and co-operation of Unions WA and affiliates, the Chamber of Commerce and Industry, the Australian Mines and Metals Association and the Department of Consumer and Employment Protection - Labour Relations Division are acknowledged.

Significant work was carried out by the Branch, supported by IT staff to develop a method of quickly and accurately applying the State Wage Case outcome to all awards. The section was commended by all parties for its work in applying the 2002 and 2003 State Wage increases to the Awards.

Updated awards were posted to the website in early July. The section administers approximately 2500 Awards and Agreements.

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

The Commission issued three State Wage Case General Orders requiring application to Awards:

1. • State Wage Case Order No. 797 of 2002 issued on 22 July 2002 and No.569 of 2003 issued on 5 June 2003 both provided that rates of pay in the awards be increased.
2. • The Location Allowance general Order No. 570 of 2003 issued on 30 June 2003.

GENERAL

Staff of the section also extracted all decisions and orders of the Honourable President and Full Bench and put them in separate and therefore publicly searchable directories. This involved assessing some 4800 documents going back to 1986 and was efficiently completed within a 6 week period.

The branch plays an active role in supporting the Registry service to the Australian Industrial Relations Commission and plays a major role in assisting the Chief Commissioner in producing his Annual report.

Assistance was given in the production of the Annual Report of the Chief Commissioner.

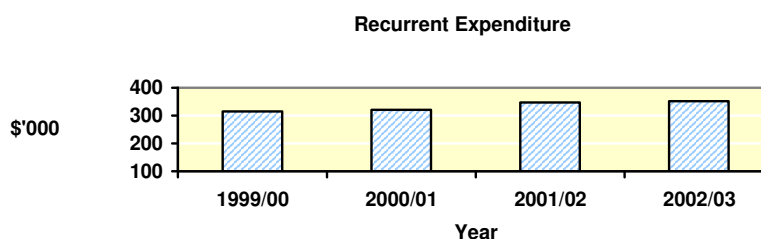
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Seven Industrial Relations undergraduates were provided with work experience throughout the year. The Branch also takes responsibility for hosting academic groups who visit the Commission as part of a familiarisation and information programme.

Library

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



1999/00 Average Staffing Level	2.0
2000/01 Average Staffing Level	2.0
2001/02 Average Staffing Level	1.9
2002/03 Average Staffing Level	1.3

Initiatives undertaken in 2002/2003

New Developments and Resources

As part of a programme to improve the Library's service and enhance and expand its electronic delivery of information, a number of online databases were purchased in June 2003. Primarily these databases will assist and improve legal research and will be made available on the desktop. Along with the implementation of these databases, the Library will be offering both formal and informal training sessions to staff throughout the coming year in order that the maximum benefit may be gained from the databases.

Another area of improvement has been the implementing of an electronic alerting service to provide timely information on Commonwealth and State legislation, policy and political matters.

As a joint project between the Records section and the Library, a licence for records and library systems was purchased in May 2003.

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This software will enable desktop access for staff to both the Library catalogue and the records management system.

Staff changes

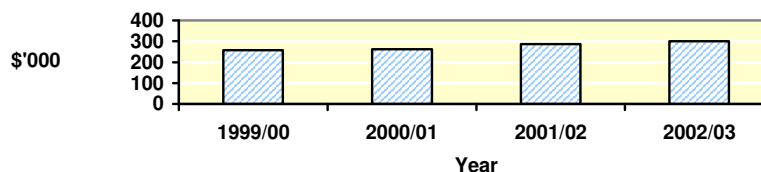
There have been significant changes in staffing in the Library over the past 12 months. The Librarian left to take up a position with a Commonwealth Department in July 2002. A temporary Librarian remained in the Librarian's position from July 2002 - April 2003, when a permanent Librarian was appointed.

Since 2000/2001 there has been a job share arrangement in place with the Library Technician position. One of the technicians left the Library in February 2002 to take up an acting position elsewhere within the WAIRC, while the other technician recently returned from 4 months long service leave, again on a part time basis.

Regional Services

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

Recurrent Expenditure
(This expenditure is also included in the Registry figure)



1999/00 Average Staffing Level	2.0
2000/01 Average Staffing Level	2.1
2001/02 Average Staffing Level	2.0
2002/03 Average Staffing Level	2.0

In the 2002/2003 year the Karratha office, in the first instance, dealt with the majority of cases north of the 26th Parallel relating to alleged unfair dismissals or denied contractual entitlements initiated by applicants. The remaining cases were Conferences, Boards of Reference, Public Service Arbitrator Conferences and the arbitration of Pilbara/Kimberley Institutions

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Grievance Procedure Dispute Referrals. The majority of documents lodged are applications for unfair dismissal that were forwarded to the Registry in Perth, and subsequently returned to the Karratha Deputy Registrar for investigation and report-back to the Chief Commissioner.

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

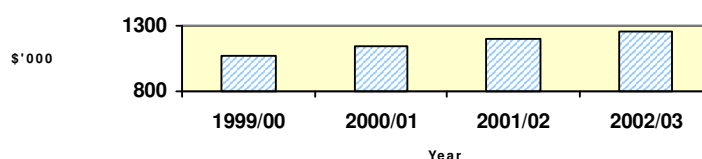
The office includes Registry, conference and hearing facilities for industry and members of the public, and has been upgraded in many areas. New court audio monitoring equipment, tele-conferencing communications, and IT equipment have been added as part of a strategic review that recognises the increased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

Our regional office uses local suppliers by preference.

Corporate Services

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

Expenditure



1999/00 Average Staffing Level	12.3
2000/01 Average Staffing Level	13.3
2001/02 Average Staffing Level	13.8
2002/03 Average Staffing Level	14.6

Activities for 2002/2003 included:

- Significant effort on in-house development in respect of the Employer, Employee Agreement Lodgement systems.
- Commencement of a major project to redevelop core IT business systems.
- Improvements to contract management systems and procedures.
- Recruitment of 24 new staff members
- Migration to an upgraded accounting system.

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Information Technology

Our goal is to develop a single framework that will allow future development of applications which are supported by online facilities such as transactions and simple web reporting to maintain compatibility with the current core system.

DREAMS FRAMEWORK.

The Digital Registry Electronic Application Management System (DREAMS) is being developed to maintain a high level of compatibility between our information technology legacy systems and new development. DREAMS translates multiple databases allowing for the synchronization of duplicated data and the enhanced data structures.

The Dreams framework has been in place since late 2002 and has proven a successful pilot for new systems as they can now be developed without the need to duplicate existing functions within the core system.

EEA SYSTEM

2002 saw the introduction of Employee, Employer Agreements and the consequent requirement for a sophisticated IT system for the registration and analysis of these agreements. Given the short timeframe to introduce such a system the development effort was expedited and became the sole effort for a considerable part of the latter part of 2002.

As this was a new system it was independent of our other systems and provided a unique opportunity to trial some new technology. One of the more significant elements of the system is its ability to treat an application purely on an electronic basis, with all inwards and outwards documentation captured in a digital format and associated with the application.

This electronic access to all “paperwork” allows for easy access to the file by any staff and a simplified work flow process. A complete electronic record of each application can be archived for simple retrieval should the need arise; this will reduce any future records handling costs significantly.

GARNET ONLINE

The “Garnet” system is the first application that has been developed within the DREAMS framework and it enables each chamber within the Commission to easily administer its current workload. It is a single easy to use system that automatically collects data on applications as they progress through the process.

