

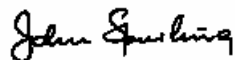
THE HON J C KOBELKE
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Minister for Consumer and Employment Protection
20th Floor
197 St Georges Terrace
PERTH WA 6000



2003/2004 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, 2004

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 2004

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INTRODUCTION

REPORTING -STRATEGIC PLANNING FRAMEWORK

The Governments Strategic Planning Framework has five goals as follows, with obligatory reporting requirements listed under each:

1. People and Communities

- Disability Service Plan Outcomes
- Cultural Diversity and Language Services Outcomes
- Youth Outcomes

2. The Economy

3. The Environment

- Waste Paper Recycling
- Energy Smart Government Policy

4. The Regions

5. Governance

- Equal Employment Opportunity Outcomes
- Evaluations
- Information Statement
- Reporting on Recordkeeping Plans
- Compliance with Public Sector Standards and Ethical Codes
- Public Interest Disclosures
- Advertising and Sponsorship
- Reports required by the Financial Audit and Administration Act

Each of these goals is addressed in this report to the extent possible. The Department's prime role is to support and service the WA Industrial Relations Commission ("the Commission") and the operations of the Department are directly affected by the activities of the Commission and by the legislation that affects the Commission. Whilst the Commission supports the Department fulfilling its role to Government it is not always possible to meet all requirements whilst maintaining the independence of the Commission.

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.

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.

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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. The Department meets goal 2 of the Strategic Planning Framework by supporting the Commission. An independent and effective Industrial Commission is essential to a vibrant and thriving economy.

Location

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

| | |
|----------|--|
| Level 16 | Registry, Records, Publications |
| Level 17 | President's Court, Library |
| Level 18 | 6 hearing rooms and 6 conference rooms |

The Department also has a regional office in Karratha with conference and hearing room facilities.

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) 91 444 625 |
| Fax | (08) 91 853 038 |
| Address | Welcome Road, Karratha. |

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."

Funding

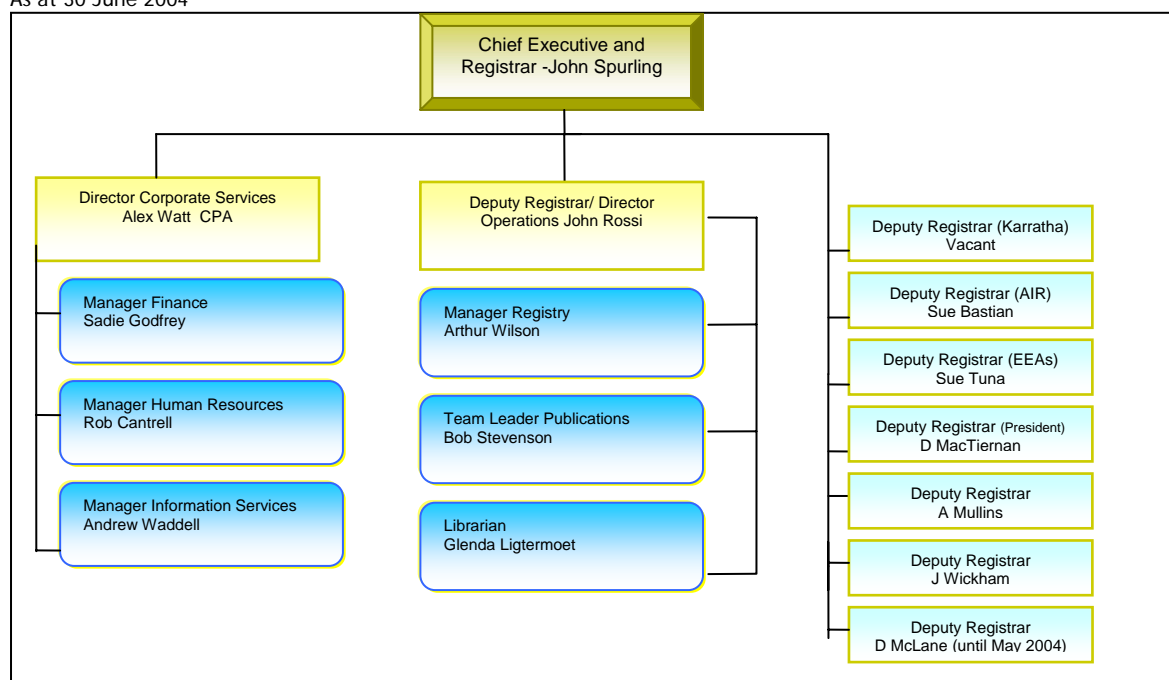
The Department and the Commission are funded from the State's Consolidated Fund. The appropriation for 2003/2004 was \$9,323m.

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Organisational Structure

DEPARTMENT OF THE REGISTRAR, WAIRC
As at 30 June 2004



Staffing

The Commission and the Department jointly have a permanent full-time staffing level of 74.5 Full Time Equivalents (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.

For 2003/2004, up to 10 additional personnel have been employed on a contract basis to meet current or emerging business issues.

Allocation of Permanent Staff

| Area | Full Time Staff |
|----------------------------------|-----------------|
| 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 |

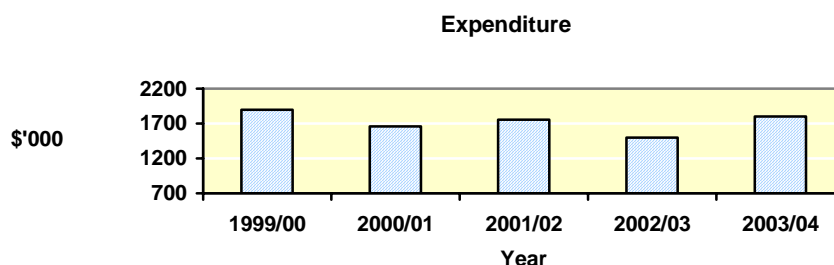
The above figures do not include Commission members and their Associates.

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Registry

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



| | |
|--------------------------------|------|
| 1999/00 Average Staffing Level | 17.5 |
| 2000/01 Average Staffing Level | 19.7 |
| 2001/02 Average Staffing Level | 19.8 |
| 2002/03 Average Staffing Level | 18.8 |
| 2003/04 Average Staffing Level | 22.4 |

Registry processed 2,953 applications, with staff members maintaining a service from 8am to 5pm each day. Feedback from our key customers indicates a high level of satisfaction with the service provided by our Registry staff who include, Trevor Parker, Nicholas Roper; Yolande Bradbury, David Holmes and Anthony Pelosi.

During the year the position of Registry Coordinator was established and filled in October 2003 by Mr Trevor Parker.

Access to our Registry was improved during year; Deputy Registrar John Rossi designed and supervised the installation of a new public reception area. This has provided a suitable area for waiting and completing documentation.

AUSTRALIAN INDUSTRIAL REGISTRY

The Australian Industrial Registry contracts with the Chief Executive Officer, to provide Registry services. After a number of months of contract renegotiation, led by our Director Corporate Services, Alex Watt, the contract was renewed for a further period of 2 years from December 2003.

The renewed contract allows 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.

During the year 1,326 applications for the Federal jurisdiction were received, with staff members, Heather Russell, Sally Mason, Mandy Applebee and Coral Wrona all contributing with excellent service.

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EMPLOYER EMPLOYEE AGREEMENTS

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.

The Registrar is responsible for the registration of EEAs however day to day management is undertaken by Deputy Registrar Sue Tuna exercising delegated authority. During the year additional staffing was deployed to process a backlog of EEA applications but because of the tremendous effort of Sue and her team the backlog has been cleared, temporary staff returned to other departments and the inflow of work is being managed within acceptable timeframes.

The following information relates to the 2003/2004 year.

| | Number |
|---|--------|
| Total Number of Applications Received 1 July 2004 to 30 June 2004 | 310 |
| EEAs Meeting Lodgement Requirements | 277 |
| EEAs Not Meeting Lodgement Requirements | 33 |
| Total Number of EEAs Finalised 1 July 2004 to 30 June 2004 | 332 |
| Refused | 74 |
| Registered | 210 |
| Withdrawn | 48 |

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

RECORDKEEPING

In January 2004 the department submitted a Recordkeeping Plan to the State Records Office and that office approved the plan in March 2004. The plan will be continually evaluated and up dated against the departments changing recordkeeping systems and requirements.

The department has undertaken a number of recordkeeping improvements during the past 12 months. Along with improvements to the configuration, storage and retrieval of various databases, we purchased the TRIM Context system to enable the integration of electronic document management into our work processes over the next 12 months.

To ensure the efficiency and effectiveness of the recordkeeping plan, recordkeeping training both online and formal was made available to all staff. Since January 2004, 30 staff have undertaken formal in-house training.

