



HAIRDRESSERS REGISTRATION  
BOARD OF WA

**annual report &  
financial statements**

2008

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## **Annexure 1 – Registered Hairdressers 2008**

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# statement of compliance

**TO THE HONOURABLE TROY BUSWELL MLA TREASURER  
MINISTER FOR COMMERCE; SCIENCE AND INNOVATION; HOUSING AND WORKS**

Dear Minister

In accordance with Section 14C of the Hairdressers Registration Act 1946, I hereby submit for your information and presentation to Parliament the Annual Report and Financial Statements of the Hairdressers Registration Board of Western Australia for the year ending 31 December 2008.



Jackie Mc Kiernan  
CHAIRPERSON

30 June 2009



**SECTION ONE**

# Overview of Agency

**Our aim is to protect consumers; hairdressing qualifications; and to maintain acceptable minimum hairdressing industry standards.**

## Executive summary

### Report from the Chair

I am pleased to present the Hairdressers Registration Board of Western Australia's Annual Report for the year ending 31 December 2008.

The Board is an independent; industry funded, statutory authority established under the Hairdressers Registration Act 1946, and is responsible to the Minister for Commerce. The Board, when required, provides advice to the Minister, including making recommendations and submitting proposals regarding required amendments to the Hairdressers Registration Act and Regulations; administering the registration of hairdressers; and providing advisory services to consumers, industry participants and members of the public.

Throughout the year, the Board has continued to monitor the hairdressing industry to ensure that hairdressers are operating within regulatory requirements and the Board is generally satisfied with the level of industry performance and compliance.

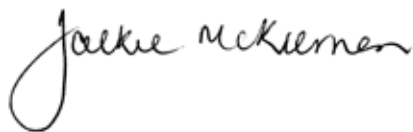
In 2008 there was an increase of 290 registered hairdressers which represents an increase of approximately 4.5 percent for the year, bringing the total number of hairdressers registered in WA to 6454.

Once again, the Board has been operating with a depleted number of Board members. The Board should consist of five members. An independent Chair plus two members each that are nominated by the Master Ladies Hairdressers Association and the Hairdressers and Wigmakers Employees' Union of Workers respectively.

In 2008, the Board had only a Chair and two members (nominated by the Master Ladies Hairdressers Association). This has made decision making extremely difficult, particularly when one Board member has a potential conflict of interest between his or herself and a potential registrant. This has caused some delay in granting registration to some applicants. Despite this, the Board processed 638 applications for registration in 2008, an increase of 288 from 2007.

It is my hope that 2009 will see the Board membership returned to its full complement of five members.

In conclusion, I extend my thanks to the dedicated staff of HRB for their courtesy and assistance during the year.



Jackie McKiernan  
CHAIRPERSON

## Operational structure

### Enabling Legislation

The Board is established under the *Hairdressers Registration Act 1946*.

### Board Auditors

Lyons Waddell Pty. Ltd.  
Level 9, 231 Adelaide Terrace  
PERTH WA 6000

### Responsible Minister

The Hon Troy Buswell MLA, Treasurer; Minister for Commerce; Science and Innovation; Housing and Works.

### Functions of the Board

The Hairdressers Registration Board of Western Australia is an independent statutory authority established under the Act to regulate the hairdressing industry.

The functions of the Board include:

Section 7 of the Act details the Board's powers and duties as:

1. To hold examinations and submit to the Minister a panel of persons for appointment as examiners;
2. To issue or cancel certificates of registration;
3. To take proceedings for offences against this Act or any regulation;
4. Generally, to do any other act, or exercise any other power or perform any other duty necessary for carrying the provisions of this Act into effect; and
5. To recommend to the Commissioner of Public Health, standards of hygiene and sanitation to be observed in premises where hairdressing is practiced.
6. The Board may appoint a registrar and such other officers and servants as are necessary for the purposes of the Board.

Section 11 of the Act requires the Board to keep a register of hairdressers indicating their qualifications and the class or classes in which they are registered.

The Registrar shall, on inquiry by any person, inform him or her whether or not a hairdresser nominated by him or her is registered, and if the hairdresser is registered, the type of registration held.

Section 21 of the Act empowers the Board with the approval of the Governor to make regulations for, or with respect to:

- a) Regulating its own proceedings;
- b) Prescribing for the purposes of this Act classes of hairdressing;
- c) Prescribing the fees to be paid to members of the Board and to deputies;
- d) Regulating subject to this Act the issue of certificates and badges of registration under this Act and the conditions of admission to the register;
- e) Prescribing in respect of the several prescribed classes of hairdressing the course of training for persons desiring to be registered under this Act;
- f) Regulating subject to this Act the admission to the register of persons who were at the commencement of this Act already engaged in the practice of hairdressing;
- g) Regulating and supervising the conduct of examinations in respect of the several prescribed classes of hairdressing and the remuneration of examiners;
- h) Prescribing subject to this Act the fees to be paid for examinations, certificates and registrations;
- i) Prescribing standards of safety to be observed in premises where hairdressing is practiced.
- j) providing for the inspection from time to time by authorised officers of the Board of premises where hairdressing is practised;
- k) prescribing the particulars required to be given in any notice under this Act;
- l) prescribing the form of the register and the particulars of the entries to be contained therein; and
- m) generally, providing for anything necessary or convenient to be prescribed for carrying this Act into effect.

