DEPARTMENT OF THE REGISTRAR

STATEMENT OF COMPLIANCE

The Honourable Bill Johnston MLA, Minister for Mines and Petroleum; Commerce and Industrial Relations; Electoral Affairs; Asian Engagement.

ANNUAL REPORT 2016/17

In accordance with section 63 of the Financial Management Act 2006, I hereby submit 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 30 June 2017.

The Annual Report has been prepared in accordance with the provisions of the Financial Management Act 2006.

Susan Bastian
Chief Executive Officer
23 August 2017
This Report

The report describes the functions and operations of the Department of the Registrar, Western Australian Industrial Relations Commission (the Department) outlining our performance and outputs during the 2016/17 reporting year and also presents our audited financial statements and performance indicators for the year ended 30 June 2017.

This report does not however, report on the activities of the Western Australian Industrial Relations Commission (the Commission) which is established under the Industrial Relations Act 1979. The Commission is independent of government direction or control and reports directly to the Parliament via the Chief Commissioner’s Annual Report.

Availability and Accessibility of this Report

This report can be downloaded in PDF format from the Department of the Registrar’s website at http://www.dotr.wairc.wa.gov.au/publications/annual-reports. Alternative formats are available on request.

Contact Details

<table>
<thead>
<tr>
<th>Office Address</th>
<th>Postal Address</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 17</td>
<td>Locked Bag 1</td>
<td>(08) 9420 4444</td>
<td>(08) 9420 4500</td>
</tr>
<tr>
<td>111 St Georges Tce</td>
<td>Cloister’s Square</td>
<td>Freecall in WA</td>
<td>Freefax in WA</td>
</tr>
<tr>
<td>Perth WA 6000</td>
<td>Perth WA 6850</td>
<td>1800 624 263</td>
<td>1800 804 987</td>
</tr>
</tbody>
</table>

Internet

www.dotr.wairc.wa.gov.au

Email

registry@wairc.wa.gov.au
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OVERVIEW OF THE AGENCY

EXECUTIVE SUMMARY

This year the Department focused on redeveloping strategies to enhance corporate governance and understanding across the Department. This has resulted in the redevelopment of information and communication technologies and internal personnel processes. The Department continued its strategic focus on measures to continually enhance our programs and service delivery to the Western Australian Industrial Relations Commission, the State government and the wider community.

Public access to our services have been significantly improved this year through further enhancements to our Information and Communication Technology (ICT) infrastructure and integrated e-court systems. This facilitated greater opportunity for access to our digital court facilities across local and remote areas for regional and vulnerable members of the community, who do not have the same level of accessibility and resources as those within the metropolitan area.

Our strategies are aligned to the WA Government ICT Strategy 2016-2020 (Digital WA) as well as the government's goals of a more efficient, collaborative, adaptable and outcomes-based public sector and have the objective of providing better and more affordable services.

Staff development and workflow enhancement is designed to ensure we meet the Department's Key Performance Indicators and the expectations of stakeholders in the industrial relations community. The success of these efforts are reflected by the satisfaction rating results in the annual survey, which were above 95% for all key effectiveness benchmarks.

The Department has aligned its activities with the objectives sought by the Service Priority Review announced by the government in May 2017. This was introduced by the State government to ensure measurable efficiencies across the public sector and drive lasting reform of service delivery, accountability and efficiency. This strategy reinforces the Department's business planning and the delivery of a professional and cost effective service to the State.

Our diversified business model includes the provision of fee for service facilities to external parties of both the private sector and other regulatory jurisdictions within the public sector. The Department provided court and conference infrastructure for the Royal Commission into Institutional Responses to Child Sexual Abuse, the Veteran's Review Board and legal firms.
OVERVIEW OF THE AGENCY

EXECUTIVE SUMMARY

Budgetary discipline is expected to result in a $3.5 million reduction in our total cost of service delivery this financial year and over the next three reporting periods, which represents a 30% saving on appropriations.

The Department also consolidated leased office space which has resulted in a saving to government of approximately $6.4 million over the lease term. This project was completed in November 2016 and in conjunction with the salary cap reduction of 1.5%, is expected to result in an estimated overall saving of 10% to our total cost of service delivery for the year.

The Department was for the fourteenth consecutive year, recognised as a best practice agency by the Office of the Auditor General for meeting effective financial controls and financial reporting criteria. The Department continues its strong commitment to the principles of good governance and is acknowledged as one of the top 20 public sector agencies in the small agency category.

I sincerely thank the staff of the Department for their ongoing dedication and commitment in a demanding year in the achievement of these outcomes. As a team we will continue to strive to deliver better outcomes, efficiencies and service delivery to the Commission, the State government and the community.

My staff and I look forward to meeting the challenges and opportunities over the next year.

Susan Bastian
Chief Executive Officer
23 August 2017
The Department

The Department was created in 1989 and is a Department of the Western Australian Public Service established under the Public Sector Management Act 1994. The Department employs 32 staff (full time equivalents) and has an annual budget of approximately $12 million. The budget also includes the salaries and on-costs for members of the Western Australian Industrial Relations Commission (the Commission) and their staff, as well as the associated infrastructure and service costs that support and enable the Commission to achieve its statutory responsibilities.

The Department provides the Commission with physical and virtual infrastructure in the form of court and conference facilities, ICT, cloud based technologies and requisite human and financial resources, integral to the Commission's effective performance.

The Department also provides administrative support and infrastructure to the separate jurisdictions of the Industrial Magistrates Court of Western Australia (IMC) and the Western Australian Industrial Appeal Court (IAC).

The Chief Commissioner reports independently to Parliament on the activities of the Commission via a separately published annual report.

The Department’s structure falls into two areas - Commission Services and Corporate Services.

Commission Services

The Department’s Commission Services provides the registry and support services for processing applications and documentation for matters before the Commission, the IMC and the IAC. Commission Services also undertakes other statutory functions in its support of the Commission and the Registrar including the compilation of the Western Australian Industrial Gazette (WAIG), maintenance of State awards and industrial agreements and the supervision of registered union and employer organisations.

Corporate Services

Corporate Services provide administrative and corporate support to the Commission and the Department, including corporate governance administration, budget, finance, human resources, ICT and library services.
OVERVIEW OF THE AGENCY

OPERATIONAL STRUCTURE

Senior Officers

Susan Bastian – Chief Executive Officer and Registrar
Susan holds the office of Chief Executive Officer of the Department. She is also appointed as the Registrar of the Commission. As the Chief Executive Officer, Susan is the Accountable Authority as prescribed in section 52 of the Financial Management Act 2006. Susan has extensive experience in industrial relations, administration and senior management within the public sector.

Sue Hutchinson – Deputy Registrar (BBus)
Sue has over 20 years senior management and professional experience in public sector employment, administration and labour relations.

Sarah Kemp – Deputy Registrar
(LLB (Hons), BSW (Hons))
Sarah was appointed as Deputy Registrar in June 2017. Sarah has extensive experience in employment law having previously worked in the legal environment prior to taking up the role. Prior to practising law, Sarah developed a diverse range of professional experience in human resources and equal opportunity in the non-government and government sectors.