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Recordkeeping training has become part of the ongoing training schedule for departmental staff.

During the next year Janet Bethell, our records manager will update our induction program so that all staff are aware of their roles and responsibilities in regard to compliance with the department's recordkeeping plan.

Office of the Commissioner of Workplace Agreements

The Labour Relations Reform Act (2002) gave the Registrar of the Commission responsibility for maintaining the records of the former office of the Commissioner for Workplace Agreements.

Over the past 12 months we received over 200 enquiries regarding Workplace Agreements 60% of which were persons seeking copies of their agreement.

To ensure that this information remains available and reliable, Janet Bethell will project manage the migration of the Workplace Agreements Management System (WAMS) database to TRIM over the next 12 months.

RIGHT OF ENTRY CARDS

The Labour Relations Reform Act (2002) established a "Right of Entry" into workplaces for persons who have been nominated by a secretary of a registered organisation. This right is exercised in the form of an ID card issued by the Registrar authorising entry to workplaces for specified purposes.

Since August 2002, 412 Right of Entry cards have been issued. Information on card cancellations or revocation is found in the Chief Commissioners, WAIRC Annual report.

REGISTRATION OF INDUSTRIAL AGENTS

73 Agents are currently registered. Administrative arrangements for agents are efficiently managed by Ms Anna Arangio who ensures all necessary compliance for registration.

Publications and Awards Services

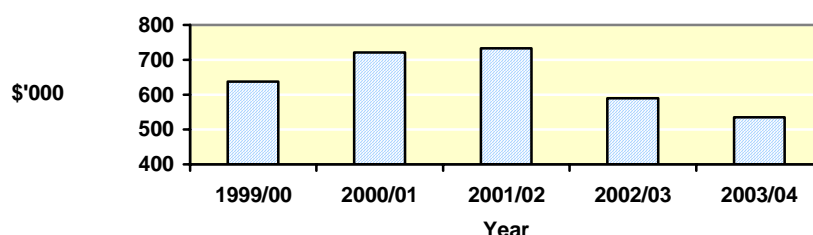
Publications and Awards provide information and awards services for the Commission in addition to overseeing the publication of the Western Australian Industrial Gazette (WAIG).

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.

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Recurrent Expenditure



| | |
|--------------------------------|-----|
| 1999/00 Average Staffing Level | 7.8 |
| 2000/01 Average Staffing Level | 8.8 |
| 2001/02 Average Staffing Level | 7.8 |
| 2002/03 Average Staffing Level | 8.1 |
| 2003/04 Average Staffing Level | 7.1 |

During the period the section also took over the functions of archived award information to enquirers and the administration of Industrial Appeal Court files and documentation.

The section also monitors and advises on content of the Commission's website, assists with the Chief Commissioner's Annual Report, manages a Public Service Trainee, hosts work experience undergraduates and groups visiting the Commissions.

The team leader, Bob Stevenson, and his staff play an active role in supporting the Registry service to the Australian Industrial Relations Commission as well as assisting in general Registry operations, Records section, the Industrial Magistrate's jurisdiction and in the Department's telephone call centre.

INDUSTRIAL GAZETTE

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

During the period 16 editions of the Gazette and 2 Appendices, totalling 5377 pages, were all produced on time and to the required standard of finish.

The excellent work of Gazette staff, Monica Bailey and Nic Lucano, under the guidance of Bob Stevenson, together with the valued co-operation and assistance of the State Law Publisher has allowed a continued reduction in the production costs of the WAIG. This cost reduction has been largely achieved through the innovative use of in house technology which now enables the WAIG production at almost no cost.

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The cost of producing the Gazette externally is as follows:

| Year | Outlay \$ | Cost per Gazette page \$ |
|---------|--------------|-----------------------------|
| 1998/99 | 169,457 | 31.00 |
| 1999/00 | 123,354 | 31.00 |
| 2000/01 | 86,594 | 18.77 |
| 2001/02 | 60,260 | 18.02 |
| 2002/03 | 34,903 | 7.90 |
| 2003/04 | 27,033 | 5.03 |

In 2003/2004 the cost of producing the Gazette externally reduced by a further 23% compared with 2002/03. In the past 6 years Gazette outlays have declined by 84% saving over \$90,000 per year.

The efficiency of Gazette production will be substantially enhanced by application of further technologies during the next year.

AWARDS

The award review program continued throughout the period with four full time staff members, John Collier, Tyler Counsel; Jhil Taylor and Peter Healy working directly on the project.

The continuing efforts of the awards staff and the assistance and co-operation of Unions WA and affiliates, the Chamber of Commerce and Industry, the Australian Mines and Metals Association, the Department of Consumer and Employment Protection - Labour Relations Division and our Information Technology Branch is acknowledged.

The process of applying the 2004 State Wage Case and Location Allowance General Orders was carried out in an effective and timely manner and Awards on the website were updated soon after the General Orders were handed down.

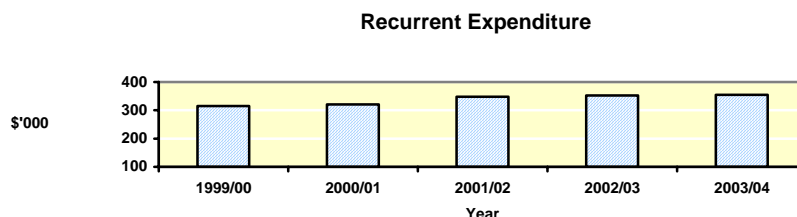
As at 30 June 2004, 355 Awards and 2506 Agreements were being maintained on behalf of the Registrar. All awards are maintained in consolidated form on the Commission's website as is a summary of '*Awards/Agreements matters concluded*' for a user-nominated date range.

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 collection.

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| | |
|--------------------------------|-----|
| 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 |
| 2003/04 Average Staffing Level | 2.0 |

New Developments and Resources

Continuing the Library's policy of providing electronic online databases on the desktop from last financial year, Librarian Glenda Ligtermoet has conducted a programme of formal and informal training sessions for staff over the last twelve months. In this way maximum benefit from the databases is obtained. The electronic databases have proved of great assistance in answering many of the fourteen hundred plus reference queries received by the Library in the last financial year.

A further development is the recent purchase of an enhanced module for the Library Catalogue to replace the old and outdated one. This, together with the internet software purchased last financial year, will enable WAIRC staff to easily search the holdings of the Library and to request the item with a click of a button.

Promotional Activities

In December 2003/January 2004, the Library hosted an exhibition entitled 'Women and the Federal Commission', on loan from the Australian Industrial Relations Commission's Richard Kirby Archives in Melbourne. We had a range of people attend the exhibition, including members of the public, staff of the WAIRC, staff and students from several universities, unions, government departments and from the private sector. We also had an attendee who was the first and only female Magistrate in Christmas Island.

To reflect the importance of Western Australian history in general, and that of the Commission in particular, research was conducted by Glenda Ligtermoet to obtain important records relating to former Commission members. It is envisaged that over the 2004/05 year a complete pictorial record of all past Presidents, going back to 1901, will be completed.

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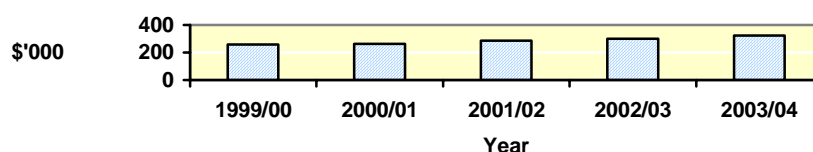
Staff changes

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 and this has now become a permanent change. To date the vacated position has been filled on a contract basis but we are now able to offer a permanent position. Appropriate advertising has been carried out and a selection process will be conducted shortly to fill the position.

Regional Services

To service the extensive economic investment in the Pilbara, Kimberley and related areas, our Karratha office staff provide support, information, guidance and mediation on industrial relations issues that arise, particularly those relating to unfair dismissal matters.

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 |
| 2002/03 Average Staffing Level | 1.4 |

During the year (former) Deputy Registrar Kelvin McCann transferred to another agency and commenced a placement outside of Government. The position of Deputy Registrar was advertised, however after consideration of a number of factors the Commission decided not to proceed with job selection.

A full time staff presence is maintained in Karratha by our administrative officer, Helen Nielsen. On a regular basis senior officers from Perth staff the Karratha office on an as needed basis.

In May our office accommodation in Karratha was relocated to a ground floor location within the same building complex. The relocation offers a more modern office environment and provides some savings on our accommodation expense.

By maintaining an office in the Pilbara our regional clients have access to departmental services, in addition to State-wide free-call and free-fax services. By advertising through our website and telephone services, the

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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.