Also to be online is a version which will enable parties appearing before the Commission to see information, controlled by the Commission, including current application progress, details, history, status and proposed next proceedings, in a secure environment. This will be available later in 2003.

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DIGITAL TRANSCRIPT

A trial of digital transcript service was conducted during the year. The introduction of Digital transcript into courts will enable Commission members to directly access an audio recording of proceedings and select any portion or all of the proceeding for transcription.

The effect will be to allow for all proceedings to be recorded at no cost and then only those parts of proceedings that are required, to be converted to written form. This will enable the Commission to maintain a complete digital library of all proceedings for future reference and alleviate the need to anticipate future transcript needs. 3 courts will be fitted with the equipment by the end of 2003.

Goods and Services Tax

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

Anti-Corruption

During the year to 31 May 2003 this department did not make any reports under the Anti Corruption Commission Act 1988.

Risk Management

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

During 2002/2003 critical risks were evaluated and managed through internal policy, communication and Business Continuity Planning. Consistent with Treasurer's Instruction 109, we periodically review risks in the workplace to determine their best management.

Freedom of Information

Two requests for information under the Freedom of Information legislation were received during the year. One was withdrawn and the second was granted access in full.

The Information Statement has been updated and provided to the Office of the Information Commissioner. A copy of the Statement is available to the public on request.

Pricing policies on outputs

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

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Contracts with Senior Officers

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

Liability Insurance

Directors and officers liability for the 2002/03 year was arranged through Riskcover. Total cost of the premium was \$4,262 inclusive of GST with Directors contributing to 1% of premiums.

Energy Usage

In accordance with the Energy Smart Government policy the Department has committed to achieve a 12% reduction in non-transport related energy use by 2006/07 with a 5% reduction targeted for 2002/03.

Energy Smart Government program	Baseline Data	2002/2003 Actuals	Variation %
Energy Consumption (MJ) Office	389,214	346,957	-12%
Energy Consumption (MJ) Courts	710,532	682,675	-4%
Energy Cost (\$) Office	17,454	15,453	-12%
Energy Cost (\$) Courts	35,992	31,142	-15.6%
Greenhouse Gas Emissions (tonnes of CO ₂) Office	99	89	-11%
Greenhouse Gas Emissions (tonnes of CO ₂) Courts	182	174	-4.6%
Performance indicators- Office ♦ MJ/sqm (1715 m ²) ♦ MJ/FTE (56 FTE)	227 7,077		202 6,195

During the year the following energy saving initiatives were undertaken: -

- ♦ Energy Executive appointed
- ♦ Staff awareness program undertaken

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Government Purchasing Charter

In all our purchasing, the department strives to meet the Buying Wisely outcomes to ensure suppliers are given equal opportunity to do business with us and that assessment of any quotation or tender is fair, unbiased and professional. Performance of contract is jointly monitored with supplier and agency and unsuccessful suppliers have access to feedback.

For 2002/2003 I confirm that purchasing was made with the aim of fulfilling the key principles for achieving the best value for money for expenditure from taxpayer funds.

Where possible the department involves itself in government wide buying projects and is developing performance models for all facets of operations, including purchasing. The department looks forward to the State Supply Commission establishing close working relationships in the implementation of the Buying Wisely strategy. The State Supply Commission undertook a Supply Audit and we are currently responding to that audit.

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

Disability Service Plan

The Department drafted a new disability access and inclusion plan for 2002/2003 and forward years.

Late in the 2001 year a full audit of our services and building access was undertaken in order to improve access to facilities and services. The Department continues to address barriers to access but was unsuccessful in obtaining additional funding in the budget process.

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

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

Electoral Act

Section 175ZE of the Electoral Act (1907) requires the Principal Officer of the agency to detail certain expenditures. This agency expended \$14,000 on newspaper advertising in respect of notices required by the operation of the

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Industrial Relations Act and job advertisements. All of this expenditure was paid to the Government contractor for media advertising.

Plan for Women's Outcomes

The Department supports and encourages the celebration of the role of women in our workforce. We are unable to provide events but will support initiatives that undertake to celebrate the role of women in the community. It is noteworthy to mention that the proportion of women in senior roles has exceeded our 2003 equity index targets.

Publications

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

Client Focus

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

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

Changes in Written Law

The Labour Relations Reform Act (2002) was proclaimed during 2002/03. The legislation will have a significant effect on our services and operations.

Ministerial Directives

No Ministerial directives were received during the financial year.

STAFF MATTERS

EMPLOYEE PROFILE

At 30 June 2003 the Department employed sixty five permanent and contract staff. This figure does not include members of the Commission or their

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Associates. The following table show the distribution of the sixty five staff throughout the Department by gender and classification level. The table provides a comparison with the previous year.

Employees by Gender and Classification						
Classification	Female		Male		Total	
	2003	2002	2003	2002	2003	2002
Level 1	4	9	0	4	4	13
Level 2	21	17	7	4	28	21
Level 2/4	1	1	0	0	1	1
Level 3	8	5	1	2	9	7
Level 4	3	2	3	3	6	5
Level 5	1	0	3	1	4	1
Level 6	5	2	5	4	10	6
Level 7	0	0	1	1	1	1
Level 8	0	0	1	1	1	1
Level 9	0	0	0	0	0	0
Special	0	0	1	1	1	1
TOTALS	43	36	22	21	65	57

RECRUITMENT

During the year twenty four staff were recruited and fourteen staff ceased employment. An innovation in our recruitment practices this year was the creation of a pool of candidates from which we would make appointments to vacancies in targeted positions arising over a period of six months.

We have used the recruitment pool to make appointments to ten vacant Registry Officer, Employer Employee Agreements Officer and Deputy Registrar positions. The successful application of the pooled recruitment approach has saved the Department in terms of time and administrative costs.

SALARY PACKAGING

During the year the Department entered into an arrangement with Paradigm Total Salary Management to provide a salary packaging bureau service to staff under the Government's Remuneration Packaging Services Contract. As part of the implementation program a number of staff attended an information session which provided them with information about salary packaging.

EMPLOYMENT CONDITIONS

The employment terms and conditions of the majority of the Department's staff are covered by the Public Service General Agreement 2002 and the Public Service Award. During the year, the workplace agreements of thirteen staff ceased under the provisions of the Labour Relations Reform Act, 2002 and were replaced by statutory contracts of employment. Four of these staff have elected to replace their statutory contract of employment with the terms and conditions of the Public Service General Agreement and the Public Service Award.

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EQUITY AND DIVERSITY

In support of the Government's priority to increase the diversity of the public sector workforce at all levels to improve equity and service delivery, in 2002 the Department undertook an examination of its workforce profile and developed performance targets for each of the diversity groups.

Three of the performance targets involved increasing the number of women in management positions, increasing the number of staff from culturally diverse backgrounds and increasing the number of staff employed under the age of twenty five years. Our 2003 targets and results in each of these categories are set out in the table below.

Diversity Group	2002 Actual	2003 Objective	2003 Actual	Government objective for the Public Sector
% of women represented in management	40%	44.4%	47%	37%
% of people from culturally diverse backgrounds in workforce	1.7%	8.1%	13.8%	6.7%
% of people <25 years of age in workforce	15.5%	8.1%	9.2%	5.5%

In its continued support of the Government's youth employment initiative, for the third successive year the Department currently employs a part-time school based trainee.