### Area of Jurisdiction

The Hairdressers Registration Act was originally proclaimed to apply within twenty five miles from the General Post Office at Perth.

The Governor by proclamation in the years since 1948 has declared that this Act shall apply to the South West Land Division, which stretches from Kalbarri in the North to Hopetoun in the South and East to just beyond Merredin. A further proclamation declared that the Act shall apply to an area within 5 miles (8 kilometres) of the Post Office in Kalgoorlie.

### Other Key Legislation

The principal legislation determining the Board's statutory functions is the *Hairdressers Registration Act 1956*.

In the performance of its functions, the Board also complies with other legislation, including the following:

- Hairdressers Registration Act 1946;
- Hairdressers Registration Regulations 1965;
- Electoral Act 1907
- Disabilities Services Act 1993;
- Public Sector Management Act 1994;
- State Records Act 2000.

### Shared Responsibilities with Other Agencies

The Hairdressers Registration Board does not have shared responsibilities with any other Agency. The Department of Commerce refers all hairdressing complaints directly to the Hairdressers Registration Board.

### Board Structure

Appointments to the Board are provided for under the provisions of Section 5 of the Hairdressers Registration Act. This section identifies organisations that can nominate potential Board members and the criteria against which those nominees are selected.

- The Governor appoints the Chairperson, who has no pecuniary interest in hairdressing.
- The Governor appoints four other persons, one nominated by the Master Hairdressers Association, one nominated by the Master Ladies Hairdressers Association and two nominated by the Hairdressers and Wigmakers Employees' Union of Workers. Each of those persons shall be a person who has had at least three years experience either as a principal or as an employee (other than an apprentice) in any business in the practice of hairdressing.

On 14th December 2007, the Governor appointed Mrs Jackie McKiernan as Chair for the period ending 31st December 2010. On 21st February 2008, the Governor appointed the following persons to the Board for the period ending 31st January 2010.

### Board Members

**(to 31 December 2010)**

**Mrs. Jackie McKiernan**

*Chairperson*

**(to 31 January 2010)**

**NO DEPUTY FOR THE CHAIRPERSON**

*Deputy Chairperson*

**Mr. Barry Berger**

*Member nominated by the Master Ladies Hairdressers Association of WA.*

**Ms. Maureen Adlam**

*Member nominated by the Master Ladies Hairdressers Association of WA.*

### Deputy Members

**(to 31 January 2010)**

**Mr Ernest Grady**

*Deputy to Mr Barry Berger*

**Ms Gloria Ridolfo**

*Deputy to Ms Maureen Adlam*



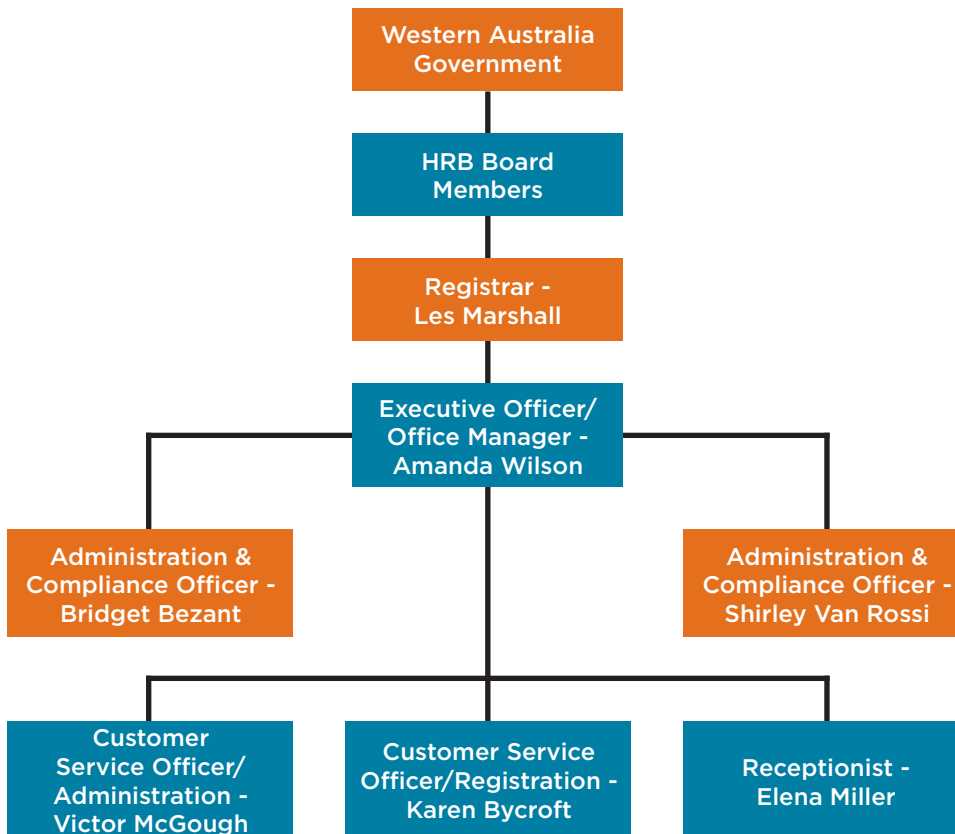
### Board Meetings & Other Proceedings

- The Board convened 10 Board meetings.
- The Board commenced 1 legal proceeding against a hairdresser in the Local Courts.