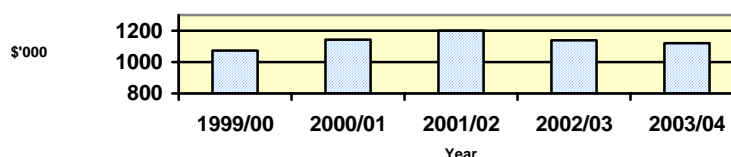
The facilities are used by the Australian Industrial Relations Commission on a regular basis.

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 |
| 2002/03 Average Staffing Level | 13.7 |

Activities for 2003/2004 included:

- Redevelopment of the Commissions online services.
- Significant effort on in-house re-development in respect of the Application tracking and management system.
- Improved document security.
- Managed the establishment of a contract for new and sophisticated Court Transcription systems.
- Continued improvement of Management Accounting information systems and performance reporting.
- Migration to a new Personnel and Payroll system.
- Recruitment of 15 new staff members.
- Planning activities relating to court and office accommodation requirements.

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Internet

Throughout 2003 and into 2004 a significant redevelopment effort has been expended on the Commission's website to meet demand for online information and business activity.

The interface has been extensively redesigned and simplified, the searching capabilities have been extended and a more logical organization of information has been developed. A facility known as Garnet Online which enables external parties to track the progress of certain matters proceeding before the Commission has been implemented. A further result of the redevelopment has seen a simplified content publishing system installed which will enable the publication of new material to the website in a timely fashion.

Another module for the website has been developed that will enable online applications to the Commission to be made over the internet without the need for any additional paperwork or handling. A number of regulation changes are required before this facility can be officially launched.

Development

As a result of the successful implementation of the Digital Registry Electronic Application Management System (DREAMS) framework last year, significant progress has been made in the enhancement of the core application and the extension of that system directly into Chambers. The Manager of IT, Andrew Waddell and his team have built a seamless system which allows an application to move through all stages within the Commission and maintain a full audit trail. The client application for chambers staff which is known as Garnet, enables each chamber to effectively track and maintain all allocated matters, as well as directly publish output of these matters onto the web and into the Gazette.

The DREAMS infrastructure is allowing the rapid deployment of new management reports in response to changing requirements or new data needs. These interactive reports can be deployed easily through a web interface and allows the end user to directly query data sources and manipulate the end data in a variety of office applications for presentation.

Security

The past year has seen an unprecedented increase in the number of threats to the maintenance of an online and connected presence. A considerable investment has therefore been made in ensuring that no vulnerability exists in perimeter defenses and that best practices have been adopted. A policy of ongoing review has been adopted allowing a rapid response to any new threats as they emerge.

It has been noted that several high profile organizations have distributed inappropriate information to the public through the metadata that exists within word documents. In response, all Award documents are now automatically indexed for searching and outputted in a PDF format. This removes any non-essential metadata from the originating document, allows for simple copying of text whilst providing security in the knowledge that the document is unaltered. It is anticipated that all Commission output will be

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transformed in this fashion in the near future. Adobe Elements has been deployed to enable all users to work within the PDF format.

Digital Transcription

After a successful trial of a digital transcript service, a successful tenderer was selected and plans developed to fully implement a digital transcription service with video facilities throughout all the hearing rooms. The introduction of Digital transcript into courts will enable Commission members to access audiovisual recording of proceedings and select any portion or all of the proceeding for transcription through the normal processes. This will allow all proceedings to be recorded at no cost and transcribe only those parts of proceedings that are required. This will enable the Commission to maintain a complete digital library of all proceedings for future reference and significantly reduce future transcript needs.

Management (Risk) Accounting

Over the last two years, our Manager of Finance, Sadie Godfrey has developed a database of key management and performance accounting measures that provide timely, relevant and valuable information to assist in future planning and direction of the Department and its resources.

On a frequent basis, all aspects of Departmental performance and trends are examined, risks identified and appropriate responsibility assigned. The provision and maintenance of this information has extended and enhanced the focus of the Finance team from that of the collection and storage of financial information to incorporate the presentation and interpretation of key performance data.

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 the department did not make any reports of Corrupt or improper conduct.

Risk Management

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

During 2003/2004 critical risks were evaluated and managed through internal policy, communication and Business Continuity Planning. In conjunction with Riskcover we set about identifying and developing treatments for risk as part of the imminent introduction of a risk management software solution.

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Freedom of Information

No Freedom of Information requests were received in 2003/2004.

The Information Statement has been 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. All pricing and costing is undertaken in accordance with Premier Circulars.

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 2003/04 year was arranged through Riskcover. Total cost of the premium was \$4,900 exclusive of GST with Directors and officers contributing to 1% of premiums.

Energy Usage

In accordance with the Energy Smart Government policy the Department has aimed for a 12% reduction in non-transport related energy use by 2006/07 with a 5% reduction targeted for 2002/03. For 2002/2003 the target for our office space was achieved, however the 2003/2004 figures are not encouraging.

The table as follows summarises:

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| Energy Smart Government program | Original Baseline Data | Amended Baseline ¹ | 2002/2003 Reported Actuals | 2002/2003 Actual Adjusted ² | 2003/2004 Actual ³ | Variation to Baseline % |
|--|------------------------|-------------------------------|----------------------------|--|-------------------------------|-------------------------|
| Energy Consumption (MJ) Office | 389,214 | 326,905 | 346,957 | 311,335 | 348,310 | 6% |
| Energy Consumption (MJ) Combined | | 228,053 | | 203,972 | 223,644 | -2% |
| Energy Consumption (MJ) Courts | 710,532 | 580,089 | 682,675 | 607,799 | 687,025 | 18% |
| Energy Cost (\$) Office | 17,454 | 14,421 | 15,453 | 11,121 | 15,366 | 6% |
| Energy Cost (\$) Combined | 35,992 | 16,288 | | 11,172 | 9,927 | -39% |
| Energy Cost (\$) Courts | | 25,649 | 31,142 | 29,422 | 30,256 | 15% |
| Greenhouse Gas Emissions (tonnes of CO ₂) Office | 99 | 84 | 89 | 80 | 89 | 6% |
| Greenhouse Gas Emissions (tonnes of CO ₂) Combined | | 58 | | 52 | 57 | -1% |
| Greenhouse Gas Emissions (tonnes of CO ₂) Courts | 182 | 148 | 174 | 156 | 176 | 16% |
| Performance indicators- Office | | | | | | |
| ♦ MJ/sqm (1715 m ²) | 227 | 191 | 202 | 182 | 208 | 8% |
| ♦ MJ/FTE | 7,077 | 5,944 | 6,195 | 5,661 | 5,410 | -10% |

The Department has carefully examined the use of energy in our office areas and has concluded that there are inconsistencies in the billing data such that they warrant further audit and investigation. The performance indicator for mega-joules per FTE has improved primarily as there were more staff utilising office space than in 2002/03.

Although the Department has no direct control over the use of the hearing rooms we find that the energy billing has inconsistencies that need further investigation.

¹ The Department made a request to SEDO to adjust the 2001/02 baseline data. Approval of the adjustment has been given.

² These figures are the 2002/2003 adjusted so as to compare with the adjusted baseline data and account for inaccuracy in billing information.

³ For comparative purpose the billing is smoothed to adjust for 367 billing days in 2003/04 as against 358 in the baseline period.

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During the year the following energy saving initiatives were undertaken:

1. Printers and copiers without power save features were replaced with machines that have power saving enabled
2. Nearly all CRT monitors have been replaced with LCD energy saving monitors.
3. A contract for new court transcription systems provides for the installation of new less energy hungry systems.
4. Staff awareness was maintained.

Recycling

During 2003/04 the Department recycled 3.4 tonnes of paper.

Wherever possible, recycled or exchange material and consumables are used except where the use of such items may void warranties.

Purchasing

In all our purchasing, the department seeks to meet best practice purchasing outcomes by ensuring suppliers are offered a level field of opportunity to do business, the assessment of any quotation or tender is fair, unbiased and professional and that wherever possible feedback is available on the assessment and selection of suppliers.

For 2003/2004 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.

In 2003/2004 the State Supply Commission undertook an audit on a small sample of our purchasing activities. Initial findings on 5 purchasing events are that we could improve our tendering process in the sole supplier environment and that where feedback is given to suppliers; this is to be recorded. Additionally, not all purchases were recorded to the "Bulletin Board" although this is being remedied.

As this agency does not have an officer to participate in the re-badge of purchasing specialists through the Department of Treasury and Finance (DTF), the Department expects our purchasing exemption threshold to be reduced from \$50,000 to \$20,000. All purchases over \$20,000 will require DTF approval.

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Department of the Registrar, Western Australian Industrial Relations Commission

This agency has conducted and managed its purchasing and contracting activities in accordance with State Supply Commission and the Government's Policy requirements. 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 is managing access and inclusion issues in accordance with our 2003/2004 plan.