Licy Mathew – Chief Finance Officer
(MCom, MBA (Finance), FIPA, FFA)
Licy has 18 years experience in public sector finance together with experience in community organisations and corporate experience in the private sector.

Peter Groves – Acting Executive Director
(Bach App Sci Psych)
Peter has over 15 years senior management experience in corporate governance and compliance in both the public and private sectors. In addition, he has extensive experience as a member on national boards and committees dealing with policy, management and strategic operational services.
OVERVIEW OF THE AGENCY

OPERATIONAL STRUCTURE

Mission Statement
The Department’s mission is:

- To support the Western Australian Industrial Relations Commission in providing our community with a means of preventing and resolving conflict in respect to industrial matters;
- To service the broader community by providing support to tribunals through the provision of a multi-function facility.

Organisational Chart

Diagram 1 - Organisational Chart
OVERVIEW OF THE AGENCY

OPERATIONAL STRUCTURE

Legislation Administered
The Department does not administer any legislation.

Other Key Legislation Impacting on the Department’s Activities
In the performance of its functions, the Department complies with the following relevant written laws:

- Auditor General Act 2006
- Disability Services Act 1993
- Equal Opportunity Act 1984
- Financial Management Act 2006
- Freedom of Information Act 1992
- Industrial Relations Act 1979
- Legal Deposit Act 2012
- Library Board of Western Australia Act 1951
- Long Service Leave Act 1958
- Minimum Conditions of Employment Act 1993
- Occupational Safety and Health Act 1984
- Public Interest Disclosure Act 2003
- Public Sector Management Act 1994
- Salaries and Allowances Act 1975
- State Records Act 2000

Responsible Minister

The Department is responsible to The Honourable Bill Johnston MLA, Minister for Mines and Petroleum; Commerce and Industrial Relations; Electoral Affairs; Asian Engagement.

Enabling Legislation

The Department is established as a Department under Section 35 of the Public Sector Management Act 1994.
The Western Australian Industrial Relations System

To provide some context in relation to the responsibilities and operations of the Department, the following information provides a brief outline of the system.

The Western Australian industrial relations regime is established under the IR Act. The objects of the IR Act include the promotion of goodwill in industry and to encourage and provide means for conciliation, hearing and determination to prevent and settle industrial disputes.

Diagram 2 – Interrelationships of the Commission, Related Courts and Jurisdictions
OVERVIEW OF THE AGENCY

OPERATIONAL STRUCTURE

The Western Australian Industrial Appeal Court
The Industrial Appeal Court is constituted by a Presiding Judge and two other Judges of the Supreme Court. It hears and determines appeals against decisions of the Commission’s President, Full Bench and the Commission in Court Session, on the grounds that the decision is in excess of jurisdiction, is erroneous in law, or that the appellant has been denied the right to be heard.

The Full Bench
The Full Bench of the Commission is constituted by the President and two Commissioners. It hears and determines appeals against decisions of Commissioners and of the Industrial Magistrate. The Full Bench also deals with matters relevant to the registration of union and employer organisations and answers questions of law referred to it by the Commission.

The Commission in Court Session
The Commission in Court Session is constituted by at least three Commissioners and deals with matters of particular importance, such as the annual State Wage Case and other important matters referred by a Commissioner, subject to the Chief Commissioner’s determination.

The President
The President presides over the Full Bench and also sits alone to determine matters which fall within the President’s jurisdiction. This includes applications for a stay of the operation of a decision of the Commission pending the determination of the appeal by the Full Bench and applications relating to alleged non-observance of an organisation’s rules.

Commissioners Sitting Alone
The Chief Commissioner, Senior Commissioner and single Commissioners all constitute the Commission when sitting alone. They deal with a broad range of matters pursuant to the IR Act. The Commission is obliged to conciliate matters unless satisfied that it is unlikely to be of assistance.

The Chief Commissioner appoints Commissioners as Public Service Arbitrators to deal with matters relating to government officers. The Public Service Arbitrator also presides over the Public Service Appeal Board, which is constituted by the Arbitrator and an employer and employee representative.
OVERVIEW OF THE AGENCY

OPERATIONAL STRUCTURE

The Commission deals with disputes regarding a range of matters arising under the IR Act but also other legislation, including:

- Public Sector Management Act 1994
- Occupational Safety and Health Act 1984
- Mines Safety and Inspection Act 1994
- Employment Disputes Resolution Act 2008
- Owner-Drivers (Contracts and Disputes) Act 2007
- Construction Industry Portable Paid Long Service Leave Act 1985
- Minimum Conditions of Employment Act 1993
- Long Service Leave Act 1958
- Police Act 1892
- Young Offenders Act 1994
- Prisons Act 1981.
Outcome Based Management Framework

The Department is one of those few public service departments which has been established for the primary purpose of providing support to an independent statutory tribunal. While the Department is accountable to government, most of its work is for purposes which are non-accountable to government. Therefore, managing government desired outcomes while protecting the independence of the Commission, requires complex and efficient decision making and integrity.

The Department has adopted sector-wide priorities which are supported by agency level outcomes and delivery of services to achieve those outcomes.

The government’s goals are:

<table>
<thead>
<tr>
<th>Government Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Building – Major Projects</td>
<td>Building strategic infrastructure that will create jobs and underpin Western Australia’s long term economic development.</td>
</tr>
<tr>
<td>Financial and Economic Responsibility</td>
<td>RESPONSIBLY MANAGING THE STATE’S FINANCES, THROUGH THE EFFICIENT AND EFFECTIVE DELIVERY OF SERVICES, ENCOURAGING ECONOMIC ACTIVITY AND REDUCING REGULATORY BURDENS ON THE PRIVATE SECTOR.</td>
</tr>
<tr>
<td>Outcomes Based Service Delivery</td>
<td>GREATER FOCUS ON ACHIEVING RESULTS IN KEY SERVICE DELIVERY AREAS FOR THE BENEFIT OF ALL WESTERN AUSTRALIANS.</td>
</tr>
<tr>
<td>Stronger Focus on the Regions</td>
<td>GREATER FOCUS ON SERVICE DELIVERY, INFRASTRUCTURE INVESTMENT AND ECONOMIC DEVELOPMENT TO IMPROVE THE OVERALL QUALITY OF LIFE IN REMOTE AND REGIONAL AREAS.</td>
</tr>
<tr>
<td>Social and Environmental Responsibility</td>
<td>ENSURING THAT ECONOMIC ACTIVITY IS MANAGED IN A SOCIALLY AND ENVIRONMENTALLY RESPONSIBLE MANNER FOR THE LONG-TERM BENEFIT OF THE STATE.</td>
</tr>
</tbody>
</table>

Table 1 – Government Goals

The Department’s mission is:

• To support the Western Australian Industrial Relations Commission in providing our community with a means of preventing and resolving conflict in respect to industrial matters;

• To service the broader community by providing support to tribunals through the provision of a multi-function facility.
## OVERVIEW OF THE AGENCY

### PERFORMANCE MANAGEMENT FRAMEWORK

Our Agency level desired outcome:

The prevention and resolution of industrial relations matters supports the government goal of Financial and Economic Responsibility.