CAREER AND PERSONAL DEVELOPMENT

The Department continues to support the career and personal development of staff to enable them to keep abreast of public sector trends and enhance their career development. Staff are given the opportunity to study part-time and attend training courses, seminars and conferences. Some of the courses, seminars and conferences attended during the year included:

- Law for Non Lawyers
- Industrial Relations Society Annual Convention
- Records Keeping Plan Workshop
- Electronic Transactions Bill Seminar
- Workplace Relations Seminar
- Introduction to Privacy Seminar
- The Vibrant Workplace Workshop
- FBT Technical Update
- Various Information Technology seminars and courses

During the year the Department hosted five employees from other public sector agencies under secondment arrangements. Three of the Department's officers were released to take up secondments in other agencies.

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Department of the Registrar, Western Australian Industrial Relations Commission

OCCUPATIONAL HEALTH AND SAFETY

The Department had one new workers compensation claim during the year which did not result in lost time from work.

In response to employee concerns that drafts and temperature variations from the building's air conditioning system were causing them discomfort at work, the Department hired a consultant to undertake an investigation. We have asked the building owner to take action to address this issue.

A long term workers compensation claim by a former employee was settled and floor warden training sessions were held as part of the building's emergency evacuation procedures.

REDEPLOYMENT AND REDUNDANCY MANAGEMENT

The Department continues to be involved in activities associated with the devolvement of the management of re-deployees to public sector agencies. Currently, there are no surplus employees on staff

COMPLIANCE WITH PUBLIC SECTOR MANAGEMENT ACT 1994 SECTION 31 (1)

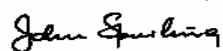
The Department of the Registrar has complied with the Public Sector Standards in Human Resource Management, the code of ethics and the code of conduct. The Human Resources Manager, Rob Cantrell, undertakes a monitoring and advisory role in relation to compliance with the standards.

In relation to recruitment, the Department provides application packages for each position advertised and usually Rob is on selection panels. During 2002/03 we used an independent recruitment consultant with practical knowledge of the standards on most selection panels. The use of such a person has greatly assisted the selection process.

For 2002/03, two breach of standard applications were lodged with the Department. In accordance with the Public Sector Management (Examination and Review Procedures) Regulations, the Department undertook an internal examination of each claim and resolved it with the claimant. The claimants subsequently withdrew their claims.

The following is a statement of compliance

In the administration of the Department of the Registrar, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our Code of Conduct. There were two breach of standards claims lodged under the Public Sector Management (Examination and Review Procedures) Regulations (2001).



John Spurling
CHIEF EXECUTIVE OFFICER
30 August 2003

Annual Report 2002-2003

Department of the Registrar, Western Australian Industrial Relations Commission

APPENDICES

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

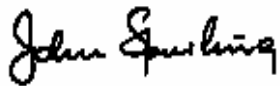
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Department of the Registrar, Western Australian Industrial Relations Commission

Appendix A

CERTIFICATION OF PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2003

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Department of The Registrar, Western Australian Industrial Relations Commission and fairly represent the performance of the Department of The Registrar, Western Australian Industrial Relations Commission for the financial year ended 30 June 2003.



John Spurling
ACCOUNTABLE OFFICER
15 August 2003

Annual Report 2002-2003

Department of the Registrar, Western Australian Industrial Relations Commission



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

**DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL
RELATIONS COMMISSION
PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2003**

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators are relevant to the outcome "Employers, employees and unions have a means of resolving industrial matters" of the Department of the Registrar, Western Australian Industrial Relations Commission. The indicators are appropriate to help users assess the Department's performance and fairly represent the indicated performance for the year ended June 30, 2003.

Scope

The Chief Executive Officer's Role

The Chief Executive Officer is responsible for developing and maintaining proper records and systems for preparing performance indicators.

The performance indicators consist of key indicators of efficiency and effectiveness.

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

Summary of my Role

As required by the Financial Administration and Audit Act 1985, I have independently audited the performance indicators to express an opinion on them. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the performance indicators is error free, nor does it examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the performance indicators.

A handwritten signature in black ink, appearing to read 'K O O'Neil'.

K O O'NEIL
ACTING AUDITOR GENERAL
September 9, 2003

Annual Report 2002 - 2003

Department of the Registrar, Western Australian Industrial Relations Commission

PERFORMANCE MANAGEMENT

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

The Department manages one output:

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

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

For 2002/2003, the Total Cost of this output is \$3.565m.

A second output was named in the 2002/03 estimates, namely:

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

Description: To provide a process for dealing with the prevention and resolution of conflict in respect of industrial matters, the mutual rights of employers and employees, the rights and duties of organisations of employers and employees and related matters. The Commission is an Affiliated Body of the Department and serviced by the Department. The Commission is financially dependent on the Department but not subject to its operational control.

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

As defined in section 3 of the Financial Administration and Audit Act (1985) and Treasurer’s Instruction 951, the Commission is an Affiliated Body of the Department and serviced by the Department. The Commission is financially dependent on the Department but not subject to its operational control. For 2002/2003 the Total Cost of this Output is \$5.493m.

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

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Department of the Registrar, Western Australian Industrial Relations Commission

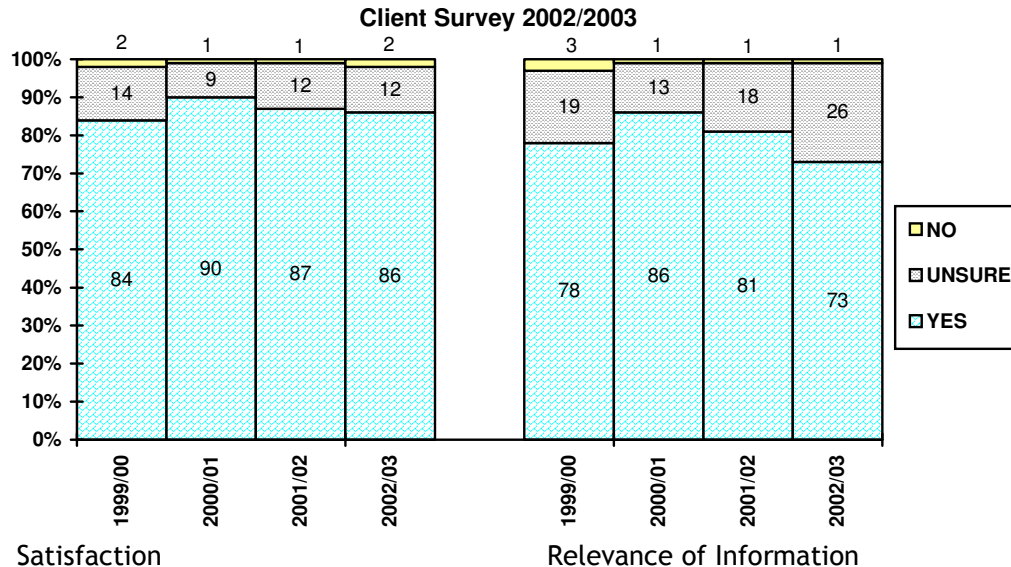
Performance Indicators

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

EFFECTIVENESS INDICATOR.

Indicator 1 Responsiveness to client needs.