Three years ago 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 has been unsuccessful in obtaining additional funding in the budget process.

Issues of access to the building have been notified to the owner and in response some but not all barriers have been adequately addressed.

During the year the Registry counter was replaced in order to provide a more accessible area. Signage was improved across all public floors

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. Our training plan is running behind schedule; however we envisage additional training will occur in 2004/05.

Cultural Diversity and Language Services Outcomes

The Department recognises that some people in the community have a level of English language fluency that could be a barrier to accessing an effective service. Peoples accessing our registry services may request to or have their enquiry handled through a reputable translation services.

The Department offers a general information page on its website

- [汉语Chinese](#)
- [Française/French](#)
- [Deutsch/German](#)
- Polish
- [Italiano/Italian](#)
- [Vietnamese](#)
- [Arabic](#)
- [Greek](#)

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Department of the Registrar, Western Australian Industrial Relations Commission

Youth Outcomes

The Department has no formal plan in place to support Youth outcomes. As an employer we actively participate in encouraging job applications from people of all ages including those of working age. Additionally, we are very active in providing work experience placements for students who are planning to enter the workforce.

Electoral Act

Section 175ZE of the Electoral Act (1907) requires the Principal Officer of the agency to detail certain expenditures. This agency expended \$11,000 on newspaper advertising in respect of notices required by the operation of the Industrial Relations Act and job advertisements. All of this expenditure was paid to the Government contractor for media advertising.

Plan for Women's Outcomes

The Department supports and encourages 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. The proportion of women in senior roles has exceeded our 2004 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 include the provision of electronic information, video conferencing for access by people in remote areas and flexible service arrangements.

Changes in Written Law

Any changes to written law had minimal effect on our operations during 2003/2004. The Labour Relations Reform Act (2002) which was proclaimed

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Department of the Registrar, Western Australian Industrial Relations Commission

during 2002/03 continues to 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 2004 the Department employed fifty six permanent and ten contract staff. This figure does not include members of the Commission or their Associates. The following table shows the distribution of 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 | |
| | 2004 | 2003 | 2004 | 2003 | 2004 | 2003 |
| Level 1 | 5 | 4 | 1 | 0 | 6 | 4 |
| Level 2 | 22 | 21 | 3 | 7 | 25 | 28 |
| Level 2/4 | 1 | 1 | 0 | 0 | 1 | 1 |
| Level 3 | 6 | 8 | 3 | 1 | 9 | 9 |
| Level 4 | 4 | 3 | 5 | 3 | 9 | 6 |
| Level 5 | 1 | 1 | 4 | 3 | 5 | 4 |
| Level 6 | 5 | 5 | 3 | 5 | 8 | 10 |
| 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 Division | 0 | 0 | 1 | 1 | 1 | 1 |
| TOTALS | 44 | 43 | 22 | 22 | 66 | 65 |

RECRUITMENT

During the year fifteen staff were recruited and fifteen staff ceased employment.

SALARY PACKAGING

The Department manages packaging arrangements through Paradigm Total Salary Management under the Government's Remuneration Packaging Services Contract.

INDUCTION

The Department has a formal induction and exit procedure.

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Department of the Registrar, Western Australian Industrial Relations Commission

EMPLOYMENT CONDITIONS

The employment terms and conditions of the majority of the Department's staff are covered by the Public Service General Agreement and the Public Service Award. The employment conditions of seven staff continue to be covered by statutory contracts of employment.

EQUITY AND DIVERSITY

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

The Table below indicates that in 2004 there was an increase of 6.3% in the percentage of women employed at management level compared to 2003. The table also shows that this year there was a slight decline in the percentage of young people employed (under 25 years of age) and the percentage of people employed from a culturally diverse background compared to 2003. The Department's result in each of these categories exceeds the Government objective for the Public Sector.

| Diversity Group | 2002 Actual | 2003 Objective | 2003 Actual | 2004 Actual | Government objective for the Public Sector |
|--|----------------|-------------------|----------------|----------------|--|
| % of women represented in management | 40% | 44.4% | 47% | 53.3% | 37% |
| % of people from culturally diverse backgrounds in workforce | 1.7% | 8.1% | 13.8% | 13.3% | 6.7% |
| % of people <25 years of age in workforce | 15.5% | 8.1% | 9.2% | 9.1% | 5.5% |

In its continued support of the Government's youth employment initiative, for the fourth 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 in line with Departmental policy and attend training courses, seminars and conferences.

This year a training needs analysis was undertaken to identify the organisational and individual training needs of staff. The results highlighted

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Department of the Registrar, Western Australian Industrial Relations Commission

the need for the Department to address the provision of knowledge and skills in a number of learning categories and this will be progressed in the coming year.

OCCUPATIONAL HEALTH AND SAFETY

The Department did not have any workers compensation claims during the year. During the year the Department appointed three occupational safety and health representatives. After the representatives attend an appropriate training course the Department will establish an Occupational Safety and Health Committee at the workplace.

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.

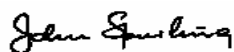
The Human Resources Manager, Rob Cantrell undertakes a monitoring and advisory role in relation to compliance with the standards. He undertakes an internal consultancy role with managers in all aspects of human resource management including those relating to the standards.

In relation to recruitment, the Department provides application packages for each position advertised and there is normally a human resource representative on selection panels. On occasions during the year the Department used an independent recruitment consultant with practical knowledge of the standards. The use of such a person has greatly assisted the selection process.

During the year no breach of standard applications were lodged with the Department.

The following is a statement of compliance

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



John Spurling
CHIEF EXECUTIVE OFFICER

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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> |

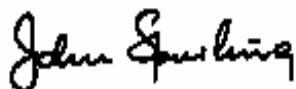
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Department of the Registrar, Western Australian Industrial Relations Commission

Appendix A

CERTIFICATION OF PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2004

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 2004.



John Spurling
ACCOUNTABLE OFFICER
26 July 2004

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Department of the Registrar, Western Australian Industrial Relations Commission

Below is a copy of an opinion from the Auditor General



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, 2004

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, 2004.

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 effectiveness and efficiency.

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 'D D R Pearson'.

D D R PEARSON
AUDITOR GENERAL
August 17, 2004

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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 2003/2004, the Total Cost of this output is \$4.602m. In 2002/2003 the reported cost of this output was \$3.565m.

From 2003/04 the Total Cost calculation for this output includes all administrative salaries and on-costs, so that all services to the WAIRC are costed to output 1, consistent with the output description. Prior to 2003/04, administrative salaries were apportioned between the output 1 and the affiliated body. For comparative purposes, had this calculation been applied to the 2002/2003 year the Total cost would have been \$4.162m.

A second output was named in the 2003/04 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 2003/2004 the Total Cost of this Output is \$5.064m.

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

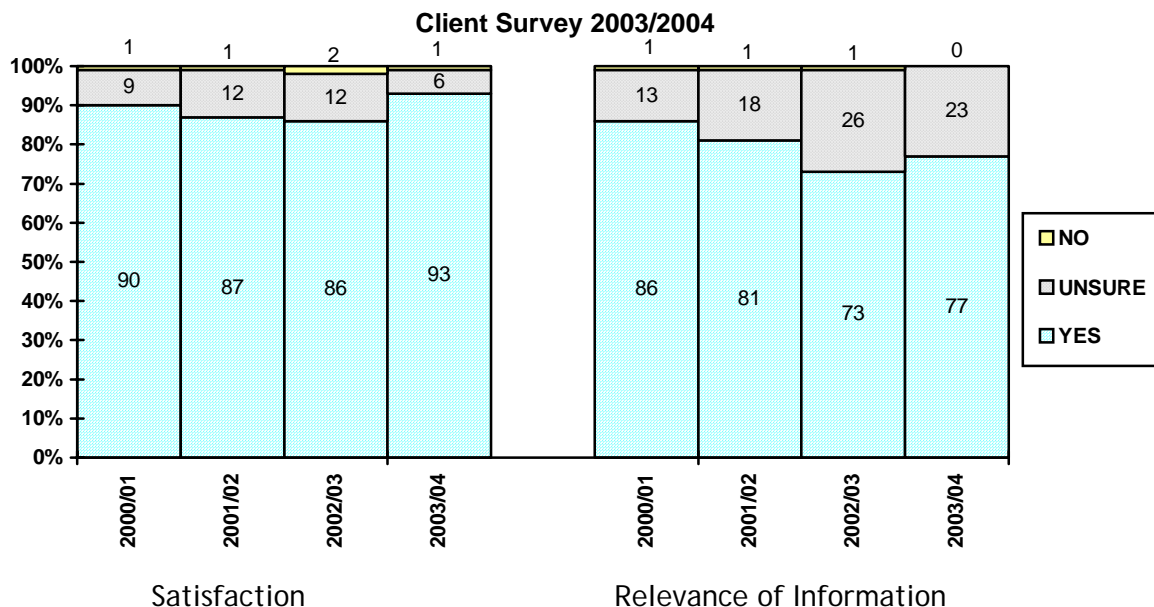
Performance Indicators

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

EFFECTIVENESS INDICATOR.