### Board Staff

<b>Mr Les Marshall</b>	<i>Registrar (commenced 14/04/2003)</i>
<b>Mrs Amanda Wilson</b>	<i>Executive Officer / Office Manager (commenced 30/6/2005)</i>
<b>Ms Bridget Bezant</b>	<i>Administration &amp; Compliance Officer (commenced 05/11/2007)</i>
<b>Ms Shirley Van Rosi</b>	<i>Administration &amp; Compliance Officer (commenced 11/08/2008)</i>
<b>Mr Victor McGough</b>	<i>Customer Liaison Officer - Administration (commenced 19/3/2001)</i>
<b>Ms Karen Bycroft</b>	<i>Customer Liaison Officer - Registrations (commenced 10/10/2005)</i>
<b>Mrs Elena Miller</b>	<i>Receptionist (commenced 11/8/2008)</i>

### Organisational Chart



## Performance Management Framework

### Contribution to Government Objectives

*Better Planning: Better Futures - A Framework for the Strategic Management of the Western Australian Public Sector* provides the framework for the management of the public sector, its people and resources in achieving the long-term goals of Government. The Board acknowledges and supports the framework and manages its service delivery to meet the needs of the community.

#### *Improved Services*

Objectives:

- ensuring the highest possible standards of hairdressing for consumers by way of the thorough examination of hairdressing qualifications.

The Board realises these objectives by carrying out its statutory functions, which include determining the level of training for a hairdresser to be registered, maintaining a register of registered hairdressers and issuing certificates of registration.

#### *Employment*

In 2008, the Board employed the services of a second compliance officer to assist with the increasing number of inspections of hairdressing establishments. It also employed the services of a receptionist.

#### *Economic Development*

The Board contributes to the economic development of the hairdressing industry by being an effective regulatory and decision-making body that promotes the growth of the hairdressing industry and encourages quality workmanship and the protection of consumers.

The Board ensures that those undertaking hairdressing within its area of jurisdiction comply with the provisions of the *Hairdressers Registration Act 1946*.

#### *Regional Education*

The Board ensured that regional areas of Western Australia within its jurisdiction were complying with the requirements of the *Hairdressers Registration Act 1946*.

### Objectives of the Board

The Board's objectives are to ensure the highest possible standards of hairdressing for consumers by:

- administering the *Hairdressers Registration Act 1946* in a consistent, reasoned and lawful manner;
- administering the *Hairdressers Registration Act 1946* in a financially responsible manner; and
- conducting investigations and prosecuting offences against the *Hairdressers Registration Act 1946* in an efficient and consistent manner.

A close-up, blurred photograph of a woman's face, overlaid with a semi-transparent orange filter. The woman has dark hair and is looking slightly to the right. The overall aesthetic is professional and modern.

**SECTION TWO**

# Agency Performance

## Report On Operations

### Register of Hairdressers

The Register of Hairdressers is maintained and updated on a daily basis. It is reviewed bi-annually for inconsistencies, and as at 31st December 2008 there were 6454 registered hairdressers.

### Board Decisions

The Board staff receives and assesses applications for registration and refers them to the Board for determination. The Board processed 638 applications for registration in 2008.

### Inspections

The Board's Compliance Officers carried out 2271 inspections of hairdressing establishments during 2008.

### Examinations

When an applicant for registration does not have a like-form of training to that of a West Australian apprentice, the Board assesses the qualifications that are presented by the hairdressing applicant to determine whether or not the applicant should undertake an examination of their skills prior to their approval for registration. In 2008, 145 metropolitan and 7 country applicants undertook the Board's theory examination and 176 metropolitan and 8 country applicants undertook the Board's practical examination.

### Consumer Complaints

During the period from 1st January 2008 to 31st December 2008, it was estimated that of the 104 consumer complaints received by telephone, 36 lodged formal written complaints in relation to the provision of hairdressing services to the Board. Of those formal written complaints, 33 have been resolved with a further 3, as at 31st December 2008, still in conciliation between the consumer and the trader.

### Prosecutions

In 2008 the Board successfully prosecuted one (1) hairdresser for a breach of the *Hairdressers Registration Act 1946 and Regulations 1965*.



**SECTION THREE**

# Disclosure and Legal Compliance

## Key Performance Indicators

### Register of Hairdressers

As at 31st December 2008 there were 6454 hairdressers registered with the Board. This is an increase of 290 on the previous year.

The increase would appear to be primarily attributable to the diligence of the Board inspectors and staff and the continual improvement of inspection processes and modifications to the salon and hairdresser database.