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



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

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

The survey population consisted of approximately 154 key customers, representing Employer bodies, Employee organizations, Lawyers and Advocates and Government Agencies. This survey group represents those organisations or individuals who regularly use Registry services and as such are best placed to make informed judgments on any change to service effectiveness.

Of those surveyed, 95 responded. The confidence interval is 6.24% at the 95% confidence level.

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Department of the Registrar, Western Australian Industrial Relations Commission

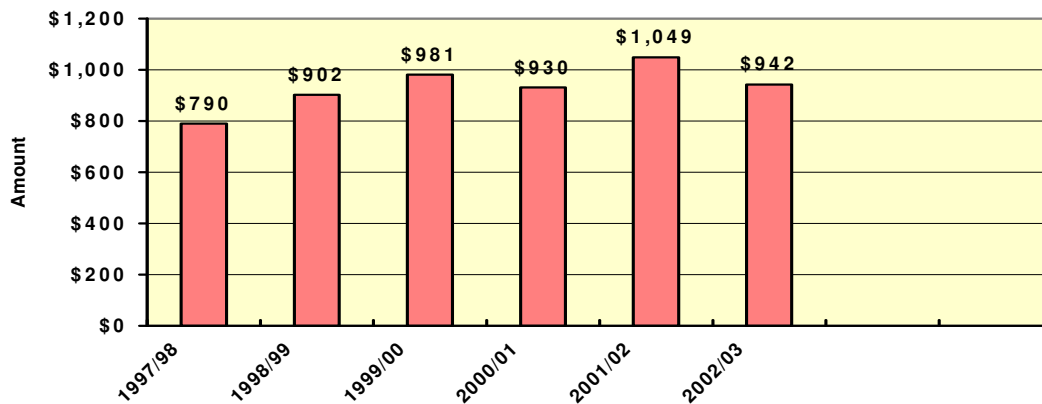
EFFICIENCY INDICATOR

Indicator 2. Registration and Recording of Applications

Expenditure per application processed.

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

Cost Per Application Received



The above graph measures cost efficiency per application received. For 2002/2003 3,276 applications and complaints and 509 Employer Employee Agreements (EEAs) were received. EEAs were first received in the 2002/03 year. For prior years the applications received were as follows:

1997/98	4,115,
1998/99	3,487,
1999/00	3,313,
2000/01	3,768,
2001/02	3,628.

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

Had the 2002/2003 calculation been based on the total cost of service, less fee for service revenue from the Commonwealth, the net cost per application is \$875, \$981 in 2001/2002 and in 2000/2001, \$865.

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Department of the Registrar, Western Australian Industrial Relations Commission

OUTPUT MEASURES 2002/2003

(These do not form part of the performance indicators)

Output 1	QUALITY	QUANTITY	TIMELINESS	(ACCRUAL BASED) COST
	% Files returned for corrective action Target: 1% Actual: 1%	Number of applications received. Target: 7200 Actual: 3785	Extent to which services are provided within time standards Target: 100% Actual: 99%	Cost per application received Target: \$ 597 Actual: \$ 942

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Department of the Registrar, Western Australian Industrial Relations Commission

Appendix B

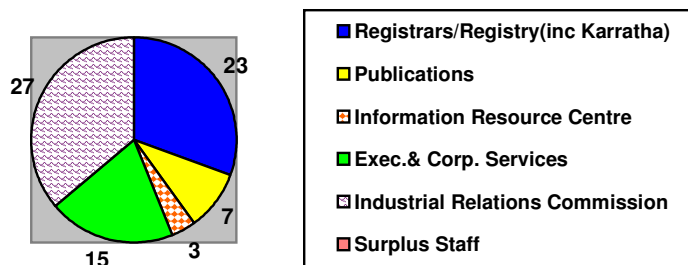
MANAGEMENT

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

Personnel

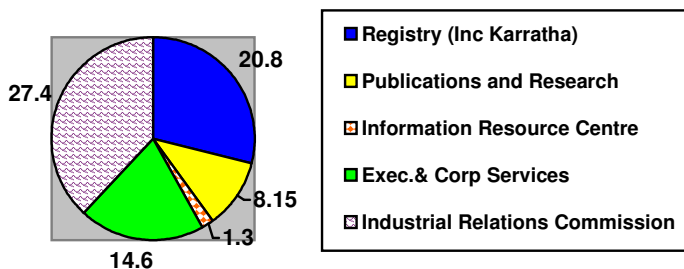
The agencies funded staffing level (AASL) for 2002/2003 was 74.5 FTE's (full-time equivalents). This figure includes members of the Commission. Figure 1 shows the distribution of this AASL.

Figure 1 - Distribution of Approved Average Staffing Levels



The average staffing level (ASL) for the year was 72.25 FTE's and the distribution within the agency is shown in Figure 2. During the year twenty four new staff were recruited through 12 advertised recruitment processes. This compares to fourteen (14) positions in 2001/2002.

Figure 2 - Distribution of ASL (Actual)



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

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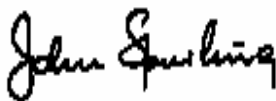
Department of the Registrar, Western Australian Industrial Relations Commission

Appendix C

CERTIFICATION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2003

The accompanying financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2003 and the financial position as at 30 June 2003.

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



John Spurling
ACCOUNTABLE OFFICER



Alexander Watt CPA
PRINCIPAL ACCOUNTING OFFICER

15 AUGUST 2003

Annual Report 2002-2003

Department of the Registrar, Western Australian Industrial Relations Commission



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2003

Audit Opinion

In my opinion,

- (i) the controls exercised by the Department of the Registrar, Western Australian Industrial Relations Commission provide reasonable assurance that the receipt and expenditure of moneys, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) 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, 2003 and its financial performance and cash flows for the year ended on that date.

Scope

The Chief Executive Officer's Role

The Chief Executive Officer is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Output Schedule of Expenses and Revenues, Summary of Consolidated Fund Appropriations and Revenue Estimates, and the Notes to the Financial Statements.

Summary of my Role

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.

A handwritten signature in black ink, appearing to read 'K O'Neil'.

K O O'NEIL
ACTING AUDITOR GENERAL
September 9, 2003

Annual Report 2002 - 2003

Department of the Registrar, Western Australian Industrial Relations
Commission

Statement of Financial Performance

For the year ended 30 June 2003

	Note	2002/03 \$000	2001/02 \$000
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	4	5,329	5,252
Superannuation	5	721	750
Supplies and services	6	1,544	1,259
Depreciation expense	7	169	111
Accommodation expenses	8	1,289	1,199
Carrying amount of non-current assets disposed	9	6	1
Total cost of services		9,058	8,572
Revenues from ordinary activities			
<i>Revenue from operating activities</i>			
User charges and fees	10	393	430
<i>Revenue from non-operating activities</i>			
Proceeds from disposal of non-current assets		-	17
Insurance recovery	9	3	-
Total revenues from ordinary activities		396	447
Net Cost of Services		8,662	8,125
REVENUES FROM STATE GOVERNMENT			
Output Appropriation	11	8,634	7,920
Liabilities assumed by the Treasurer		130	282
Resources received free of charge		33	31
Amount remitted to Consolidated Fund		-	(17)
Total revenues from State Government		8,797	8,216
CHANGE IN NET ASSETS			
		135	91
Net increase in asset revaluation reserve	17	15	-
Total changes in equity other than those resulting from transactions with WA State Government as owners		150	91