Indicator 1 Effective Support- 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. By maintaining a high level of support and providing relevant services, the Department is providing an effective means through which employers, employees and unions can resolve industrial relations matters.



The above graph was compiled from a 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 164 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, 96 responded. The confidence interval is 6.46% at the 95% confidence level.

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Department of the Registrar, Western Australian Industrial Relations Commission

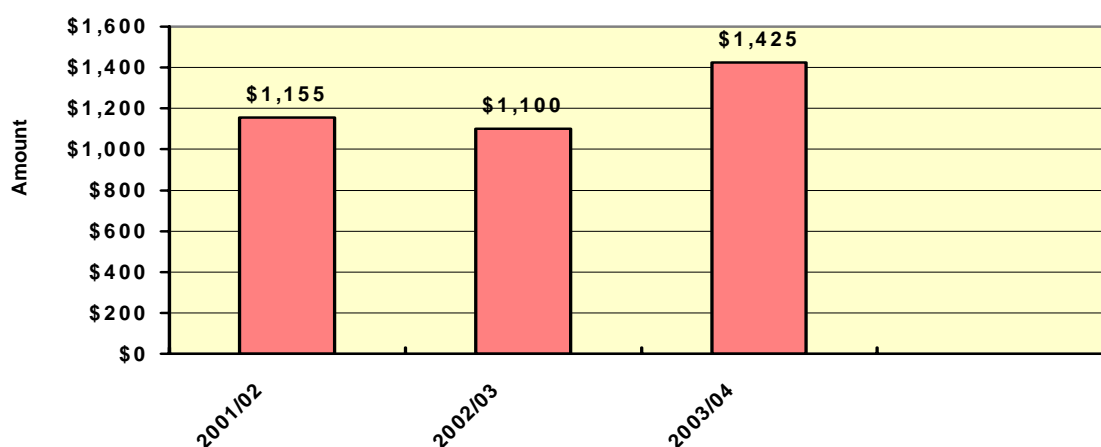
EFFICIENCY INDICATOR

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 2003/2004 3,228 applications, complaints and 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, |
| 2002/03 | 3,785. |

This graphical presentation uses a cost base of the "Total Cost". The cost base for the 2001/2003 and 2002/2003 years are adjusted for comparative purposes, to reflect the change in the apportionment of administrative salaries to apply from the 2003/2004 year.

Had the 2003/2004 calculation been based on the total cost of service, less fee for service revenue from the Commonwealth, the net cost per application is \$1,343.

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Department of the Registrar, Western Australian Industrial Relations Commission

OUTPUT MEASURES 2003/2004

(These do not form part of the performance indicators)

| | QUALITY | QUANTITY | TIMELINESS | (ACCRUAL BASED) COST |
|----------|--|----------------------------------|---|------------------------------------|
| | | | | |
| Output 1 | % Files returned for corrective action | Number of applications received. | Extent to which services are provided within time standards | Cost per application received |
| | Target: 1% Actual: 2% | Target: 4600 Actual: 3228 | Target: 100% Actual: 99% | Target: \$ 935 Actual: \$ 1,425 |

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Department of the Registrar, Western Australian Industrial Relations Commission

Appendix B

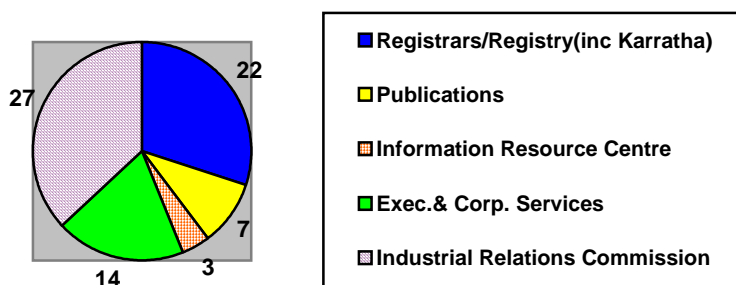
MANAGEMENT

| Occupant | Position |
|---------------------|-------------------------------|
| John Spurling | Registrar and CEO |
| Alexander Watt, CPA | Director Corporate Services |
| John Rossi | Deputy Registrar (Operations) |
| Sue Bastian | Deputy Registrar |
| Sue Tuna | Deputy Registrar |

Personnel

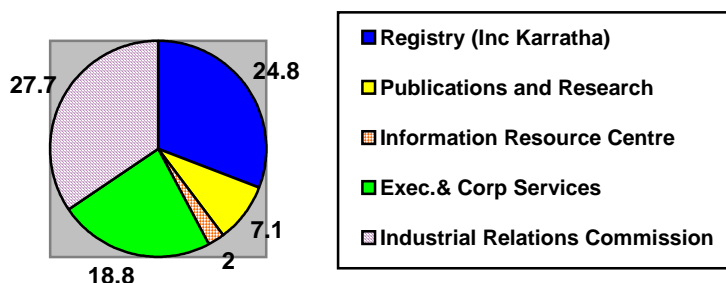
The funded staffing level (AASL) for 2003/2004 was for 72 permanent and 5 temporary staff. This figure includes members of the Commission. Figure 1 shows the distribution of this AASL.

Figure 1 - Distribution of Permanent Approved Average Staffing Levels



The average staffing level (ASL) for the year was 80.3 FTE's and the distribution within the agency is shown in Figure 2. During the year fifteen new staff were recruited through 12 advertised recruitment processes. This compares to twenty four (24) positions in 2002/2003.

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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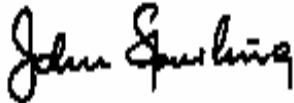
Department of the Registrar, Western Australian Industrial Relations Commission

Appendix C

CERTIFICATION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

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 2004 and the financial position as at 30 June 2004.

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

26 JULY 2004

Annual Report 2003-2004

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, 2004**

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, 2004 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 'D D R Pearson'.

D D R PEARSON
AUDITOR GENERAL
August 17, 2004

Annual Report 2003-2004

Department of the Registrar, Western Australian Industrial Relations Commission

STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 30 June 2004

| | Note | 2003/04 \$000 | 2002/03 \$000 |
|--|------|------------------|------------------|
| COST OF SERVICES | | | |
| <i>Expenses from ordinary activities</i> | | | |
| Employee expenses | 4 | 5,610 | 5,329 |
| Superannuation | 5 | 716 | 721 |
| Supplies and services | 6 | 1,732 | 1,544 |
| Depreciation expense | 7 | 180 | 169 |
| Accommodation expenses | 8 | 1,424 | 1,289 |
| Costs of disposal of non-current assets | 9 | 3 | 6 |
| Total cost of services | | 9,665 | 9,058 |
| <i>Revenues from ordinary activities</i> | | | |
| <i>Revenue from operating activities</i> | | | |
| User charges and fees | 10 | 397 | 393 |
| <i>Revenue from non- operating activities</i> | | | |
| Proceeds from disposal of non-current assets | 9 | - | 3 |
| Total revenues from ordinary activities | | 397 | 396 |
| NET COST OF SERVICES | | 9,268 | 8,662 |
| REVENUES FROM STATE GOVERNMENT | | | |
| | 11 | | |
| Output Appropriation | | 9,128 | 8,634 |
| Liabilities assumed by the Treasurer | | 107 | 130 |
| Resources received free of charge | | 23 | 33 |
| Total revenues from State Government | | 9,258 | 8,797 |
| CHANGE IN NET ASSETS | | (10) | 135 |
| Net increase/(decrease) in asset revaluation reserve | 17 | 15 | 15 |
| Total revenues, expenses and valuation adjustments recognised directly in equity | | 15 | 15 |
| Total changes in equity other than those resulting from transactions with WA State Government as owners | | 5 | 150 |