<table>
<thead>
<tr>
<th>Government Goal</th>
<th>Agency Level Desired Outcome</th>
<th>Services</th>
<th>Key Effectiveness/ Efficiency Indicators</th>
</tr>
</thead>
</table>
| **Financial and Economic Responsibility** | The prevention and resolution of industrial relations matters. | **Service 1** Support to the Western Australian Industrial Relations Commission and Industrial Magistrates Court. | **Key Effectiveness Indicators**
| | | | • Timeliness of services
| | | | • Accuracy and relevance of documentation and information
| | | **Key Efficiency Indicator**
| | | • Average cost per application |
| | | **Service 2** Conciliation and Arbitration by the Western Australian Industrial Relations Commission (WAIRC). | The Department does not report on Service 2 which relates to the activities of the WAIRC as an independent Tribunal. The WAIRC relies on the Department to manage and report on its financial affairs. It is not subject to any form of operational control or reporting requirements by either the Department or Government. The WAIRC reports directly to Parliament via an annual report by the Chief Commissioner. |

Table 2 – Relationship Between Government Goals and Agency Desired Outcomes
The Department delivers services to achieve these desired outcomes which ultimately contribute to meeting the higher level government goals. The table on the previous page illustrates the relationship between agency level desired outcomes and the government goal it contributes to. The key effectiveness indicators measure the achievement of desired outcomes. The key efficiency indicators monitor the relationship between the service delivered and the resources used to produce the service.

The Department contributes to the Government's strategic goal by ensuring the Western Australian Industrial Relations Commission (Commission) has the necessary resources to effectively prevent or resolve disputes between employers and employees. With an effective and efficient means to resolve employment relationship conflicts, the community is able to devote its means of production more directly to opportunities for investment and growth leading to greater wealth for Western Australians.

Changes to Outcome Based Management Framework

The Department’s Outcome Based Management Framework did not change during the 2016/17 reporting period.

Shared Responsibility with Other Agencies

Following the decommissioning of the Department of Finance - Office of Shared Services in 2013, the Department entered into a Memorandum of Understanding with the Department of Local Government, Sport and Cultural Industries – Culture and the Arts (WA) (DLGSC-DCA) (formally known as Department of Culture and the Arts), for the provision of bureau services for the Department’s finance and procurement administration.

DLGSC – DCA provides effective and prompt financial processing services to the Department through the TechnologyOne financial system, thereby reducing the need for additional staff and technical resources. This enables a small Department like the Department of the Registrar to operate with a cost effective and flexible financial system.

The Department also continued its lead agency role in a collaboration with three similar sized agencies, to share resources to deliver payroll services to each respective agency. The agencies involved in our cluster are:

- Healthway;
- Office of the Information Commissioner; and
- Office of Inspector of Custodial Services.

The Human Resource Management Information System was upgraded to the latest version during the reporting year. The costs of changes to superannuation compliance and tax scales was an area of further shared savings.
OVERVIEW OF THE AGENCY

PERFORMANCE MANAGEMENT FRAMEWORK

The arrangement continues to deliver a cost effective and efficient payroll solution, which assists in ensuring financial and economic responsibilities are being met for government.

Over the last decade the Department has also collaborated with the Department of Justice (formally known as the Department of the Attorney General) in relation to the Western Australian Industrial Relations Commission and the Industrial Magistrates Court of Western Australia. The Department of the Registrar provides judicial support and administrative officers as well as its court and infrastructure facilities, for the hearing of matters before an Industrial Magistrate. This arrangement is reciprocated when Commission matters are heard in regional WA and the Commission utilises country court facilities which are administered by the Department of Justice.

The Department strives to achieve efficient and economical means of operation which is vital to the improvement of the whole of government financial strategies. Our collaborative approach to services provided by the Department, is consistent with the Service Priority Review objectives.
REPORT ON OPERATIONS

AGENCY PERFORMANCE

Actual Results versus Budget Targets

Financial Targets

The information shown in Table 3 demonstrates the Department’s financial performance for the year.

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<tr>
<th>Actual Results to Budget Targets</th>
<th>2016/17 Target $’000</th>
<th>2016/17 Actual $’000</th>
<th>Variation $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost of Services (Expense Limit) (Sourced from Statement of Comprehensive Income)</td>
<td>12,823</td>
<td>11,569</td>
<td>1,254(a)</td>
</tr>
<tr>
<td>Net Cost of Services (Sourced from Statement of Comprehensive Income)</td>
<td>12,743</td>
<td>11,459</td>
<td>1,284(b)</td>
</tr>
<tr>
<td>Total Equity (Sourced from Statement of Financial Position)</td>
<td>6,794</td>
<td>10,042</td>
<td>3,248(c)</td>
</tr>
<tr>
<td>Net Increase/(Decrease) in Cash Held (Sourced from Statement of Cash Flows)</td>
<td>(117)</td>
<td>1,311</td>
<td>1,428(d)</td>
</tr>
<tr>
<td>Approved Salary Expense Level</td>
<td>5,508</td>
<td>5,035</td>
<td>473(e)</td>
</tr>
</tbody>
</table>

Table 3 – Actual Results versus Budget Targets

(1) As specified in the 2016/17 Budget Statements.
(2) The Department has exceeded the Targets in the Budget Estimate and the Mid-Year Review Budget for 2016/17. (Further explanations are contained in Note 29 ‘Explanatory statement’ to the financial statements.)

(a) Effective management of resources and contracts has led to the actual Total Cost of Services being less than the projected budget target. Some vacant positions were not filled by the Department which resulted in the salaries expenditure being lower than the target estimates. However, funding is carried forward for projects yet to be completed.

(b) Same as note (a). In addition, some variance also due to increase in miscellaneous revenue received more than that budgeted.

(c) Improved operational performance by the Department has also resulted in higher Total Equity than that budgeted for the year. In addition, Capital Funding of $2.077 million was received for refurbishment on consolidation of reduced leasing space. This came about by the relinquishment of a floor as a long-term savings initiative in leasing costs by the Department.

(d) Improved operational performance has resulted in increase in cash balance.

(e) Resulted in savings due to more efficient management of staff resources.
REPORT ON OPERATIONS

AGENCY PERFORMANCE

Working Cash Targets

The information shown in Table 4 demonstrates the Department’s working cash actual results against budget targets for the year.

<table>
<thead>
<tr>
<th>Actual Results to Budget Targets</th>
<th>2016/17 Agreed Limit $'000</th>
<th>2016/17 Target (f) /Actual $'000</th>
<th>Variation $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreed Working Cash Limit (at Budget)</td>
<td>610</td>
<td>610</td>
<td>-</td>
</tr>
<tr>
<td>Agreed Working Cash Limit (at Actuals)</td>
<td>652</td>
<td>2,689</td>
<td>2,037(f)</td>
</tr>
</tbody>
</table>

Table 4 – 2016/17 Working Cash Actual Results versus Budget Targets

(1) As specified in the 2016/17 Budget Statements.

(f) The Department has a carry forward of restricted funds because of higher leave liabilities (at SAT salary levels for the Commission), for payables and projects pending completion.