Hairdressers were registered in the following classes:

	PRINCIPAL	EMPLOYEE
Men's Limited	66	32
Men's Inclusive	113	49
Ladies' Limited	13	6
Ladies' Inclusive	1247	431
Ladies' Limited/ Men's Limited	14	8
Men's Inclusive/ Ladies' Limited	35	9
Ladies' Inclusive/ Men's Limited	554	131
Combined Hairdresser	2846	900
<b>PRINCIPALS total</b>	<b>4888</b>	
<b>EMPLOYEES total</b>	<b>1566</b>	
<b>TOTAL</b>	<b>6454</b>	

A table of the number of hairdressers registered in each classification of hairdressing is attached at Annexure 1.

### Board Decisions in 2008

Application type	Approved		Declined		Conditional					
	Total	Total	Apprenticeship	Total	Theory & Practical Exam	Refresher Course	Independent Assessment	Interview Required	Further Information Required	Back Fees required
WA apprentice - 1	219	0	0	88	0	0	0	0	1	87
WA apprentice - 2	28	0	0	35	10	0	0	0	0	25
Interstate application	41	0	0	9	6	0	0	0	0	3
New Zealand application	15	0	0	3	2	0	0	0	0	1
Overseas application	28	3	3	172	172	0	0	0	0	0
Board ruling	8	1	1	11	10	0	0	0	1	0
Add A Class	1	0	0	9	9	0	0	0	0	0
Voluntary Suspension	196	0	0	0	0	0	0	0	0	0
Cancellation	40	0	0	0	0	0	0	0	0	0

## Inspections

The role of Inspectors also includes providing advisory support to hairdressers in the areas of occupational safety and health regulations.

From 1 January 2008 until 31 December 2008, the HRB conducted 2271 inspections.

<b>Metropolitan</b>	<b>1943</b>
<b>Country</b>	<b>328</b>

*Consisting of:*

Salons	1527
Barbers	68
Beauty Therapy Salons	2
Hair Care Products	11
Home Based Salons	280
Mobile Hairdressers	161
Suburban Markets	10
Hairdressing Colleges	13
Hospitals	5
Lodges	15
Nursing Homes	50
Retirement Villages	52
Community Centres	15
Hostels	16
Aged Care Facilities	46
<b>Total</b>	<b>2271</b>

## Board Examinations

Regulation 12 of the *Hairdressers Registration Regulations 1965* provides that - for the purpose of satisfying itself as to the qualifications of any applicant for registration, the Board may require an applicant to undertake a theoretical, practical or oral examination in any class or classes of hairdressing. This provision is applied where an applicant has, outside of Western Australia, completed an appropriate course of training of a like standard as that prescribed in Western Australia.

During 2008, 145 metropolitan and 7 country applicants undertook the Board's theory assessment. The results of the assessments were:

<b>First Assessment</b>	<b>112 Competent</b> <b>23 Not Yet Competent</b>
<b>Second Assessment</b>	<b>13 Competent</b> <b>4 Not Yet Competent</b>
<b>Third Assessment</b>	<b>0 Competent</b> <b>0 Not Yet Competent</b>

During 2008, 176 metropolitan and 8 country applicants undertook the Board's practical assessment. The results of the assessments were:

<b>First Assessment</b>	<b>164 Competent</b> <b>9 Not Yet Competent</b>
<b>Second Assessment</b>	<b>9 Competent</b> <b>0 Not Yet Competent</b>
<b>Third Assessment</b>	<b>2 Competent</b> <b>0 Not Yet Competent</b>

Fee structure for exams:

<b>Assessment</b>	<b>Fee (inc GST)</b>
Theory	\$70.50
Practical	\$204.00

*Nb. HRB's fee's for skills recognition for Theory & Practical assessments are significantly lower than other organisations conducting this process.*



## Prosecutions

Date	Court	Respondent	Allegation	Decision	Fines/Legal Costs Imposed
6/3/08	Local	Miroslav Trajkoski of Mon Salient CITY BEACH	Regulation 11	Guilty	\$2,219.20

## Significant Issues Impacting the Board

In 2008, there were no significant issues impacting the Board to report other than the lack of a full complement of Board members.

## Finances

In accordance with Section 14 of the *Hairdressers Registration Act 1946* a copy of the audited Financial Statements is attached at Annexure 2.

## Other Legal Requirements

### Advertising

(Section 175ze of the Electoral Act 1907)

In accordance with section 175ZE of the *Electoral Act 1907*, the Board is required to report on expenditure incurred using the following types of bodies to promote or market its services:

- |                                    |     |
|------------------------------------|-----|
| a) Advertising agencies            | Nil |
| b) Market research organisations   | Nil |
| c) Polling organisations           | Nil |
| d) Direct mail organisations       | Nil |
| e) Media advertising organisations | Nil |

### Disability Access and Inclusion Plan Outcomes

(Section 29 of the Disability Services Act 1993)

In 2008 the Board continued to work within the constraints of the present premises located at Level 1, 46 Salvado Road, Wembley.

People with disabilities are provided equal opportunity to access the services of the Board.

The Board provides persons with disabilities the same level and quality of service as they do all people; this includes the opportunity to make a complaint; and the ability to participate in public or hairdressing industry consultation.

Applicants for registration whose first language is not English, are given access to the services of interpreters when required.