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 2004

| | Note | 2003/04 \$000 | 2002/03 \$000 |
|---|------|------------------|------------------|
| Current Assets | | | |
| Cash assets | 12 | 358 | 511 |
| Restricted cash assets | 13 | 205 | 185 |
| Receivables | 14 | 159 | 93 |
| Amounts receivable for outputs | 15 | 150 | 125 |
| Other assets | 16 | 263 | 259 |
| Total Current Assets | | 1,135 | 1,173 |
| Non-Current Assets | | | |
| Amounts receivable for outputs | 15 | 42 | 29 |
| Property, plant, equipment and vehicles | 17 | 720 | 323 |
| Works of Art | 17 | 20 | 20 |
| Total Non-Current Assets | | 782 | 372 |
| TOTAL ASSETS | | 1,917 | 1,545 |
| Current Liabilities | | | |
| Payables | 18 | 48 | 82 |
| Other liabilities | 19 | 182 | 141 |
| Provisions | 20 | 2,154 | 1,963 |
| Total Current Liabilities | | 2,384 | 2,186 |
| Non-Current Liabilities | | | |
| Provisions | 20 | 241 | 252 |
| Total Non-Current Liabilities | | 241 | 252 |
| Total Liabilities | | 2,625 | 2,438 |
| Equity | 21 | | |
| Contributed equity | | 495 | 300 |
| Asset Revaluation Reserve | | 15 | 15 |
| Accumulated surplus/(deficiency) | | (1,218) | (1,208) |
| Total Equity Deficit | | (708) | (893) |
| TOTAL LIABILITIES AND EQUITY | | 1,917 | 1,545 |

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 2004

| | Note | 2003/04 \$000 | 2002/03 \$000 |
|--|-------|------------------|------------------|
| CASH FLOWS FROM STATE GOVERNMENT | | | |
| Output appropriations | | 9,090 | 8,549 |
| Capital contributions | | 195 | 150 |
| Net cash provided by State Government | | 9,285 | 8,699 |
| Utilised as follows: | | | |
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Payments | | | |
| Employee costs | | (5,460) | (5,327) |
| Superannuation | | (609) | (591) |
| Supplies and services | | (1,804) | (1,578) |
| Accommodation | | (1,312) | (1,401) |
| GST payments on purchases | | (350) | (318) |
| GST payments to taxation authority | | - | (5) |
| Receipts | | | |
| Sale of goods and services | | | |
| User charges and fees | | 389 | 479 |
| GST receipts on sales | | 38 | 43 |
| GST receipts from taxation authority | | 271 | 275 |
| Insurance Recovery | | - | 3 |
| Net cash provided by/(used in) operating activities | 22(b) | (8,837) | (8,420) |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Purchase of non-current physical assets | | (581) | (139) |
| Net cash provided by/(used in) investing activities | | (581) | (139) |
| Net increase/(decrease) in cash held | | (133) | 140 |
| Cash assets at the beginning of the financial year | | 696 | 556 |
| CASH ASSETS AT THE END OF THE FINANCIAL YEAR | 22(a) | 563 | 696 |

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 2004

| | Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court. | | Conciliation and Arbitration by the Western Australian Industrial Relations Commission. | | Totals | |
|--|---|------------------|---|------------------|------------------|------------------|
| | 2003/04 \$000 | 2002/03 \$000 | 2003/04 \$000 | 2002/03 \$000 | 2003/04 \$000 | 2002/03 \$000 |
| COST OF SERVICES | | | | | | |
| Expenses from ordinary activities | | | | | | |
| Employee expenses | 2,737 | 2,413 | 2,873 | 2,916 | 5,610 | 5,329 |
| Superannuation | 243 | 290 | 473 | 431 | 716 | 721 |
| Supplies and services | 918 | 818 | 814 | 726 | 1,732 | 1,544 |
| Depreciation and amortisation expense | 130 | 122 | 50 | 47 | 180 | 169 |
| Accommodation expenses | 570 | 516 | 854 | 773 | 1,424 | 1,289 |
| Costs of disposal of non-current assets | 3 | 6 | - | - | 3 | 6 |
| Total cost of services | 4,601 | 4,165 | 5,064 | 4,893 | 9,665 | 9,058 |
| Revenues from ordinary activities | | | | | | |
| User charges and fees | 397 | 393 | - | - | 397 | 393 |
| Proceeds from disposal of non-current assets | - | 3 | - | - | - | 3 |
| Total revenues from ordinary activities | 397 | 396 | - | - | 397 | 396 |
| NET COST OF SERVICES | 4,204 | 3,769 | 5,064 | 4,893 | 9,268 | 8,662 |
| REVENUES FROM STATE GOVERNMENT | | | | | | |
| Output appropriations | 4,280 | 3,888 | 4,848 | 4,746 | 9,128 | 8,634 |
| Liabilities assumed by the Treasurer | 43 | 52 | 64 | 78 | 107 | 130 |
| Resources received free of charge | 11 | 16 | 12 | 17 | 23 | 33 |
| Total revenues from State Government | 4,334 | 3,956 | 4,924 | 4,841 | 9,258 | 8,797 |
| Change in net assets | (130) | (187) | 140 | 52 | 10 | (135) |

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 2004

| | 2003/04 Estimate \$000 | 2003/04 Actual \$000 | Variance \$000 | 2003/04 Actual \$000 | 2002/03 Actual \$000 | Variance \$000 |
|--|---------------------------------------|-------------------------------------|---------------------------|-------------------------------------|-------------------------------------|---------------------------|
| DELIVERY OF OUTPUTS | | | | | | |
| Item 55 Net amount appropriated to deliver outputs | 8,826 | 7,273 | (1,553) | 7,273 | 8,172 | (899) |
| Amount Authorised by Other Statutes - Salaries and Allowances Act 1975 | 116 | 1,855 | 1,739 | 1,855 | 462 | 1,393 |
| Total appropriations provided to deliver outputs | 8,942 | 9,128 | 186 | 9,128 | 8,634 | 494 |
| CAPITAL | | | | | | |
| Capital Contribution | 195 | 195 | - | 195 | 150 | 45 |
| ADMINISTERED | | | | | | |
| Administered grants, subsidies and other transfer payments | - | - | - | - | 54 | (54) |
| Total administered appropriations | - | - | - | - | 54 | (54) |
| GRAND TOTAL OF APPROPRIATIONS | 9,137 | 9,323 | 186 | 9,323 | 8,838 | 485 |
| Details of Expenses by Outputs | | | | | | |
| Services to the WAIRC and Industrial Magistrates Court | 4,301 | 4,601 | 300 | 4,601 | 4,165 | 436 |
| Conciliation and Arbitration by the Western Australian Industrial Relations Commission | 4,662 | 5,064 | 402 | 5,064 | 4,893 | 171 |
| Total Cost of Outputs | 8,963 | 9,665 | 702 | 9,665 | 9,058 | 607 |
| Less total revenues from ordinary activities | (79) | (397) | (318) | (397) | (396) | (1) |
| Net Cost of Outputs | 8,884 | 9,268 | 384 | 9,268 | 8,662 | 606 |
| Adjustments (I) | 58 | (140) | (198) | (140) | (28) | (112) |
| Total appropriations provided to deliver outputs | 8,942 | 9,128 | 186 | 9,128 | 8,634 | 494 |
| Capital Expenditure | | | | | | |
| Purchase of non-current physical assets | 320 | 581 | 261 | 581 | 139 | 442 |
| Adjustments for other funding sources | (125) | (386) | (261) | (386) | 11 | (397) |
| Capital Contribution (appropriation) | 195 | 195 | - | 195 | 150 | 45 |
| DETAILS OF REVENUE ESTIMATES | | | | | | |
| Revenues disclosed as Administered Revenues | 3 | 2 | (1) | 2 | 13 | (11) |

(I) Adjustments are related to movements in cash balances and other accrual items such as receivables, payables and superannuation.

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

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

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.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

(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.

(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;
- other departmental revenue.

In accordance with the determination, the Department retained \$397,000 in 2003-04 (\$396,000 in 2002-03).

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

Retained revenues may only be applied to the outputs specified in the 2003-2004 Budget Statements.

(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.

Assets costing less than \$1,000 are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

(i) Depreciation of non-current assets

All non-current assets having a limited useful life are systematically depreciated over their estimated 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 and 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) Revaluation of Art Work

The Department has a policy of valuing Works of Art at fair value. The revaluation of the Department's Works of Art is undertaken by an independent valuer and is recognised in the financial statements. Works of Art are revalued every 5 years.

(k) Leases

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

(l) 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.

(m) Accrued Salaries

The accrued salaries suspense account (refer note 13) 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.

(n) 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 in any event where the debt is more than 90 days overdue.

(o) 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.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

(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.

(p) 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.

(q) 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, 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.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

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, 2004 in respect of current employees is \$1,394 m (2002-03 \$1,287m).

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).

(r) 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.

(s) Comparative Figures

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

(t) 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 of the Department

Information about the Department's outputs and, the expenses and revenues which are reliably attributable to those outputs is set out in the Output Schedule. Information about expenses, revenues, assets and liabilities administered by the Department are given in notes 31 and 32.