Key Performance Indicators

Key Effectiveness Indicator

*Percentage of employers, employees, representatives and Commission members satisfied with the service provided by the Department of the Registrar in relation to timeliness and accuracy and relevance of information.*

The government requires that there be an effective means for preventing or resolving employment disputes between employers and employees. It established the Commission for this purpose and the Department of the Registrar is required to ensure the Commission has necessary resources to achieve its purpose.

The quality of the service provided by the Department significantly affects the ability of the Commission to effectively perform its role. The services provided to the Commission include registry services, support staff, administrative services and infrastructure facilities.
REPORT ON OPERATIONS
AGENCY PERFORMANCE

<table>
<thead>
<tr>
<th>Key Effectiveness Indicators</th>
<th>2016/17 Target (1)</th>
<th>2016/17 Actual</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeliness</td>
<td>90%</td>
<td>96%</td>
<td>6%</td>
</tr>
<tr>
<td>Accuracy and Relevance of Information</td>
<td>90%</td>
<td>95%</td>
<td>5%</td>
</tr>
</tbody>
</table>

Table 5 – Key Effectiveness Indicators

(1) As specified in the 2016/17 Budget Statements.

Timeliness is a key indicator as it demonstrates that the systems, procedures and resources are in place to deliver a reasonable and acceptable service to the community. It is crucial that our business is conducted accurately because it then aids the Commission in performing its role efficiently.

The table reflects that the Actuals for 2016/17 for Effectiveness Indicator for Timeliness exceeded the Target by 6%. The Actuals for the Effectiveness Indicator for Accuracy and Relevance also exceeded the Target by 5%.

Key Efficiency Indicator

Service 1: Support to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.

The measure of efficiency is identified as: The average cost per application registered and recorded.

<table>
<thead>
<tr>
<th>Key Efficiency Indicator</th>
<th>2016/17 Target (1)</th>
<th>2016/17 Actual</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Cost per Application</td>
<td>$5,083</td>
<td>$5,148</td>
<td>$65</td>
</tr>
</tbody>
</table>

Table 6 – Key Efficiency Indicator

(1) As specified in the 2016/17 Budget Statements.

The cost per application is derived by dividing the total cost for Service 1, by the number of applications received. This measure is largely determined by legislation and the Department has no capacity to influence the number of applications lodged.

The average cost per application was marginally higher than the target by $65 as the number of applications was lower than the target. However, the total cost of Service 1 was 10% lower than the estimated cost due to effective management of resources.
REPORT ON OPERATIONS

AGENCY PERFORMANCE

Notwithstanding the number of applications received, there must be a minimum but efficient level of infrastructure in place, whatever the number of applications received.

Additional information and trends with regards to our performance assessment is detailed in the certified Key Performance Indicators statement.
REPORT ON OPERATIONS

COMMISSION SERVICES

The Registrar

Under the provisions of the IR Act, the Chief Executive Officer of the Department is also appointed as the Registrar of the Commission. In addition, the Registrar is appointed as the Clerk of the Court in the IMC jurisdiction. The Chief Executive Officer manages the strategic, business and operational planning for the Department and service delivery to the Commission. As the Registrar, there are statutory responsibilities under the IR Act including:

- Responsible for the processing of applications and documents filed in the jurisdictions of the Commission, the Industrial Magistrates Court (IMC) and the Industrial Appeal Court (IAC);

- Undertakes functions and investigations to give effect to any formal directions by the Commission in respect of an industrial matter, for example an investigation into noncompliance with a direction, order or declaration issued by the Commission;

- Conciliates disputes involving claims to the Commission alleging unfair dismissal and/or denial of contractual benefits;

- Conducts pre-trial conferences as Clerk of the IMC involving claims under the IMC’s general jurisdiction;

- Supports the Commission and undertakes specific functions in relation to the registration, cancellation and amalgamation of registered industrial organisations;

- Determines applications for the alteration of constitutional rules governing the operation and activities of unions and employer organisations registered under the IR Act;

- Monitors compliance by registered organisations in meeting their legislative obligations, including undertaking compliance reviews of annual returns filed in relation to office bearers, membership and financial reporting;

- Registers industrial agents who carry on business of providing advice and representation and who are not legal practitioners or industrial organisations;

- Issues right of entry permits to authorised representatives of registered organisations;

- Maintains state awards and industrial agreements registered by the WAIRC which are available in consolidated form on the Commission’s website at www.wairc.wa.gov.au;
REPORT ON OPERATIONS

COMMISSION SERVICES

• Arranges for elections of office bearers of registered organisations;

• Monthly compilation of the Western Australian Industrial Gazette (WAIG);

• Institutes applications before the WAIRC including for example the suspension/cancellation of a registered organisation, alleged non-observance of an organisation’s rules or enforcement applications in relation to contraventions of the IR Act, Commission directions or orders; and

• Determines applications for the registration of Employer-Employee Agreements.

Photo - Registrar and Deputy Registrars
REPORT ON OPERATIONS

COMMISSION SERVICES

Registry Services

Registry Services support the Registrar in meeting her statutory obligations under the IR Act. The principal responsibilities are to provide registry functions and administrative support services to the Commission (including the Full Bench, Commission in Court Session, President, single Commissioners, Constituent Authorities and other Tribunals). This includes the processing of applications and associated documentation and the provision of information relevant to matters that come before the Commission. Similar services are also provided for the IMC and the IAC which are separate jurisdictions to the Commission.

Registry Services is the public face of the Department and answer queries about the functions, activities, processes and procedures of the Commission, IMC and IAC. Registry staff are trained to provide accurate, timely and professional customer service having regard for the specific needs of our clients. Many of our clients are vulnerable and may suffer disadvantage as they do not have representation, are unfamiliar with the processes and procedures applying in the different jurisdictions, may be from a non-English speaking background or have literacy issues, all which may impact on their level of understanding.

Staff endeavor to provide targeted assistance in relation to process and procedural advice and information to all our clients. While some support is provided, it is however not appropriate for the Registry staff to provide legal advice. In some circumstances there may be assistance available under the Commission’s Pro Bono Scheme which is administered by the Department. More details are provided at page 26.

Registry Services also provide records management services and transcript processing functions, maintain State awards and industrial agreements, undertake compliance monitoring of union and employer organisations in terms of their annual reporting obligations, process applications related to Right of Entry Permits and compile the monthly WAIG.

In addition to the above functions, Registry staff provide judicial support to the Industrial Magistrate when Court is in session and administrative assistance to the Clerk of the Court.

Photo - Registry Services Staff
Industrial Magistrates Court

The IMC is a separate jurisdiction from the Commission and is constituted by an Industrial Magistrate. The IMC exercises both general and prosecution jurisdictions, as defined in section 81CA of the IR Act.

In the general jurisdiction, the IMC determines claims alleging the breach of industrial awards and agreements made under the IR Act and the (federal) Fair Work Act 2009. In addition, the IMC deals with claims concerning the enforcement of Commission orders and alleged breaches of State and Federal employment-related legislation. The IMC exercises prosecution powers in accordance with the Criminal Procedure Act 2004. Matters under this jurisdiction include the legislative obligations arising out of the Children and Community Services Act 2004, relevant to the employment of children.