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

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Department of the Registrar, Western Australian Industrial Relations
Commission

Statement of Financial Position

As at 30 June 2003

	Note	2002/03 \$000	2001/02 \$000
Current Assets			
Cash assets	12	511	393
Receivables	13	93	176
Amounts receivable for outputs	14	125	69
Prepayments	15	259	76
Total Current Assets		988	714
Non-Current Assets			
Restricted cash assets	16	185	163
Amounts receivable for Outputs	14	29	
Computers, Plant, Equipment and Furniture	17	323	358
Works of art	17	20	5
Total Non-Current Assets		557	526
TOTAL ASSETS		1,545	1,240
Current Liabilities			
Payables	18	82	80
Other liabilities	19	141	481
Provisions	20	1,963	1,663
Total Current Liabilities		2,186	2,224
Non-Current Liabilities			
Provisions	20	252	209
Total Non-Current Liabilities		252	209
Total Liabilities		2,438	2,433
Equity	21		
Contributed equity		300	150
Asset Revaluation Reserve		15	-
Accumulated surplus/(deficiency)		(1,208)	(1,343)
Total Equity Deficit		(893)	(1,193)
TOTAL LIABILITIES AND EQUITY		1,545	1,240

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

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Department of the Registrar, Western Australian Industrial Relations
Commission

Statement of Cash Flows

For the year ended 30 June 2003

	Note	2002/03 \$000	2001/02 \$000
CASH FLOWS FROM STATE GOVERNMENT			
Output appropriations		8,549	7,851
Capital contributions		150	150
Remitted to Consolidated Fund		-	(17)
Net cash provided by State Government		8,699	7,984
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee costs		(5,327)	(4,763)
Superannuation		(591)	(468)
Supplies and services		(1,578)	(1,339)
Accommodation		(1,401)	(1,198)
GST payments on purchases		(318)	(279)
GST payments to taxation authority		(5)	-
Receipts			
User charges and fees		479	322
GST receipts on sales		43	46
GST receipts from taxation authority		275	265
Other receipts		-	11
Insurance recovery		3	-
Net cash provided by/(used in) operating activities	22(b)	(8,420)	(7,403)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of non-current physical assets		-	18
Purchase of non-current physical assets		(139)	(262)
Net cash provided by/(used in) investing activities		(139)	(244)
Net increase/(decrease) in cash held		140	337
Cash assets at the beginning of the financial year		556	219
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	22(a)	696	556

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

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Department of the Registrar, Western Australian Industrial Relations Commission

Output Schedule of Expenses and Revenues for the year ended 30 June 2003

	Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.		Conciliation and Arbitration by the Western Australian Industrial Relations Commission.		Totals	
Note	2002/03 \$'000	2001/02 \$'000	2002/03 \$'000	2001/02 \$'000	2002/03 \$'000	2001/02 \$'000
Cost of Services						
Expenses from ordinary activities						
Employee expenses	1,881	2,380	3,448	2,872	5,329	5,252
Superannuation	222	265	499	485	721	750
Supplies and services	818	604	726	655	1,544	1,259
Depreciation	122	79	47	32	169	111
Accommodation expenses	516	479	773	720	1,289	1,199
Carrying amount of non-current assets disposed	6	1	-	-	6	1
Total cost of services	3,565	3,808	5,493	4,764	9,058	8,572
Revenues from ordinary activities						
User charges and fees	(393)	(430)	-	-	(393)	(430)
Proceeds from disposal of assets	-	(17)	-	-	-	(17)
Insurance recovery	(3)	-	-	-	(3)	-
Total revenues from ordinary activities	(396)	(447)	-	-	(396)	(447)
NET COST OF SERVICES	3,169	3,361	5,493	4,764	8,662	8,125
REVENUES FROM STATE GOVERNMENT						
Output Appropriations	(3,888)	(3,483)	(4,746)	(4,437)	(8,634)	(7,920)
Liabilities assumed by the Treasurer	(52)	(113)	(78)	(169)	(130)	(282)
Resources received free of charge	(16)	(14)	(17)	(17)	(33)	(31)
Amount Remitted to Consolidated Fund	-	17	-	-	-	17
Total revenues from State Government	(3,956)	(3,593)	(4,841)	(4,623)	(8,797)	(8,216)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	(787)	(232)	(652)	141	(135)	(91)

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

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Department of the Registrar, Western Australian Industrial Relations Commission

Summary of Consolidated Fund Appropriations and Revenue Estimates For the year ended 30 June 2003

	2002/03 Estimate \$000	2002/03 Actual \$000	Variance \$000	2002/03 Actual \$000	2001/02 Actual \$000	Variance \$000
PURCHASE OF OUTPUTS						
Item 57 Net amount appropriated to purchase outputs	8,454	8,172	(282)	8,172	7,811	361
Amount Authorised by Other Statutes - Salaries and Allowances Act 1975	109	462	353	462	109	353
Total appropriations provided to purchase outputs	8,563	8,634	71	8,634	7,920	714
Item 142 Capital Contribution	150	150	-	150	150	-
ADMINISTERED						
Administered grants, subsidies and other transfer payments	-	54	54	54	-	54
Administered capital appropriations	-	-	-	-	-	-
Total administered appropriations	-	54	54	54	-	54
GRAND TOTAL OF APPROPRIATIONS	8,713	8,838	125	8,838	8,070	768
Details Of Expenses by Outputs						
Services to the WAIRC and Industrial Magistrates Court	4,298	3,565	(733)	3,565	3,808	(243)
Conciliation and Arbitration by the Western Australian Industrial Relations Commission	4,530	5,493	963	5,493	4,764	729
Total Cost of Outputs	8,828	9,058	230	9,058	8,572	486
Less total revenues from ordinary activities	(365)	(396)	(31)	(396)	(430)	34
Net Cost of Outputs	8,463	8,662	199	8,662	8,142	520
Adjustments for movements in cash balances and other accrual items	100	(28)	(128)	(28)	(222)	194
Total appropriations provided to purchase outputs	8,563	8,634	71	8,634	7,920	714
Capital Expenditure						
Purchase of non-current physical assets	150	139	(11)	139	150	(11)
Adjustment for other funding sources	-	11	11	11	-	11
Capital Contribution (appropriation)	150	150	-	150	150	-
DETAILS OF REVENUE ESTIMATES						
Revenues disclosed as Administered Revenues	3	13	10	13	3	10

The Summary of Consolidated Fund Appropriations, Variance to Budget and Actual should be read in conjunction with the accompanying notes. This Summary provides the basis for the Explanatory Statement information requirements of TI 945, set out in Note 24.

Annual Report 2002 - 2003

Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2003

1. Departmental mission and funding

The Department's mission is to support the Western Australian Industrial Relations Commission to provide our community with a means of preventing and resolving conflict in respect to industrial matters.

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

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

2. Significant accounting policies

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

(a) General Statement

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

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

(b) Basis of Accounting

The financial statements have been prepared in accordance with Accounting Standard AAS 29.

The statements have been prepared on the accrual basis of accounting using the historical cost convention, except for certain assets and liabilities which, as noted, are measured at fair value.

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 Accounting Standard AAS 33, Presentation and Disclosure of Financial Instruments, are not applied to administered transactions.

(c) 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. Refer to Note 11 for further commentary on output appropriations.