## Compliance with Public Sector Standards and Ethical Codes

(Section 31(1) of the *Public Sector Management Act 1994*)

### Compliance Issues

#### Public Sector Standards (PSS)

\* Nil breach claims                      Electronic version supplied to all staff

#### WA Code of Ethics

\* Nil reports of non-compliance with WA Code of Ethics      Electronic version supplied to all staff

#### Agency Code of Conduct

\* Agency Code of Conduct implemented in 2007

## Recordkeeping Plans

(Section 61 of the *State Records Act 2000* and *State Records Commission Standards, Standard 2, Principle 6*)

The management of Hairdressers Registration Board's corporate documents and information is conducted within the framework of the *State Records Act 2000* and the *State Records Commission of Western Australia's Principles and Standards 2002 (incorporating Standard 2, Principle 6)*.

The Hairdressers Registration Board's Recordkeeping plan was submitted and accepted 2005 and used as an example for other Public Sector departments. It is due to be reviewed again in 2010.

In August 2006 the HRB's records were audited and deemed compliant. The records and document management services at the HRB have been evaluated on an ongoing basis throughout 2008.

The Board is considering scanning all current hard copy files in 2009 to create a more user-friendly method of retrieving information.

New and existing staff are trained on the correct procedure for document management and record keeping.

## Ministerial Directives

No Ministerial directives to disclose.

## Government policy requirements

### Corruption Prevention

(Premier Circular 2005/02: Corruption Prevention)

In accordance with Premier's Circular 2005/02 the Board has an implemented policy and procedures to prevent and reduce the occurrence of corruption and misconduct.

The Staff Code of Conduct identifies expectations and procedures in relation to conflict of interest, receiving gifts, use of resources, corruption and misconduct. All new staff are given an electronic version of the Staff Code of Conduct.

### Substantive Equality

Not applicable to the Hairdressers Registration Board of Western Australia.

### Occupational Safety & Health

(Premier Circular 2007/12: Code of Practice: Occupational Safety & Health in the Western Australian Public Sector)

In accordance with Premier's Circular 2007/12 the Board's Occupational Health and Safety Policy, Procedure and Guidelines is made available to staff on the Board's intranet and provided to new employees at their induction.

In 2008 the Board had no fatalities or lost time due to injury/diseases.

Number of fatalities = 0

Lost time injury/diseases incidence rate = 0

Lost time injury severity rate = 0

Return to work rate = n/a

Percentage of managers trained in OSH and injury management = 0%



## CONTACT DETAILS

Level 1, 46 Salvado Road, Wembley WA 6014

PO Box 463, Wembley WA 6913

*web*                [www.hrb.org.au](http://www.hrb.org.au)

*email*             [liaison@hrb.org.au](mailto:liaison@hrb.org.au)

*telephone*        **(08) 9381 9966**

*facsimile*        **(08) 9388 0820**

NB. This Annual Report will be available on the HRB website at [www.hrb.org.au](http://www.hrb.org.au) once approved by parliament for publication.

# annexure 1

# registered

# hairdressers 2008

Class	Principals						Employers						Yearly Totals					
	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008	2003	2004	2005	2006	2007	2008
Men's Limited	25	26	35	48	55	66	14	15	18	29	29	32	39	41	53	77	84	98
Men's Inclusive	147	129	125	149	112	113	59	58	60	76	50	49	206	187	185	225	162	162
Ladies' Limited	7	8	11	0	11	13	15	10	8	8	8	6	22	18	19	8	19	19
Ladies' Inclusive	1268	1252	1283	1559	1285	1247	619	575	551	702	462	431	1887	1827	1834	2261	1747	1678
Ladies' Limited and Men's Limited	1	3	2	5	8	14	1	1	1	2	3	8	2	4	3	7	11	22
Men's Inclusive and Ladies' Limited	41	39	39	38	39	35	10	10	10	9	8	9	51	49	49	47	47	44
Ladies' Inclusive and Men's Limited	498	502	568	652	583	554	170	173	161	186	142	131	668	675	729	838	725	685
Combined (Men's Inclusive and Ladies' Inclusive)	1474	1628	1860	2362	2472	2846	894	861	880	1115	897	900	2368	2489	2740	3477	3369	3746
<b>Total</b>	<b>3461</b>	<b>3587</b>	<b>3923</b>	<b>4813</b>	<b>4565</b>	<b>4888</b>	<b>1782</b>	<b>1703</b>	<b>1689</b>	<b>2127</b>	<b>1599</b>	<b>1566</b>	<b>5243</b>	<b>5290</b>	<b>5612</b>	<b>6940</b>	<b>6164</b>	<b>6454</b>



HAIRDRESSERS REGISTRATION  
BOARD OF WA

# financial statements

FOR THE YEAR ENDED 31ST DECEMBER 2008

# annexure 2

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# independent audit report

TO THE HAIRDRESSERS REGISTRATION BOARD OF WESTERN AUSTRALIA

## Scope

We have audited the financial report of The Hairdressers' Registration Board of Western Australia for the year ended 31 December 2008 as set out on pages 1 to 13. The Members of the Board are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on them to the members.