The Registrar of the Commission is also appointed under the IR Act as the Clerk of the Court, of the IMC. The Clerk of the Court is responsible for conducting pre-trial conferences for claims under the court’s general jurisdiction, with the exception of those claims seeking to enforce orders of the Commission. Matters which are not resolved are determined by an Industrial Magistrate.

The IMC Registry received and processed a total of 227 claims under the IMC’s general jurisdiction and one complaint under its prosecution jurisdiction, during this reporting period. A breakdown of those matters is set out below:

<table>
<thead>
<tr>
<th>Statistic</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims lodged this year</td>
<td>227</td>
</tr>
<tr>
<td>Complaints lodged this year</td>
<td>1</td>
</tr>
<tr>
<td>Claims resolved this year</td>
<td>191</td>
</tr>
<tr>
<td>Claims lodged and resolved this year</td>
<td>134</td>
</tr>
<tr>
<td>Claims resolved this year, but lodged in a previous financial year</td>
<td>57</td>
</tr>
<tr>
<td>Claims pending</td>
<td>119</td>
</tr>
<tr>
<td>Total number of penalties imposed</td>
<td>17</td>
</tr>
<tr>
<td>Total value of penalties imposed</td>
<td>$82,065</td>
</tr>
<tr>
<td>Total number of claims resulting in awarding of disbursements</td>
<td>6</td>
</tr>
<tr>
<td>Total value of disbursements awarded</td>
<td>$8,052</td>
</tr>
<tr>
<td>Total number of claims resulting in awarding of wages</td>
<td>22</td>
</tr>
<tr>
<td>Total value of wages awarded</td>
<td>$323,111</td>
</tr>
</tbody>
</table>

Table 7 – IMC Statistics – Breakdown of Claims and Complaints 2016/17
REPORT ON OPERATIONS

COMMISSION SERVICES

The statistics in relation to pre-trial conferences conducted by the Registrar as the Clerk of the Court are set out in the table below.

The information relates to only those claims which are able to be listed for a pre-trial conference. Matters which are not settled at conference, are listed for trial before an Industrial Magistrate.

<table>
<thead>
<tr>
<th>Pre-Trial Conference</th>
<th>2014/15</th>
<th>2015/16</th>
<th>2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Claims</td>
<td>197</td>
<td>218</td>
<td>227</td>
</tr>
<tr>
<td>Number of Pre-Trial Conferences</td>
<td>70</td>
<td>85</td>
<td>75</td>
</tr>
<tr>
<td>Number of Matters Settled at Conference</td>
<td>34</td>
<td>44</td>
<td>31</td>
</tr>
<tr>
<td>Number of Matters Listed for Trial</td>
<td>36</td>
<td>41</td>
<td>33</td>
</tr>
<tr>
<td>Number of Matters Pending</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
</tbody>
</table>

Table 8 – Industrial Magistrates Court Statistics – Number of Pre-Trial Conferences

Awards and Industrial Agreements

Registry Services provide information and assistance to the Commission, IMC and members of the public on current and historical matters relevant to State awards and industrial agreements.

They also maintain electronic versions of the awards and industrial agreements, including consolidated versions of the same, which are accessible to the public on the Commission’s website at www.wairc.wa.gov.au.

The award and industrial agreement matters processed this year:

<table>
<thead>
<tr>
<th>Nature of Application</th>
<th>Number of Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement from an Industrial Agreement</td>
<td>41</td>
</tr>
<tr>
<td>State Wage Case General Order</td>
<td>218</td>
</tr>
<tr>
<td>Location Allowance General Order</td>
<td>81</td>
</tr>
<tr>
<td>New Industrial Agreements (General)</td>
<td>38</td>
</tr>
<tr>
<td>New Industrial Agreements (Public Sector)</td>
<td>6</td>
</tr>
</tbody>
</table>

Table 9 – Award and Industrial Agreement Applications Processed
REPORT ON OPERATIONS

COMMISSION SERVICES

General Orders
The 2017 State Wage Case General Order was handed down by the Commission on 19 June 2017. The General Order, in accordance with section 12 of the *Minimum Conditions of Employment Act 1993* increased the minimum weekly wage for adult employees, who fall within the State industrial relations system.

The General Order came into effect from the first pay period commencing on or after 1 July 2017. It resulted in the adult minimum wage increasing from $692.90 to $708.90 per week from that date. All base rates in State awards where that rate was below $791.90 per week were also increased by $16.00 per week. For awards containing a base rate higher than $791.90 per week, a 2.3% increase was applied to the relevant base rate. Proportionate increases were also applied to junior award rates for apprentices and trainees.

The Commission’s Location Allowance General Order was handed down on 15 June 2017. This General Order varied and substituted relevant location allowance provisions contained within nominated State awards. It took effect from the commencement of the first pay period on or after 1 July 2017.

Registry Services as well as our ICT staff provide ongoing support and assistance to the Commission each year in the processing of its General Orders. This involves the necessary preparatory and significant work required to amend the Commission’s awards in accordance with the General Orders. Updated versions of the awards were publicly available on the Commission’s website on 1 July 2017.
REPORT ON OPERATIONS

COMMISSION SERVICES

Western Australian Industrial Gazette

Section 93(3) of the IR Act requires the Registrar to publish in the WAIG all awards and orders filed in her office. In addition, all notices and matters listed in Schedule 1 of the IR Act must be published:

- retirements from industrial agreements;
- all decisions and published reasons for decision of the Commission, the IAC and the IMC;
- all directions and Orders which alter the qualifications for membership of any organisation, the area in respect of which the organisation is registered, or the name of the organisation;
- a list of organisations registered under the IR Act and the registered offices of those organisations;
- notifications of the appointment of any person as chairman or member of a Board of Reference; and
- any matter which is prescribed or which is directed by the IAC, the President, or the Chief Commissioner to be published, or which the Registrar may consider should be published.

The IR Act provides that matters identified above, as published in the WAIG shall be taken to be evidence of the matter stated therein, before all courts and persons acting judicially.

The WAIG is also a valuable resource often utilised by employers, employees and their representatives to determine historical wage rates within State awards and industrial agreements.

The WAIG sub-parts are published each month. In addition to the sub-parts, half yearly appendices which contain 15 appendices are published. These appendices include details of State awards and agreements currently in force and any amendments, historical and current Federal and State minimum wage increases and details of industrial organisations registered by the Commission.

Electronic copies of the WAIG, from 1960 onwards, are available on the State Law Publisher’s website at www.slp.wa.gov.au. Hard copy volumes of the WAIG, dating back to the early 1920’s, are available to members of the public upon request to the Commission’s Library.

During this year, there were 15 monthly editions (sub-parts) of the WAIG and two six-monthly appendices published. The WAIG is entirely compiled by departmental staff resources.
**REPORT ON OPERATIONS**

**COMMISSION SERVICES**

**Employer-Employee Agreements**

Employer-Employee Agreements (EEA) are confidential, individual employment agreements between an employer and an employee, which set out agreed employment terms and conditions relevant to them. Applications which seek to register an EEA are made to the Registrar. The legislative provisions for the lodgement and registration of EEA's are set out in the IR Act, within Part VID. An EEA will not be accepted for lodgement, nor can it be registered, unless certain requirements of the IR Act have been met.