Annual Report 2002 - 2003

Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2003

(d) 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 contributions in the financial statements. Capital contributions (appropriations) have been designated as contributions by owners and have been credited directly to Contributed Equity in the Statement of Financial Position.

(e) 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
- other departmental revenue.

Retained revenues may only be applied to the outputs specified in the 2002-2003 Budget Statements. Details of retained revenues are disclosed in the Summary of Consolidated Fund Appropriations and Revenue Estimates

(f) Grants and Other Contributions

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.

(g) 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.

(h) 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. Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

(i) Depreciation of non-current assets

All non-current assets having a useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of their future economic benefits. Depreciation is calculated on a straight line basis using rates which are reviewed annually. Expected useful lives for each class of depreciable asset are:

Furniture and fittings	10 years
Plant & Equipment	5 years
Computer equipment	3 years

Works of art controlled by the Department are classified as heritage assets. They are anticipated to have very long and indeterminate useful lives. Their service potential has not, in any material sense, been consumed during the reporting period. As such, no amount for depreciation has been recognised in respect of them.

(j) Leases

The Department has entered into a number of operating lease arrangements for office equipment, premises and motor vehicles where the lessors effectively retains 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.

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Notes to the Financial Statements 30 June 2003

(k) Cash

For the purpose of the Statement of Cash Flows, cash includes cash assets and restricted cash assets. These include short-term deposits that are readily convertible to cash on hand and are subject to insignificant risk of changes in value.

(l) Accrued Salaries

The accrued salaries suspense account (refer note 16) 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 (refer note 19) represent 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.

(m) 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. A provision for doubtful debts is raised where some doubt as to collection exists and where the debt is more than 90 days overdue.

(n) Intangible assets

(i) Software

Significant costs associated with the acquisition or development of computer software are capitalised and amortised on a straight line basis over the periods of the expected benefit, which varies from three to five years.

(ii) Web site costs

Costs in relation to web sites controlled by the Department are charged as expenses in the period in which they are incurred unless they relate to the acquisition of an asset, in which case they are capitalised and amortised over the period of expected benefit. Generally, costs in relation to feasibility studies during the planning phase of a web site, and ongoing costs of maintenance during the operating phase are considered to be expenses. Costs incurred in building or enhancing a web site, to the extent that they represent probable future economic benefits controlled by the Department that can be reliably measured, are capitalised as an asset and amortised over the period of the expected benefits which vary from three to five years.

(o) 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.

(p) Employee benefits

Annual leave

This benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

Long service leave

The liability for long service leave expected to be settled within 12 months of the reporting date is recognised in the provisions for employee benefits and is measured at the nominal amounts expected to be paid when the liability is settled. The liability for long service leave expected to be settled more than 12 months from the reporting date is recognised in the provisions for employee benefits and is measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given, when assessing expected future payments, to expected future wage and salary levels including relevant on costs,

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experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Superannuation

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

The Department is funded for employer contributions in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund.

The total unfunded liability for pensions and transfer benefits assumed by the Treasurer at 30 June, 2003 in respect of current employees is \$ 1,287 m (2001-02 \$1,443m).

Employee benefit on-costs

Employee benefit on-costs are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities and expenses. (See notes 4 and 20).

(q) Resources Received Free of Charge or For Nominal Value

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

(r) Comparative Figures

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

(s) Rounding of amounts

Amounts in the financial statements have been rounded to the nearest thousand dollars, or in certain cases, to the nearest dollar.

3. Outputs

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. Information about expenses, revenues, assets and liabilities administered by the Department are given in notes 31 and 32.

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The Department manages and supports the following outputs:

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

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

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

To provide a process for dealing with the prevention and resolution of conflict in respect of industrial matters, the mutual rights of employees and employers, the rights and duties of organisations of employers and employees and related matters. The Commission is an affiliated body of the Department and serviced by the Department. The Commission is financially dependent on the Department but not subject to its operational control

	2002/03 \$000	2001/02 \$000
4. Employee expenses		
Wages and salaries	4,546	4,826
Long service leave	32	40
Annual leave	242	247
Change in leave entitlements	288	16
Other related expenses	221	123
	5,329	5,252
These employee expenses include Fringe Benefits Tax, workers compensation premiums and other employment on-costs.		
5. Superannuation		
Goldstate and Westate Contributions	591	468
Notional superannuation expense for the year	130	282
	721	750
6. Supplies and Services		
Court Reporting	343	278
Consumables	334	335
Communication Expense	185	157
Minor equipment purchases	159	48
Repairs and Maintenance	145	65
Consultants	92	68
Other	286	308
	1,544	1,259
7. Depreciation and amortisation expense		
Furniture	3	3
Computer Hardware	127	68
Plant and Equipment	39	40
	169	111
8. Accommodation expenses		
Lease	851	763
Outgoing Expense	438	436
	1,289	1,199
9. Net gain/(loss) on disposal of non-current assets		
<u>Gain on Disposal of Non-Current Assets</u>		
Computer Hardware	-	18
<u>Loss on Disposal of Non-Current Assets</u>		
Plant and Equipment	-	(1)
Computer Hardware	(3)	-
Net gain/(loss)	(3)	17

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Notes to the Financial Statements 30 June 2003

	2002/03 \$000	2001/02 \$000
10. User charges and fees		
Australian Industrial Registry – service fees	253	246
Document Lodgments	73	45
Salary Recoups	-	88
Transcript Sales	40	17
Miscellaneous	27	22
Workers Compensation recoups – current year	-	12
	393	430
11. Revenues from State Government		
Appropriation revenue received during the year:		
Output appropriations (I)	8,172	7,811
Special Acts	462	109
	8,634	7,920
Liabilities assumed by the Treasurer during the financial year:		
- Superannuation (II)	130	282
Resources received free of charge (III)		
Determined on the basis of the estimates provided by agencies:		
Ministry for Justice – Legal Expenses	13	11
Office of the Auditor General – external audit services	20	20
	33	31
Amount remitted to Consolidated Fund	-	(17)
	8,797	8,216
<p>(I) Output appropriations are accrual amounts reflecting the full cost of outputs delivered. The appropriation revenue comprises a 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.</p> <p>(II) The assumption of the superannuation liability by the Treasurer is only a notional revenue to offset the notional superannuation expense reported in respect of current employees who are members of the pension scheme and current employees who have a transfer benefit entitlement under the Gold State scheme.</p> <p>(III) Where assets or services have been received free of charge or for nominal consideration, the Department recognises revenues equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.</p>		
12. Cash Assets		
Operating Account	510	392
Cash on Hand	1	1
	511	393
13. Receivables		
Trade debtors	70	153
Amounts receivable from ATO	23	23
	93	176
14. Amounts receivable for outputs		
Current	125	
Non-current	29	69
	154	69
<p>This asset represents the non-cash component of output appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.</p>		
15. Prepayments		
Current Prepayments	259	76
	259	76
16. Restricted cash assets		
Accrued salaries suspense account	185	163
	185	163

Amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2003

	2002/03	2001/02
	\$000	\$000
17. Computers, Plant, Equipment and Furniture		
Computer Hardware		
At cost	833	748
Accumulated depreciation	(576)	(465)
	<u>257</u>	<u>283</u>
Plant and Equipment		
At cost	247	221
Accumulated depreciation	(191)	(156)
	<u>56</u>	<u>65</u>
Furniture		
At cost	34	31
Accumulated depreciation	(24)	(21)
	<u>10</u>	<u>10</u>
Artwork		
At fair value (I)	20	5
	<u>20</u>	<u>5</u>
Total Non Current Assets	1,134	1,005
Total Accumulated Depreciation	(791)	(642)
Written Down Value as at June 30 2003	<u>343</u>	<u>363</u>

The revaluation of artworks was performed in June 2003 in accordance with an independent valuation by GFL Fine Art Pty Ltd. Fair value has been determined on the basis of current market value. The valuation was made in accordance with the Department policy of revaluation. Reconciliations of the carrying amounts of computers, plant, equipment and furniture at the beginning and end of the current financial year are set out below.