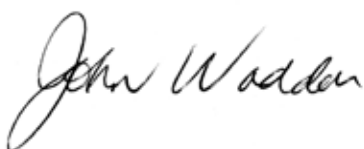
The financial report has been prepared for distribution to members of the Board for the purpose of fulfilling the Board's accountability requirements under the *Hairdressers Registration Act 1946-1975*.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the Board's financial position and performance as represented by the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

## Audit Opinion

In our opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional requirements the financial position of the Hairdressers' Registration Board of Western Australia as at 31 December 2008, and the results of its operations and its cash flows for the year then ended.



**JOHN WADDELL**

Partner

Perth, WA

Dated this 30th day of June 2009.



THE HAIRDRESSERS' REGISTRATION BOARD

ABN: 96 069 148 908

## statement of financial performance for the year ended 31 december 2008

	Note	2008 \$	2007 \$
Revenues from ordinary activities	2	767,819	749,022
Loss on disposal of assets	3	-	-
Employee expenses		378,534	297,856
Depreciation and amortisation expenses	3	17,712	14,658
Other expenses from ordinary activities		339,311	318,299
<b>Net Profit/loss from ordinary activities attributable to the Board</b>		<b>32,262</b>	<b>118,209</b>
<b>Total changes in equity of the Board</b>		<b>32,262</b>	<b>118,209</b>

The accompanying notes form part of these financial statements.

THE HAIRDRESSERS' REGISTRATION BOARD

ABN: 96 069 148 908

## statement of financial position as at 31 december 2008

	Note	2008 \$	2007 \$
<b>CURRENT ASSETS</b>			
Cash assets	12	737,382	674,738
Other assets	5	9,356	12,329
<b>TOTAL CURRENT ASSETS</b>		<b>746,738</b>	<b>687,067</b>
<b>NON CURRENT ASSETS</b>			
Plant and equipment	6	53,847	39,388
<b>TOTAL NON-CURRENT ASSETS</b>		<b>53,847</b>	<b>39,388</b>
<b>TOTAL ASSETS</b>		<b>800,585</b>	<b>726,455</b>
<b>CURRENT LIABILITIES</b>			
Payables	7	8,351	15,727
Interest-bearing liabilities			
Provisions	9	150,037	101,093
<b>TOTAL CURRENT LIABILITIES</b>		<b>158,388</b>	<b>116,820</b>
<b>NON-CURRENT LIABILITIES</b>			
Interest-bearing liabilities		-	-
Provisions	9	-	-
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>-</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>		<b>158,388</b>	<b>116,820</b>
<b>NET ASSETS</b>		<b>153,006</b>	<b>609,635</b>
<b>EQUITY</b>			
Retained profits	10	642,197	609,935
<b>TOTAL EQUITY</b>		<b>642,197</b>	<b>609,935</b>

The accompanying notes from part of these financial statements.

THE HAIRDRESSERS' REGISTRATION BOARD

ABN: 96 069 148 908

## statement of cash flows for the year ended 31 december 2008

	Note	2008 \$	2007 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from operations		725,415	708,928
Payments to suppliers		(662,347)	(579,577)
Interest received		42,040	40,094
<b>Net cash used in operating activities</b>	<b>12(b)</b>	<b>105,108</b>	<b>169,445</b>
<b>Cash Flows from Investing Activities</b>			
Payment for plant and equipment		(32,171)	-
Proceeds from sale of plant and equipment		-	-
<b>Net cash provided by (used in) investing activities</b>		<b>(32,171)</b>	<b>-</b>
<b>Cash flows from Financing Activities</b>			
Net cash used in financing activities		(10,375)	(296)
Net increase/(decrease) in cash held		62,562	169,149
Cash at beginning of the financial year		674,937	505,788
Cash at end of the financial year	12(a)	737,499	674,937

The accompanying notes from part of these financial statements.

THE HAIRDRESSERS' REGISTRATION BOARD

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## notes to the financial statements for the year ended 31 december 2008

### Note 1: Statement of Significant Accounting Policies

- i) The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report covers the Hairdressers Registration Board as an individual entity. The Hairdressers' Registration Board is a body constituted under the Hairdressers' Registration Act of 1946, and domiciled in Australia.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

- ii) Change in Accounting Policies.  
The accounting policies adopted by the Board in the preparation of the financial report are consistent with those in the previous year.

The following is a summary of the material accounting policies adopted by the Board in the preparation of the financial statements.

#### a) Income Tax

The board is exempt from income tax under the provisions of the Income Tax Assessment Act (1997).

#### b) Plant and equipment

Each class of plant and equipment is carried at cost less, where applicable, any accumulated depreciation.

The carrying amount of plant and equipment is reviewed annual by the Board to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amount.

#### Depreciation

The depreciable amount of all fixed assets are depreciated over their useful lives of the assets to the Board commencing from the time the asset is held ready to use. Leasehold improvements are depreciated over shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

- Office Equipment -  
15.00% reducing balance/prime cost
- Motor Vehicles -  
22.50% reducing balance
- Computer Equipment -  
40.00% prime cost
- Leasehold Improvements -  
Over the period of the lease

THE HAIRDRESSERS' REGISTRATION BOARD

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## notes to the financial statements for the year ended 31 december 2008

### Note 1: Statement of Significant Accounting Policies (Cont.)

#### c) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Board, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over the estimated useful lives where it is likely that the association will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

#### d) Revenue

Revenue from the registration of hairdressers' is recognised upon the receipt of funds.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

All revenue is stated net of the amount of goods and services tax (GST).