This includes the conduct of a No Disadvantage Test between the EEA and the relevant award. The test is to ensure that the employee is on balance, not disadvantaged under the EEA when compared with what the employee would have received under the award.

**Right of Entry Permits for Union Officials**

Sections 49H and 49I of the IR Act allow duly authorised union officials to enter workplaces of relevant employees. A relevant employee is defined as one who is a member of, or eligible to be a member of the relevant union.

The rights and the purpose for which an authorised official may enter a workplace can include:

- the right to enter, during working hours, any premises where relevant employees work for the purpose of:
  - holding discussions at the premises with any of the relevant employees who wish to participate in those discussions; or
  - investigating any suspected breach of various specified legislation or an award, order, industrial agreement or employer-employee agreement that applies to any such employee; or
  - the right to inspect employment-related records and other specified documents.

A union official will not be recognised as an authorised representative unless the official has been issued with an identity card, known as a Right of Entry Permit, by the Registrar of the Commission.

To be issued with a Right of Entry Permit, an application must be made to the Registrar by the Secretary of the relevant union. Permits are issued in the form of a laminated card and contain the information required by regulation 82 of the Industrial Relations Commission Regulations 2005 (IRC Regulations). The Permit must be produced by the authorised representative on each occasion that they seek to enter the workplace of a relevant employee.

During the reporting year, 74 applications for Right of Entry Permits were received and processed by the Registry. Since the introduction of Right of Entry Permits in 2002, the Registrar has issued a total of 1,787 permits. As at 30 June 2017, the number of current permits was 378.
REPORT ON OPERATIONS

COMMISSION SERVICES

Registered Organisations

Registered organisations are union or employer organisations which represent the interests of their members and are registered by the Commission under the IR Act. To maintain registration, these organisations must satisfy legislative responsibilities in relation to their finances, constitutional rules, financial affairs, election of office bearers, annual financial and membership reporting and other matters (sections 52 to 80 of the IR Act).

One of the functions of the Registrar and delegated officers by way of review and investigation, is to ensure that organisations are meeting their obligations and responsibilities under the IR Act. Information and assistance is also provided to organisations to guide them in meeting their legislative and other compliance requirements. No alteration to rules is effective until an application is filed by the registered organisation and authorised by either the Full Bench or the Registrar.

The Registrar is responsible for maintaining a register relating to employee and employer organisations registered by the Commission. This includes current and historical information relating to each union and employer organisation since their registration. The Registrar also maintains the rules of each registered organisation.

Information regarding registered organisations and their rules are available on the Commission’s website at www.wairc.wa.gov.au.

Pro Bono Scheme

One of the Department’s functions is to assist the Commission through the coordination and administration of the Commission’s Pro Bono Scheme. The scheme seeks to provide access to free legal advice and assistance to employers and employees not represented by a lawyer, in some circumstances. A number of law firms participate in the scheme to provide the pro bono service.

Unrepresented employees or employers who may be disadvantaged financially or socially (language or literacy difficulties), have no access to a union or professional association which might otherwise be able to provide advice, or have difficulty understanding the process to which they are a party, may be eligible for assistance under the scheme.

Referral for assistance is at the discretion of a Commissioner or the Registrar. Neither the Commission nor the Registrar is obligated to refer an unrepresented litigant for assistance and there is no guarantee that a legal practitioner will be available to accept the referral.

The Commission or the Registrar may be able to refer an unrepresented employee or employer to a legal practitioner for free advice, or assistance in relation to:

- a claim of unfair dismissal;
- a claim of a benefit due under a contract of employment;
REPORT ON OPERATIONS

COMMISSION SERVICES

- an appeal to the Public Service Appeal Board; or
- an appeal arising from either an unfair dismissal claim or a claim of a benefit due under a contract of employment.

The assistance may include obtaining advice, drafting documents and in limited circumstance may include, representation. In most instances however it is still the parties’ responsibility to prepare their outline of submissions, any witness statements and other documents they wish to rely on at the hearing. Parties should be prepared to stand up in the hearing and present their own case.

The Commission and the Department acknowledge the continuing kind participation of the following law firms and organisations:

- Ashurst Australia
- Clayton Utz
- DLA Piper
- Jackson McDonald
- Kott Gunning Lawyers
- MinterEllison
- Workwise Advisory Services.

While not all applications for pro bono assistance were eligible for access to the scheme, numerous referrals were made to participating law firms during the 2016/17 reporting period.

It is recognised that proceedings frequently take longer and are more testing due to the lack of knowledge and familiarity of unrepresented parties with the system in which they need to operate. Resolution of claims can also be more difficult.

Through the scheme, eligible parties were able to obtain free legal advice and assistance to make informed decisions in relation to their situation. This service facilitated the timely resolution of matters, often without needing to further access court resources. If a matter did proceed, the referred party was better placed to understand and participate in the court process. Further information about the scheme may be obtained by contacting the Pro Bono Scheme Coordinator on (08) 9420 4444 or registry@wairc.wa.gov.au.
REPORT ON OPERATIONS

CORPORATE SERVICES

Finance and Administration

The Finance and Administration section provides effective management of the Department’s budget, the efficient control of assets and provides administrative support to both the Department and the Commission.

The section continues to efficiently manage expenditure to maximise cost effective service outputs for the Department. All activities are undertaken in compliance with the *Financial Management Act 2006*, Treasurer’s Instructions, relevant accounting standards, as well as public sector and internal policies and guidelines.

Our team undertakes careful planning of the budget for each financial year and across the forward estimates. The budget and the funding allocations in both the recurrent and capital expenditure areas are managed to ensure the best use of resources and to facilitate the effective delivery of services to both the Department and the Commission.

The services provided by the Finance and Administration section include the procurement of goods, services and assets. Every effort is made to procure cost effective services and contracts which enable the Department to reduce costs wherever possible, to ensure practical utilisation of the funds and resources available.

Major activities undertaken during the year were:

- The refurbishment of part of the office accommodation to allow the Department to relinquish an area of the leased premises to reduce the lease costs of office accommodation for the remainder of the lease period;

- Systematic management of the Department’s financial position within a ‘best practice’ business model aimed at improving the financial position and stature of the Department. This included efficient external reporting to the Department of Treasury, Office of the Auditor General, Department of Finance and other stakeholders;

- Effective and harmonised internal budget management was undertaken to achieve the best administration of available funds and resources to ensure an effective service delivery outcome for each cost centre throughout the Department. A more streamlined internal budget process and the implementation of further developed financial policies has led to improved operational results at lower overall expenditure for the Department; and

- The Finance section has continued to maximise procurement, accounts payable, accounts receivable, asset management and contracts management service delivery outcomes, through the use of the financial management information system provided through a bureau service arrangement. This service is managed by the Department of Local Government, Sport and Cultural Industries - Culture and the Arts (DLGSC) (formerly known as the Department of Culture and Arts). This is a very effective service provided by the DLGSC that continues to provide lower infrastructure costs for the Department with maximum output benefits.
REPORT ON OPERATIONS

CORPORATE SERVICES

Each year the Office of the Auditor General (OAG) presents to Parliament, a list of public sector agencies achieving better practice standards across their financial reporting and financial controls. The Department has again been acknowledged for its achievements in financial reporting.