	<i>Plant and Equipment</i>	<i>Furniture</i>	<i>Computer Hardware</i>	<i>Artwork</i>	<i>Total</i>
	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying Amount at start of year	65	11	283	5	364
Additions	30	2	107	-	139
Disposals	-	-	(6)	-	(6)
Revaluation Increments	-	-	-	15	15
Depreciation	(39)	(3)	(127)	-	(169)
Carrying Amount at end of year	<u>56</u>	<u>10</u>	<u>257</u>	<u>20</u>	<u>343</u>

18. Payables		
Trade Creditors	26	42
Accrued Expenses	56	38
	<u>82</u>	<u>80</u>
19. Other liabilities		
Accrued salaries (I)	141	108
Accrued Redundancies		373
	<u>141</u>	<u>481</u>

(I) Represents the amount due to staff but unpaid at the end of the financial year for the 7 working days to June 30 2003.(2002 - 6 days)

20. Provisions		
Current		
Annual leave	837	706
Long service leave	1,126	957
	<u>1,963</u>	<u>1,663</u>
Non-current		
Long service leave	252	209
	<u>2,215</u>	<u>1,872</u>

The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including superannuation and workers compensation premiums. The liability for such on-costs is included here. The Department considers the carrying amount of employee benefits to approximate the net fair value.

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Notes to the Financial Statements 30 June 2003

	2002/03	2001/02
	\$000	\$000
21. Equity		
Liabilities exceed assets for the Department and there is therefore no residual interest in the assets of the Department. This deficiency arose through expenses such as depreciation and accrual of employee entitlements for leave not involving the payment of cash in the current period being recognised in the Statement of Financial Performance.		
Contributed Equity		
Opening balance	150	-
Capital contributions	150	150
Contributions by owners	-	-
Closing balance	<u>300</u>	<u>150</u>
Reserves		
Asset revaluation reserves:		
Opening balance	-	-
Net revaluation increments/(decrements):		
Artwork	15	-
Closing balance	<u>15</u>	<u>-</u>
Accumulated surplus/(deficiency)		
Opening balance	(1,343)	(1,434)
Change in net assets	135	91
Closing balance	<u>(1,208)</u>	<u>(1,343)</u>

22 Notes to the Statement of Cash Flows

(a) Reconciliation of 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:

	2002/03	2001/02
	\$000	\$000
Cash assets	511	393
Restricted cash assets	185	163
	<u>696</u>	<u>556</u>

(b) Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities

	2002/03	2001/02
	\$000	\$000
Net cost of services	(8,662)	(8,125)
Non-cash items:		
Depreciation expense	169	111
Superannuation expense Assumed by the Treasurer	130	282
Resources received free of charge	33	31
Net Gain/(Loss) on sale of asset	-	(17)
Carrying amount of assets disposed of	6	-
(Increase)/decrease in assets:		
Current receivables	83	(141)
Prepayments	(183)	23
Increase/(decrease) in liabilities:		
Current payables	2	(31)
Current provisions	300	67
Accrued Salaries	(340)	383
Non-current provisions	43	(44)
Net GST receipts/(payments)	(5)	32
Change in GST in receivables/payables	4	26
Net cash provided by/(used in) operating activities	<u>(8,420)</u>	<u>(7,403)</u>

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2003

	2002/03 \$000	2001/02 \$000
23. Lease Commitments		
Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities are payable,		
<i>Non-cancellable operating lease commitments</i>		
Not later than 1 year	74	48
Later than 1 year and not later than 5 years	53	33
	127	81
The Department is an occupier of premises, both in Perth and Karratha. The Lessee for accommodation leases is the Hon. Minister for Works, with the Department of Housing and Works responsible for payment for all lease and associated costs to the lessors. The Department of The Registrar reimburses the Department of Housing and Works for lease payments and the cost of outgoings. The value of the non cancellable operating leases for which the Hon. Minister for Works is the lessee and the Department of The Registrar the occupier, is		
Within 1 year	1,256	1,165
Later than 1 year and not later than 5 years	4,159	5,415
	5,415	6,580

24. 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. Appropriations are now 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% or \$ 200,000

(i) Significant variances between estimated and actual – Total appropriations to purchase outputs.

	2002/03 Estimate \$000	2002/03 Actual \$000	Variation \$000
Net amount appropriated to purchase outputs	8,454	8,172	(282)
Amount Authorised by Other Statutes	109	462	353

During 2002, Parliament amended the Industrial Relations Act. The amendments provided that the Commissioners salary and allowances would be appropriated as per Special Acts on the handing down of the first determination of the Salaries and Allowance Tribunal. This determination occurred in April 2003. Consequentially the salaries that would have normally been expended under the consolidated fund appropriation Division 27 were instead expended against the appropriation provided under the Salaries and Allowances Act. The resulting variance sees an under expenditure in the Division 27 appropriation.

Output 1 – Services to the Industrial Relations Commission	4,298	3,565	(733)
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This output under expended in the year due to delays in the implementation of planned initiatives. Employer Employee Agreements (EEAs) and activities associated with the transfer of functions from the Commissioner of Workplace Agreements did not commence until September 2002 and allied with difficulties in recruiting new staff for EEAs the expected full year expenditure did not occur, hence \$220,000 was unspent. EEAs will be overstaffed through part of 2003/04 to enable catch up on an initial backlog of applications, utilising the unspent 2002/03 funds in the process. The agency planned to introduce new Court Transcription Technology during 2002/03. This project is running behind schedule and expenditures of \$130,000 have been held over into 2003/04. Draft tender documentation is with the Department of Treasury and Finance, awaiting the public tender process.

The Department planned to expend \$180,000 during 2002/03 for the contracting of three level 6 Deputy Registrars over a twelve month period. The appointments were subject to the proclamation of amendments to the Industrial Relations Act and a long but successful recruitment process. The three new personnel commenced work in June 2003. It is planned that the funds not spent in 2002/03 will be carried forward to 2003/04 to meet the cost of these items.

Output 2 – Conciliation and Arbitration by the WA Industrial Relations Commission	4,530	5,493	963
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This output over expended in the year due in the main to the following factors:

Salary increases to Commission members and their staff \$87,000

During part of the 2001/02 year two Commission positions were vacant, reducing the overall annual salary cost.

Following the appointment of new Commission members during 2002, the annual cost of salaries in 2002/03 increased over the 2001/2002 cost by \$150,000.

Through additional direct salaries cost superannuation increased by \$52,000 with a further \$28,000 in costs associated with the special superannuation arrangements for some Commission members.