#### e) Employee Entitlements

Provision is made for the Board's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at their nominal amount. Long service leave is vesting to employees after seven years service.

Contributions are made by the Board to employee superannuation fund and are charged as expense when incurred.

#### f) Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, measured net of bank overdrafts.

THE HAIRDRESSERS' REGISTRATION BOARD

ABN: 96 069 148 908

## notes to the financial statements for the year ended 31 december 2008

### Note 1: Statement of Significant Accounting Policies (Cont.)

	2008 \$	2007 \$
<b>Note 2: Revenue</b>		
<b>Operating activities:</b>		
- hairdresser's registrations	718,808	699,678
- interest received from other persons	42,040	40,094
- Government vehicle scheme	6,971	6,404
- Insurance recoveries received	-	2,846
	<hr/> 767,819	<hr/> 749,022
<b>Non-Operating activities:</b>		
- Provision for employee entitlements	-	-
<b>Total Revenue</b>	<hr/> <b>767,819</b>	<hr/> <b>749,022</b>

### Note 3: Loss from ordinary activities

#### Loss from ordinary activities has been determined after:

a) Expenses:		
Depreciation of property, plant and equipment	17,712	14,658
Remuneration of auditor:		
- Audit or review services	3,840	3,962
Rental on operating leases:		
- minimum lease payments rent	51,326	41,989
- minimum lease payments cars	33,499	34,173
b) Revenue and net gains:		
Net gain/(loss) on disposal of property, plant and equipment	-	-

### Note 5: Other Assets

Petty Cash	117	199
Fringe Benefits tax PAYG Instalments	2,470	6,574
GST Net December 07 quarter	5,382	5,556
Pre paid superannuation	1,387	-
	<hr/> <b>9,356</b>	<hr/> <b>12,329</b>

THE HAIRDRESSERS' REGISTRATION BOARD

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## notes to the financial statements for the year ended 31 december 2008

	2008 \$	2007 \$
<b>Note 6: Property, Plant and Equipment</b>		
<b>Motor Vehicles</b>		
At cost	-	-
Less accumulated depreciation	-	-
	-	-
<b>Plant and Equipment</b>		
At cost	124,067	91,896
Less accumulated depreciation	70,220	(52,508)
	<b>53,847</b>	<b>39,388</b>
	<b>53,847</b>	<b>39,388</b>

a) Movements in carrying amounts

Movement in carrying amounts for each class of property, plant & equipment between the beginning and end of the current financial year.

	Motor Vehicles \$	Plant & Equipment \$	Total \$
Carrying amount at the beginning of financial year	-	39,388	39,388
Additions	-	32,171	32,171
Less disposals	-	-	-
Less depreciation expense	-	17,712	17,712
Accumulated depreciation eliminated on disposal	-	-	-
Prior year depreciation adjustments	-	-	-
<b>Carrying amount at the end of the financial year</b>	<b>-</b>	<b>53,847</b>	<b>53,847</b>

THE HAIRDRESSERS' REGISTRATION BOARD

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## notes to the financial statements for the year ended 31 december 2008

	2008	2007
	\$	\$
<b>Note 7: Payables</b>		
<b>Current</b>		
Trade creditors	-	7,043
Other liability	2,422	3,275
PAYG withholding	5,929	5,409
	8,351	15,727
<b>Note 8: Interest Bearing Liabilities</b>		
<b>Current</b>		
Lease liability	-	-
<b>Non-Current</b>		
Lease liability	-	-
<b>Note 9: Provisions</b>		
<b>Current</b>		
Employee entitlements	150,037	101,093
<b>Non-Current</b>		
Employee entitlements	-	-
Number of full-time employees at year end	7	5
<b>Note 10: Retained profits</b>		
Retained profits at beginning of the financial year	609,935	491,726
Net profit/(loss) attributable to the Board	32,262	118,209
Retained profits at the end of the financial year	642,197	609,935
<b>Note 11: Capital and Leasing Commitments</b>		
<b>(a) Operating Lease Commitments</b>		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payable:-		
- not later than one year	13,868	21,885
- later than one year but not longer than five years	-	-
	13,868	21,885



THE HAIRDRESSERS' REGISTRATION BOARD

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## notes to the financial statements for the year ended 31 december 2008

	2008 \$	2007 \$
<b>Note 11: Capital and Leasing Commitments (cont'd)</b>		
Cancellable operating lease contracted for but not capitalised in the financial statements		
Payable:-		
- No later than one year	13,868	21,885
- Later than one year but no longer than five years	3,240	21,885
	17,108	21,885

### Note 12: Cash Flow Information

#### (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 on hand	117	199
- Cash at bank	737,382	674,738
	737,499	674,937

#### (b) Reconciliation of Cash Flow from Operations with profit/(loss) from Ordinary activities

Profit/(Loss) from ordinary activities after income tax	32,262	118,209
Non-cash flows in accumulated surplus from ordinary activities:		
- Non-cash items	-	-
- GST Adjustment	(364)	-
- Depreciation	17,712	14,658
- Changes to provisions	48,943	29,864
- Fringe Benefits Tax	6,555	-
Changes in assets and liabilities:		
- Increase/(Decrease) in trade creditors and accruals	-	6,714
<b>Cash flows from operations</b>	<b>105,108</b>	<b>169,445</b>