In the 2016/17 reporting year, the Department was recognised as a ‘best practice’ agency for the fourteenth consecutive year and acknowledged as one of the top 20 agencies in the small agency category for the financial reporting.

The Department is the first public sector agency to be audited by the OAG immediately after the close of the financial year. This requires effective planning and meticulous organisation by the Finance section to ensure compliance with new accounting standards and audit readiness well before the year-end audit commences, which is normally within a week of the close of the financial year.

Achieving the recognition as a best practice agency by the OAG for meeting the criteria for the effective financial controls and financial reporting, is a direct reflection of the dedication and effort by every member of the Finance and Administration section.

Photo - Finance and Administration Team
REPORT ON OPERATIONS
CORPORATE SERVICES

Human Resources
The Human Resource (HR) section supports the Department in strengthening its strategic focus, corporate operations, governance and services. HR also provides human resources support and administration to the Commission.

During the current reporting year, the HR team focussed on progressing the initiatives in the Department’s Workforce and Diversity Plan 2016-2020.

The strategies include:

• Valuing diversity and ensuring the work environment is free from all forms of harassment;

• Ensuring our workplace is free from employment practices that are biased or discriminate unlawfully against employees or potential employees; and

• Employment programs and practices recognise and include strategies to improve outcomes for employees from diversity groups.

Progress this year was also made in the following areas:

• Improving the links between Human Resource policies, plans and initiatives and the Department strategic and operational plans;

• Recruitment and selection processes were reviewed and enhanced in accordance with best practice recruitment and selection techniques; and

• A review of current job descriptions is being progressed in conjunction with the Performance Development Plan processes.

Other achievements by the HR section this year included:

• An upgrade of the HR Management Information System, so that the Department together with the agencies that form the payroll cluster agency group, have the benefit of the most current version and optimal system;

• The capture of all employee personal records into the Department's electronic record management system for the improved security of information in additional to hard copy records; and

• Review of leave control processes leading to the implementation of improved procedures resulting in enhanced accuracy of staff leave records and timesheets;

Further information in relation to staff profile and demographics is included in this report under “Employment and Industrial Relations” on page 93.
**REPORT ON OPERATIONS**

**CORPORATE SERVICES**

**Information and Communication Technology**

In its support of the Commission and the Department, the ICT section has dedicated significant effort to a number of major projects in the reporting period.

The ICT management team initiated an extensive review of the ICT systems and infrastructure aimed at improving efficiencies and reducing expenditure. This resulted in a reduction in software licensing and server hardware costs, while improving ICT operation and system reliability.

The beginning of 2017 saw the culmination of the ongoing Cloud Migration project whereby the majority of business critical systems migrated from onsite systems to highly available offsite systems. Rather than being a simple “move” of existing systems, this was an opportunity to refresh and renew a number of systems, bringing them up to the latest operating systems and software. This has not only saved costs, but will result in further savings during the next 12 months.

The Department’s personal computer standard operating environment was refreshed and upgraded to Windows 10. The complete server, ICT network and personal computer refresh was an entire operational overhaul which has enabled the optimization, consolidation and flexibility necessary to ensure the Department and the Commission can proactively embrace the future of ICT.

As part of the various refurbishments undertaken, next generation audio video protocols with integrated digital collaboration units and industry leading WiFi services were introduced into the court environment. During the refurbishment, the latest in digital recording hardware was implemented and integrated into all hearings and conference rooms.

The enhanced integration of the eCourt environment is controlled through interfaces in each room that enable access to audio, lighting, internet protocol telephony, video conferencing and presentation systems. This facilitates seamless operation with a single touch reducing the administrative burden on court staff.

The achievement of these strategic objectives was reflected in the state of the art coverage of the 2017 State Wage Case.
REPORT ON OPERATIONS

CORPORATE SERVICES

Library Services

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 members and staff.

The Library staff continue to provide accurate and timely information through our reference and research service and through the maintenance and development of the Library’s specialised collection.

During the 2016/17 year, the Library staff handled approximately 180 reference requests. These requests were received from Commissioners, departmental staff and some general public enquiries.

During the reporting year, the Library moved to a new location within the Department which is in closer proximity to Commission staff. This facilitates an increased use of the Library and a more personalised service for Commissioners.

The Library continues to provide a program of both formal and informal training on the use of electronic and legal databases. Such training assists Commissioners and their staff to achieve an improved understanding of the systems and therefore allow them to gain the maximum benefit from resources when conducting their legal research.

The last twelve months has been a period of review for the Library, with procedure manuals and policies updated as well as a review of current and potential new services and resources undertaken. This is to ensure that the Library adapts to its changing work environment and continues to achieve an excellent inservice delivery to the Commission.
SIGNIFICANT ISSUES

SIGNIFICANT ISSUES IMPACTING THE AGENCY

Western Australian Government’s Service Priority Review, Machinery of Government Changes and Digital WA ICT Strategy 2016-2020

As reported in the 2016 Annual Report, the Department has undertaken a detailed review and upgrade of ICT infrastructure and services including audio visual collaborative devices, the migration of business critical systems to the cloud and the redesign of the network infrastructure. The purpose was to ensure robust systems that provide the broadest accessibility to the Commission for everyone in the community. There was a particular focus on regional and vulnerable members of the community who may not have the same level of accessibility and resources as those within the metropolitan area.

Each activity was aligned to the government’s goals of a more efficient, collaborative, adaptable and outcomes-based public sector with the objective of providing better and more affordable services.

The final stage of the ICT redesign and enhancement entails the Department’s payroll system, case management system and website reconfiguration. The progress and direction of this stage is likely to be impacted by the Service Priority Review, Machinery of Government changes and the Digital WA ICT Strategy 2016-2020. It is anticipated that recommendations from these reviews will require further alignment of the current ICT strategy.
DISCLOSURES AND LEGAL COMPLIANCE

AUDIT OPINION

INDEPENDENT AUDITOR’S REPORT

To the Parliament of Western Australia

DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Report on the Financial Statements

Opinion

I have audited the financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission which comprise the Statement of Financial Position as at 30 June 2017, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, Schedule of Income and Expenses by Service, Schedule of Assets and Liabilities by Service, and Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the operating results and cash flows of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended 30 June 2017 and the financial position at the end of that period. They are in accordance with Australian Accounting Standards, the Financial Management Act 2006 and the Treasurer’s Instructions.

Basis for Opinion

I conducted my audit in accordance with the Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Department in accordance with the Auditor General Act 2006 and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial statements. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibility of the Chief Executive Officer for the Financial Statements

The Chief Executive Officer is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, the Financial Management Act 2006 and the Treasurer’s Instructions, and for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive Officer is responsible for assessing the agency’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Western Australian Government has made policy or funding decisions affecting the continued existence of the Department.
AUDIT OPINION

**Auditor’s Responsibility for the Audit of the Financial Statements**

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements. The objectives of my audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the agency’s internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Chief Executive Officer.