Accrued leave entitlements increased by \$239,000. Long Service leave provisions increased by \$162,000 and Annual Leave by \$77,000

Court reporting costs were over expended by \$92,000. It is expected that the Court Transcript project as mentioned above (output 1) will reduce overall costs into future years.

Accommodation costs increased by \$100,000. Accommodation is subject to a fixed period lease (expires July 2007) which provides for annual rent reviews and minimum rental amounts.

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Notes to the Financial Statements 30 June 2003

(ii) Significant variances between actual and prior year actual – Total appropriations to purchase outputs.

	2002/03 Actual \$000	2001/02 Actual \$000	Variation \$000
Net amount appropriated to purchase outputs	8,172	7,811	361
Amount Authorised by Other Statutes	462	109	353
Output 1 – Services to the Industrial Relations Commission	3,565	3,808	(243)
Output 2 – Conciliation and Arbitration by the WA Industrial Relations Commission	5,493	4,764	729

The 2002/03 appropriation included an additional \$484,000 for the purpose of EEAs and transferred functions from the former office of the Commissioner Workplace Agreement, less an efficiency dividend. The 2001/02 actual expenditure for output 1 included a once off expenditure of \$465,000.

Output 2 had an additional \$317,000 of salary costs through pay increases and the filling of a vacant Commissioner position, \$236,000 in increased leave provisions and \$192,000 of additional costs in services and contracts.

(iii) Supplementary Funding

Executive Council approved an amount of \$100,000 supplementary funding for the 200/2003 year for the purpose of settling all creditors accounts of the former Office of the Commissioner of Workplace Agreements. An amount of \$54,000 was expended.

25. Financial Instruments

a) Interest Rate Risk Exposure

The Department's exposure to interest rate risk is nil as the relevant financial instruments consisting of cash assets, restricted cash assets, receivables, payables and other liabilities are all non interest bearing.

b) Credit Risk Exposure

All financial assets are unsecured. Amounts owing by other government agencies are guaranteed and therefore no credit risk exists in respect of those amounts. In respect of other financial assets the carrying amounts represents the Department's maximum exposure to credit risk in relation to those assets

26. Remuneration and retirement benefits of Senior Officers

The number of senior officers, whose total of fees, salaries, superannuation and other benefits for the financial year, fall within the following bands are:

	2002/03 \$000	2001/02 \$000
80,001 – 90,000	1	1
90,001 – 100,000		1
101,000 – 110,000	1	
140,001 – 150,000	1	1
170,001 – 180,000		1
The total remuneration of senior officers is:	336	494

The superannuation included here represents the superannuation expense incurred by the Department in respect of senior officers. The 2002-03 year figure is significantly less than the prior year as a result of redundancy payments of \$104,000 in 2001-02.

No senior officers are members of the Pension Scheme.

27. Related Bodies

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

28. Affiliated Body

The Western Australian Industrial Relations Commission (WAIRC) is an affiliated body in that it received administrative support of \$5,493,000 (2002 - \$4,764,000) from the Department. The WAIRC is not subject to operational control by the Department.

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

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

29. Trust Accounts

None held.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2003

30. Supplementary Financial Information

<u>Write Offs</u>	2002/03	2001/02
	\$000	\$000

During the financial year \$5,000 was written off the Department's asset register under the authority of:

The Accountable Officer	5	1
The Minister	-	-
Executive Council	-	-
	<u>5</u>	<u>1</u>

Losses Through Theft, Default and Other Causes

Losses of public monies and public and other property through theft and default (i)
Amount recovered

7	-
3	-
<u>4</u>	<u>-</u>

(i) Unrecoverable overpayment of salary for the amount of \$4,000 was written off on advice from the Crown Solicitors Office.

31. Administered Expenses and Revenues

	2002/03	2001/02
	\$000	\$000
Expenses		
Bad and Doubtful Debts	5	3
Payments to Treasury	47	-
Supplies and Services	56	-
Total administered expenses	<u>108</u>	<u>3</u>
Revenues		
Grants and Transfers	100	-
Payment of Fines	-	6
Other revenue	13	-
Total administered revenues	<u>113</u>	<u>6</u>

32. Administered Assets

Current Assets		
Cash Assets	10	-
Receivables	-	5
Total Administered Assets	<u>10</u>	<u>5</u>

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Appendix D

RELEVANT WRITTEN LAW

1. ENABLING LEGISLATION

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

2. OTHER ACTS

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

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

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

- Construction Industry Portable Paid Long Service Leave Act 1985.

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

3. LEGISLATION ADMINISTERED

The Department of the Registrar does not administer any legislation.

4. LEGISLATION IMPACTING ON DEPARTMENTAL ACTIVITIES

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

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

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

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

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

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

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

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Appendix E

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

1900	5 Dec	Conciliation and Arbitration Act Established the Registrar of Friendly Societies who was the Registrar of industrial unions Industrial Registrar serviced the Arbitration and was part of the Crown Law Department
1900	5Dec	E T Owen appointed Registrar
1905	16 Nov	Registrar appointed federal Deputy Registrar under federal act
1909	28 Aug	S Bennett appointed Registrar
1922	1 Mar	Union registrations passed from Registrar of Friendly Societies to Clerk of the Court of Arbitration
1922	1 Mar	FE Walsh appointed Registrar
1924		Registry functions under Trade Union Act passed from Registrar of Friendly Societies to Registrar of Industrial Unions
1939	1 June	R A Wood appointed Registrar
1948		s 166 created office of Assistant Registrar
1949	25 May	J H Bogue appointed Registrar
1960	26 Oct	S C Bruce appointed Registrar
1963		Amendment separated arbitral and judicial functions by creating Industrial Appeal Court and Industrial Commission with Chief Commissioner and 3 other Commissioners
1963	17 Oct	R Bowyer appointed Registrar
1964		Industrial arbitration Act 1963 transferred the Industrial Registrar from the Crown Law Dept to the Department of Labour and Industry
1965	Sep	Industrial Commission moved from Supreme Court buildings to new premises in Murray Street
1971	10 Feb	Roy (Rex) Ellis appointed Registrar
1977	10 Jan	Federal commission opened office in Perth and state registrar ceased to be federal deputy Registrar
1981	2 Feb	Keith Scapin appointed Registrar
1983	26 Aug	Confirmation from Registrar that Commission could operate efficiently with existing staffing level of 28 if administratively autonomous
1983	1 Sep	Registrar becomes de facto autonomous except for accounting functions, although continued to be part of the Department of Industrial Affairs
1984	1 July	Preparation of budget estimates taken over by Registrar
1985	April	Commission's establishment moved under the Department of Employment of Training but still remained on a defacto autonomous footing
1985		Registrar took over registry functions for Promotion Appeals, Railways Classification Board, Public Service Arbitrator and Government School Teachers Tribunal
1986	1 July	Registrar took over accounting system from Department of Occupational Health and the Registrar became the Accountable officer
1987	13 Oct	John G Carrigg appointed Registrar
1989	21 Aug	Department of the Registrar established with Registrar as CEO
1995	19 July	Commission relocated from Supply House in Hay Street, to 111 St George's Terrace
1997	8 July	John Spurling appointed Registrar
1999	1 July	Began providing Registry services for the Australian Industrial Registry
2002	15 Sep	Began registration process for Employer - Employee Agreements
2003	15 Jun	Appointed special deputy registrars to work directly with Commissioners in conciliation of unfair dismissal claims.