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.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

| | 2003/04 \$000 | 2002/03 \$000 |
|--|------------------|------------------|
| 4. Employee expenses | | |
| Wages and salaries | 4,749 | 4,546 |
| Long service leave | 75 | 32 |
| Annual leave | 356 | 242 |
| Change in leave entitlements | 182 | 288 |
| Other related expenses (i) | 248 | 221 |
| | 5,610 | 5,329 |
| (i) These employee expenses include superannuation, workers compensation premiums and other employment on-costs associated with the recognition of annual and long service leave liability. The related on-costs liability is included in employee benefit liabilities at Note 20. | | |
| 5. Superannuation | | |
| Goldstate and Westate Contributions | 609 | 591 |
| Notional Superannuation expense for the year | 107 | 130 |
| | 716 | 721 |
| 6. Supplies and Services | | |
| Consumables | 406 | 334 |
| Equipment purchases | 333 | 159 |
| Court Reporting | 332 | 343 |
| Repairs and maintenance | 153 | 145 |
| Communication Expense | 135 | 185 |
| Consultants | 19 | 92 |
| Other | 354 | 286 |
| | 1,732 | 1,544 |
| 7. Depreciation and amortisation expense | | |
| Furniture | 3 | 3 |
| Computer Hardware | 157 | 127 |
| Plant and Equipment | 20 | 39 |
| | 180 | 169 |
| 8. Accommodation expenses | | |
| Lease | 945 | 851 |
| Outgoing Expense | 479 | 438 |
| | 1,424 | 1,289 |
| 9. Net gain/(loss) on disposal of non-current assets | | |
| <u>Gain on Disposal of Non-Current Assets</u> | | |
| Computer Hardware | - | 3 |
| <u>Loss on Disposal of Non-Current Assets</u> | | |
| Plant and Equipment | (3) | - |
| Computer Hardware | - | (6) |
| Net gain/(loss) | (3) | (3) |
| 10. User charges and fees | | |
| Australian Industrial Registry – service fees | 265 | 253 |
| Document Lodgements | 70 | 73 |
| Transcript Sales | 47 | 40 |
| Miscellaneous | 15 | 27 |
| | 397 | 393 |

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

| | 2003/04 \$000 | 2002/03 \$000 |
|---|------------------|------------------|
| 11. Revenues from State Government | | |
| Appropriation revenue received during the year: | | |
| Output appropriations (i) | 7,273 | 8,172 |
| Special Acts | 1,855 | 462 |
| | 9,128 | 8,634 |
| Liabilities assumed by the Treasurer during the financial year: | | |
| - Superannuation (ii) | 107 | 130 |
| Resources received free of charge (iii) | | |
| Determined on the basis of the estimates provided by agencies: | | |
| Ministry for Justice – Legal Expenses | 23 | 13 |
| Office of the Auditor General – external audit services(iv) | - | 20 |
| | 23 | 33 |
| | 9,258 | 8,797 |

- (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.
- (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.
- (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.
- (iv) Commencing with the 2003-04 audit, the Office of the Auditor General will be charging a fee for auditing the accounts, financial statements and performance indicators. The fee for the 2003-04 audit (\$24,200) will be due and payable in the 2004-05 financial year.

12. Cash assets

| | | |
|-------------------|------------|------------|
| Operating Account | 357 | 510 |
| Cash On Hand | 1 | 1 |
| | 358 | 511 |

13. Restricted cash assets

| | | |
|-----------------------------------|------------|------------|
| Accrued salaries suspense account | 205 | 185 |
| | 205 | 185 |

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.

14. Receivables

| | | |
|----------------|------------|-----------|
| Trade debtors | 78 | 70 |
| GST receivable | 81 | 23 |
| | 159 | 93 |

15. Amounts receivable for outputs

| | | |
|-------------|------------|------------|
| Current | 150 | 125 |
| Non-current | 42 | 29 |
| | 192 | 154 |

This asset represents the non-cash component of output appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

| | 2003/04 \$000 | 2002/03 \$000 |
|--|------------------|------------------|
| 16. Other Assets | | |
| Prepayments | 263 | 259 |
| | 263 | 259 |
| 17. Property, plant, equipment and vehicles | | |
| Computer Hardware | | |
| At cost | 981 | 833 |
| Accumulated depreciation | (729) | (576) |
| | 252 | 257 |
| Plant and Equipment | | |
| At cost | 243 | 247 |
| Accumulated depreciation | (143) | (191) |
| | 100 | 56 |
| Furniture | | |
| At cost | 34 | 34 |
| Accumulated depreciation | (27) | (24) |
| | 7 | 10 |
| Artwork | | |
| At fair value (i) | 20 | 20 |
| | 20 | 20 |
| Work in Progress | | |
| At fair value (ii) | 361 | - |
| | 361 | - |
| Total Non Current Assets | 1,639 | 1,134 |
| Total Accumulated Depreciation | (899) | (791) |
| Written Down Value as at June 30 2004 | 740 | 343 |

(i) 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.

(ii) The in-house redevelopment of the Core Business Application commenced July 2003 with an anticipated conclusion date of December 2004. The cost of materials, services, software and that component of labour accurately identified have been brought to account as a capitalised amount to Work In Progress. To June 2004 the total project expenditure was \$460,000 with \$361,000 of this amount recognised as an asset. The work in progress amount was measured at 30 June 2004, which is deemed to be the acquisition date and the cost of acquisition is a measurement of fair value at that date.

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.

| | Plant and Equipment \$'000 | Furniture \$'000 | Computer Hardware \$'000 | Artwork \$'000 | Work in Progress \$'000 | Total \$'000 |
|----------------------------------|----------------------------------|---------------------|--------------------------------|-------------------|-------------------------------|-----------------|
| 2004 | | | | | | |
| Carrying amount at start of year | 56 | 10 | 257 | 20 | - | 343 |
| Reallocation of Asset Categories | (12) | - | 12 | - | - | - |
| Additions | 79 | - | 140 | - | 361 | 580 |
| Disposals | (3) | - | - | - | - | (3) |
| Depreciation | (20) | (3) | (157) | - | - | (180) |
| Carrying amount at end of year | 100 | 7 | 252 | 20 | 361 | 740 |

| | 2003/04 \$000 | 2002/03 \$000 |
|---------------------|------------------|------------------|
| 18. Payables | | |
| Trade Creditors | 44 | 26 |
| Accrued Expenses | 4 | 56 |
| | 48 | 82 |

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

| | 2003/04 \$000 | 2002/03 \$000 |
|--|--------------------------|--------------------------|
| 19. Other Liabilities | | |
| Accrued Salaries | 182 | 141 |
| | 182 | 141 |
| Represents the amount due to staff but unpaid at the end of the financial year for the 9 working days to June 30 2004. (2003 – 7 days) | | |
| 20. Provisions | | |
| Current | | |
| Annual Leave | 886 | 837 |
| Long service leave | 1,268 | 1,126 |
| | 2,154 | 1,963 |
| Non-current | | |
| Long service leave | 241 | 252 |
| | 2,395 | 2,215 |

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 associated expense is included under Other related expenses (under Employee expenses) at Note 4. The Department considers the carrying amount of employee benefits to approximate the net fair value.

Employee Benefit Liabilities

The aggregate employee benefit liability recognised and included in the financial statements is as follows:

| | | |
|----------------------------------|--------------|--------------|
| Provision for employee benefits: | | |
| Current | 2,154 | 1,963 |
| Non-current | 241 | 252 |
| | 2,395 | 2,215 |

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 | 300 | 150 |
| Capital contributions (i) | 195 | 150 |
| Closing balance | 495 | 300 |

(i) Capital Contributions have been designated as contributions by owners and are credited directly to equity in the Statement of Financial Position.

| | | |
|--|-----------|-----------|
| Reserves | | |
| Asset revaluation reserve : | | |
| Opening balance | 15 | - |
| Net revaluation increments/(decrements): | | |
| Artwork (ii) | - | 15 |
| Closing balance | 15 | 15 |

(ii) The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy note 2(j).

| | | |
|----------------------------------|----------------|----------------|
| Accumulated surplus/(deficiency) | | |
| Opening balance | (1,208) | (1,343) |
| Change in net assets | (10) | 135 |
| Closing balance | (1,218) | (1,208) |

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:

| | | |
|---|------------|------------|
| Cash assets | 358 | 511 |
| Restricted cash assets (refer to note 13) | 205 | 185 |
| | 563 | 696 |

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements for the Year ended 30 June 2004

| | 2003/04 \$000 | 2002/03 \$000 |
|---|------------------|------------------|
| (b) Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities | | |
| Net cost of services | (9,268) | (8,662) |
| Non-cash items: | | |
| Depreciation expense | 180 | 169 |
| Superannuation expense Assumed by the Treasurer | 107 | 130 |
| Resources received free of charge | 23 | 33 |
| Loss on Sale Of Assets | 3 | 6 |
| (Increase)/decrease in assets: | | |
| Current receivables (iii) | (8) | 83 |
| Prepayments | (4) | (183) |
| Increase/(decrease) in liabilities: | | |
| Current payables (iii) | (61) | 2 |
| Current provisions | 191 | 300 |
| Accrued Salaries | 41 | (340) |
| Non-current provisions | (11) | 43 |
| Net GST receipts/(payments) (i) | (16) | (5) |
| Change in GST in receivables/payables (ii) | (14) | 4 |
| Net cash provided by/(used in) operating activities | (8,837) | (8,420) |

(i) This is the net GST paid/received, ie. cash transactions.