THE HAIRDRESSERS' REGISTRATION BOARD

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## notes to the financial statements for the year ended 31 december 2008

### NOTE 13: Financial Instruments

(a) Interest Rate Risk

The exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities is as follows:

	Weighted Ave Effective Interest Rate		Fixed Interest Rate Maturing				Non-Interest Bearing	
	%	%	Within Year		1 to 5 Years		\$	\$
			\$	\$	\$	\$		
	2008	2007	2008	2007	2008	2007	2008	2007
Cash	4.75	4.15	697,248	674,738	-	-	-	-
Trade Debtors			-	-	-	-	-	-
<b>Total Financial Assets</b>			<b>697,248</b>	<b>674,738</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Payables			-	-	-	-	8,351	15,727
Borrowings			-	-	-	-	-	-
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,351</b>	<b>15,727</b>

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the Statement of Financial Position and notes to the financial report.

(c) Net Fair Values

The net fair value of financial assets and financial liabilities approximate the values disclosed in the statement of financial position and in the notes to the financial statements.

### Note 14: Segment Reporting

The Hairdressers' Registration Board operates within one industry segment being the registration of hairdressers, and in one geographical segment being Western Australia.

### Note 15: Corporate Details

The principal place of business is:  
Hairdressers Registration Board  
46 Salvado Road  
WEMBLEY WA 6014

THE HAIRDRESSERS' REGISTRATION BOARD

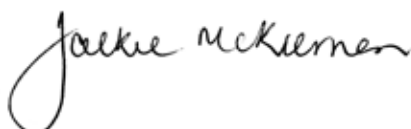
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## statement by members of the board

In the opinion of the Board the financial report as set out on pages 3 to 13:

1. Presents fairly the financial position of the Hairdressers Registration Board as at 31 December 2008 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the Hairdresser's Registration Board will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:



Chairperson



Registrar

Dated this 30th day of June 2009.

THE HAIRDRESSERS' REGISTRATION BOARD

ABN: 96 069 148 908

## private information for the members on the financial statements

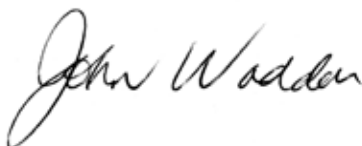
### DISCLAIMER

The additional financial data presented on the following page is in accordance with the books and records of the Hairdresser's Registration Board ("our client") which have been subjected to the auditing procedures applied in our statutory audit of the Board for the year ended 31 December 2008.

It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and no warranty of accuracy or reliability is given.

Dated this 30th day of June 2009.

Lyons Waddell Pty Ltd  
Chartered Accountants



John Waddell  
Partner

Perth, WA

## operating statement

### for the year ended 31 december 2008

	2008 \$	2007 \$
<b>Operating Revenues</b>		
Registration fees – Principals	386,706	359,436
Registration fees – Employees	86,811	95,057
Assessment fees	40,479	47,028
Certificate fees	94,910	93,179
Suspension fees/fines	4,260	4,683
Transfer fees	2,756	3,626
Reinstatement fees	7,831	5,968
Interest received	42,040	40,094
Application fee	94,693	90,701
GST Adjustment	364	-
Government vehicle scheme	6,971	6,404
Insurance recoveries	-	2,846
	767,819	749,022
<b>Operating Expenses</b>		
Accounting fees	700	682
Advertising	3,231	1,658
Audit fees	3,840	3,962
Bank fees	7,701	6,351
Board members fees	17,053	10,450
Cleaning	1,431	1,088
Consultants	25,501	-
Courier charges	343	242
Depreciation	17,712	14,658
Document management	1,441	-
Dues and subscriptions	1,075	-
Electricity	3,179	2,910
Examination expenses	4,055	2,839
Fringe Benefit tax expense	6,555	4,998
General expenses	-	215
GST Adjustment Account	-	-
Insurance	-	5,390
Internet expenses	964	1,798
Legal fees	20,343	33,583
Maintenance	1,886	1,161
Meeting expenses	471	-
Motor vehicle expenses	2,303	3,740
Motor vehicle fleet management	12,133	12,288
Office equipment/expenses	3,892	2,959
Petty cash expenditure	1,610	1,291
Postage	7,510	12,089
Printing and stationery	37,904	49,652
Professional fees	-	11,667
Provision for employee entitlements	48,943	29,864
Publications	54	88
Rent, outgoing and taxes	51,326	41,989
Salaries	322,258	297,856
Software development	14,302	11,244
Staff amenities/training	4,156	1,485
Staff uniforms	5,161	-
Superannuation	28,670	25,652
Telephone	11,103	9,174
Temporary staff	41,528	1,923
Travel and entertainment/mileage	-	3,982
Loss on sale of assets	3,856	-
Motor Vehicle lease payments	21,366	21,885
	735,557	630,813
<b>Total Cost of Services</b>		
<b>Changes in Net Assets Resulting from Operations</b>	<b>32,262</b>	<b>118,209</b>