(ii) This reverses out the GST in receivables and payables.

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

23. Commitments for expenditure

| | 2003/04 \$000 | 2002/03 \$000 |
|--|------------------|------------------|
| (a) 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 | 63 | 74 |
| Later than 1 year and not later than 5 years | 12 | 53 |
| | 75 | 127 |

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 leases 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

| | 2003/04 \$000 | 2002/03 \$000 |
|--|------------------|------------------|
| Within 1 year | 1,444 | 1,252 |
| Later than 1 year and not later than 5 years | 2,966 | 4,149 |
| | 4,410 | 5,401 |

(b) Other expenditure commitments

Projects which have been contracted for at the reporting date but not recognised as liabilities, are payable as follows:

| | 2003/04 \$000 | 2002/03 \$000 |
|-----------------------|------------------|------------------|
| Within 1 year | | |
| E Transcript System | 306 | - |
| Security Surveillance | 43 | - |
| | 349 | - |

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These commitments are all inclusive of GST.

Notes to the Financial Statements for the Year ended 30 June 2004

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 estimate and actual – Total appropriation to deliver outputs:

| | 2003/04 Estimate \$000 | 2003/04 Actual \$000 | Variance \$000 |
|---|------------------------------|----------------------------|-------------------|
| Net amount appropriated to purchase outputs | 8,826 | 7,273 | (1,553) |
| Amount Authorised by Other Statutes | 116 | 1,855 | 1,739 |

During 2002, amendments to the Industrial Relations Act provided that the Commissioners salary and allowances would be appropriated as per Special Acts. Consequentially the salaries that would have normally been expended under the consolidated fund appropriation Division 26 were instead expended against the appropriation provided under the Salaries and Allowances Act.

| | 2003/04 Estimate \$000 | 2003/04 Actual \$000 | Variance \$000 |
|--|------------------------------|----------------------------|-------------------|
| Services to the Industrial Relations Commission | 4,301 | 4,601 | 300 |
| Conciliation and Arbitration by the WA Industrial Relations Commission | 4,662 | 5,064 | 402 |
| Total revenue from ordinary activities | 79 | 397 | 318 |
| Capital Expenditure | 320 | 581 | 261 |

Services to the Industrial Relations Commission

This variance was as a result of delays in the implementation of planned initiatives in the 2002/03 year, hence, with Treasury approval, funding was carried forward into 2003/04 to meet the cost of additional staffing required to enable backlog of applications to be processed.

Conciliation and Arbitration by the Western Australian Industrial Relations Commission

\$330,000 variance results from determinations by the Salaries and Allowances Tribunal for Commission members entitlements.

Total revenue from ordinary activities

Fee for Service contract with Australian Industrial Relations Commission for Federal Registry Services was renegotiated and will remain in place until June 2006 to the value of \$277,000 per year.

Capital Expenditure

During the 2003/04 year, an in-house redevelopment of core business application was commenced. \$361,000 of expense has been capitalised to Work In Progress asset account.

(ii) Significant variances between actual and prior year actual – Total appropriation to deliver outputs.

| | 2003/04 Actual \$000 | 2002/03 Actual \$000 | Variance \$000 |
|--|----------------------------|----------------------------|-------------------|
| Net amount appropriated to purchase outputs | 7,273 | 8,172 | (899) |
| Amount Authorised by Other Statutes | 1,855 | 462 | 1,393 |
| Output 1 – Services to the Industrial Relations Commission | 4,601 | 4,165 | 436 |

As of April 2003, Commissioners salary and allowances appropriated as per Special Acts, consequentially the funds previously provided under the consolidated fund appropriation Division 26 were instead appropriated under Amounts Authorised by Other Statutes.

The 2003/04 expenditure for output 1 includes a carry forward from 2002/03 of \$400,000 to pay for planned but delayed initiatives.

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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. In respect of other financial assets the carrying amounts represents the Department's maximum exposure to credit risk in relation to those assets

(c) Net Fair Values

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

26. Remuneration 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:

| | 2003/04 | 2002/03 |
|-------------------|------------|------------|
| \$ | | |
| 80,001 – 90,000 | - | 1 |
| 90,001 – 100,000 | 2 | - |
| 100,001 – 110,000 | - | 1 |
| 140,001 – 150,000 | - | 1 |
| 150,001 – 160,000 | 1 | - |
| | 339 | 336 |

The total remuneration of senior officers is:

The superannuation included here represents the superannuation expense incurred by the Department in respect of senior officers. 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 Bodies

The Western Australian Industrial Relations Commission (WAIRC) is an affiliated body in that it received administrative support of \$5,064,000 (2003 - \$4,893,000) 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

The Department of the Registrar, WAIRC does not hold any trust accounts.

30. Supplementary Financial Information

Write-Offs

During the financial year the following amounts were written off the Department's asset register under the authority of:

| | 2003/04 \$000 | 2002/03 \$000 |
|-------------------------|------------------|------------------|
| The Accountable Officer | - | 5 |
| The Minister | - | - |
| Executive Council | - | - |
| | - | 5 |

Losses Through Theft, Defaults And Other Causes

| | | |
|--|----------|----------|
| Losses of public moneys and public and other property through theft or default (i) | - | 7 |
| Amount recovered | - | (3) |
| | - | 4 |

(i) In 2003 an unrecoverable overpayment of salary for the amount of \$4,000 was written off on advice from the Crown Solicitors Office.

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Notes to the Financial Statements for the Year ended 30 June 2004

| | 2003/04 \$000 | 2002/03 \$000 |
|---|------------------|------------------|
| 31. Administered Expenses and Revenues | | |
| Expenses | | |
| Bad and Doubtful Debts | - | 5 |
| Payments to Treasury | - | 47 |
| Supplies and Services | 4 | 56 |
| Total administered expenses | 4 | 108 |
| Revenues | | |
| Grants and Transfers | - | 100 |
| Other revenue | 2 | 13 |
| Total administered revenues | 2 | 113 |
| 32. Administered Assets | | |
| Current Assets | | |
| Cash assets | 8 | 10 |
| Receivables | - | - |
| Total Administered Assets | 8 | 10 |

33. The Impact of Adopting International Accounting Standards

The Department is adopting international accounting standards in compliance with AASB 1 First time Adoption of Australian Equivalents to International Financial Reporting Standards (IFRS).

AASB 1 requires an opening balance sheet as at 1 July 2004 and the restatement of the financial statements for the reporting period to 30 June 2005 of the IFRS basis. These financial statements will be presented as comparatives in the first annual financial report prepared on an IFRS basis for the period ending 30 June 2006.

AASB 1047 Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards requires financial reports for periods ending on or after 30 June 2004 to disclose:

1. Management of the transition to Australian equivalents to IFRS

On going training and development has been provided to key staff who are directly involved in the adoption and implementation of the new standards.

The following general rules have been identified:

- All assets and liabilities must be recognised using IFRS
- All assets and liabilities that do not comply with IFRS must be derecognised.
- Where required by IFRS items of assets and liabilities and equity must be classified
- IFRS must be applied in measuring all recognised assets and liabilities
- The implementation must be consistent with WA Treasury requirements and guidance.

2. Key differences in accounting policies that are expected to arise from adopting Australian equivalents to IFRS.

The Department has identified the following convergence items that impact on the presentation and disclosure of financial information

| Item | Relevant Standard | Issues |
|---|-------------------|--|
| First time adoption | AASB 1 | • Re statement of 2003/04 reports "First Financial Report" |
| Presentation of Financial Statements | AASB 101 | • Content and format of financial report |
| Changes in Accounting Policies | AASB 108 | • Selection and changing of current policies |
| Revenues | IAS 18 | • See AASB 116 Gain/Loss on disposal |
| Property, Plant and Equipment | AASB 116 | • Gain/loss on disposal, derecognition of replacement parts • Consistent measurement within classes of Asset • Fair value measurements |
| Employee Benefits | AASB 119 | • Limited disclosure of defined benefit superannuation • Long term employee benefits, calculation, inclusion issues and PV discounts, issue of on costs |
| Financial Reporting by Government Departments | AAS 29 | • Treasury guidance required |

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 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

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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. |