- Conclude on the appropriateness of the Chief Executive Officer’s use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the agency’s ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor’s report to related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor’s report.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Chief Executive Officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

**Report on Controls**

**Opinion**

I have undertaken a reasonable assurance engagement on the design and implementation of controls exercised by the Department of the Registrar, Western Australian Industrial Relations Commission. The controls exercised by the Department are those policies and procedures established by the Chief Executive Officer to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions (the overall control objectives).
DISCLOSURES AND LEGAL COMPLIANCE

AUDIT OPINION

My opinion has been formed on the basis of the matters outlined in this report.

In my opinion, in all material respects, the controls exercised by the Department of the Registrar, Western Australian Industrial Relations Commission are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions during the year ended 30 June 2017.

The Chief Executive Officer’s Responsibilities
The Chief Executive Officer is responsible for designing, implementing and maintaining controls to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities are in accordance with the Financial Management Act 2006, the Treasurer’s Instructions and other relevant written law.

Auditor General’s Responsibilities
As required by the Auditor General Act 2006, my responsibility as an assurance practitioner is to express an opinion on the suitability of the design of the controls to achieve the overall control objectives and the implementation of the controls as designed. I conducted my engagement in accordance with Standard on Assurance Engagements ASAE 3150 Assurance Engagements on Controls issued by the Australian Auditing and Assurance Standards Board. That standard requires that I comply with relevant ethical requirements and plan and perform my procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the overall control objectives and the controls, necessary to achieve the overall control objectives, were implemented as designed.

An assurance engagement to report on the design and implementation of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the overall control objectives and the implementation of those controls. The procedures selected depend on my judgement, including the assessment of the risks that controls are not suitably designed or implemented as designed. My procedures included testing the implementation of those controls that I consider necessary to achieve the overall control objectives.

I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Limitations of Controls
Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and implemented as designed, once the controls are in operation, the overall control objectives may not be achieved so that fraud, error, or noncompliance with laws and regulations may occur and not be detected. Any projection of the outcome of the evaluation of the suitability of the design of controls to future periods is subject to the risk that the controls may become unsuitable because of changes in conditions.

Report on the Key Performance Indicators

Opinion
I have undertaken a reasonable assurance engagement on the key performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended 30 June 2017.

The key performance indicators are the key effectiveness indicators and the key efficiency indicators that provide performance information about achieving outcomes and delivering services. Service 2 “Conciliation and Arbitration by the Western Australian Industrial Relations Commission” relates 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 efficiency indicators are not reported for the Commission by the Department.

In my opinion, in all material respects, the key performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission are relevant and appropriate to assist users to assess the Department’s performance and fairly represent indicated performance for the year ended 30 June 2017.

The Chief Executive Officer’s Responsibility for the Key Performance Indicators
The Chief Executive Officer is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer’s Instructions and for such internal control as the Chief Executive Officer determines necessary to enable the preparation of key performance indicators that are free from material misstatement, whether due to fraud or error.

In preparing the key performance indicators, the Chief Executive Officer is responsible for identifying key performance indicators that are relevant and appropriate having regard to their purpose in accordance with Treasurer’s Instruction 904 Key Performance Indicators.

Auditor General’s Responsibility
As required by the Auditor General Act 2006, my responsibility as an assurance practitioner is to express an opinion on the key performance indicators. The objectives of my engagement are to obtain reasonable assurance about whether the key performance indicators are relevant and appropriate to assist users to assess the agency’s performance and whether the key performance indicators are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. I conducted my engagement in accordance with Standard on Assurance Engagements ASAE 3000 Assurance Engagements Other than Audits or Reviews of Historical Financial Information issued by the Australian Auditing and Assurance Standards Board. That standard requires that I comply with relevant ethical requirements relating to assurance engagements.

An assurance engagement involves performing procedures to obtain evidence about the amounts and disclosures in the key performance indicators. It also involves evaluating the relevance and appropriateness of the key performance indicators against the criteria and guidance in Treasurer’s Instruction 904 for measuring the extent of outcome achievement and the efficiency of service delivery. The procedures selected depend on my judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments I obtain an understanding of internal control relevant to the engagement in order to design procedures that are appropriate in the circumstances.

I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

My Independence and Quality Control Relating to the Reports on Controls and Key Performance Indicators
I have complied with the independence requirements of the Auditor General Act 2006 and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.
Matters Relating to the Electronic Publication of the Audited Financial Statements and Key Performance Indicators

This auditor’s report relates to the financial statements and key performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended 30 June 2017 included on the Department’s website. The Department’s management is responsible for the integrity of the Department’s website. This audit does not provide assurance on the integrity of the Department’s website. The auditor’s report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.

DON CUNNINGHAME
ACTING DEPUTY AUDITOR GENERAL
Delegates of the Auditor General for Western Australia
Perth, Western Australia
26 July 2017
DISCLOSURES AND LEGAL COMPLIANCE

FINANCIAL STATEMENTS

Certification of Financial Statements
for the Year Ended 30 June 2017

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 Management Act 2006 from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2017 and the financial position as at 30 June 2017.

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

Susan Bastian
Accountable Authority
26 July 2017

Licy Mathew
Chief Finance Officer
26 July 2017
### STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2017

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td><strong>COST OF SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits expense</td>
<td>5</td>
<td>5,687</td>
</tr>
<tr>
<td>Supplies and services</td>
<td>7</td>
<td>1,520</td>
</tr>
<tr>
<td>Depreciation and amortisation expense</td>
<td>8</td>
<td>389</td>
</tr>
<tr>
<td>Accommodation expenses</td>
<td>9</td>
<td>3,687</td>
</tr>
<tr>
<td>Loss on disposal of non-current assets</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Other expenses</td>
<td>11</td>
<td>274</td>
</tr>
<tr>
<td><strong>Total Cost of Services</strong></td>
<td>11,569</td>
<td>11,083</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User charges and fees</td>
<td>13</td>
<td>29</td>
</tr>
<tr>
<td>Other revenue</td>
<td>14</td>
<td>81</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>110</td>
<td>127</td>
</tr>
<tr>
<td><strong>Total Income other than Income from State Government</strong></td>
<td>110</td>
<td>127</td>
</tr>
<tr>
<td><strong>NET COST OF SERVICES</strong></td>
<td>11,459</td>
<td>10,956</td>
</tr>
<tr>
<td><strong>INCOME FROM STATE GOVERNMENT</strong></td>
<td>12,456</td>
<td>12,606</td>
</tr>
<tr>
<td>Service appropriation</td>
<td>19</td>
<td>13</td>
</tr>
<tr>
<td>Services received free of charge</td>
<td>95</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income from State Government</strong></td>
<td>12,570</td>
<td>12,619</td>
</tr>
<tr>
<td><strong>SURPLUS/(DEFICIT) FOR THE PERIOD</strong></td>
<td>1,111</td>
<td>1,663</td>
</tr>
<tr>
<td><strong>OTHER COMPREHENSIVE INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in asset revaluation reserve</td>
<td>26</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Other Comprehensive Income</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME FOR THE PERIOD</strong></td>
<td>1,111</td>
<td>1,663</td>
</tr>
</tbody>
</table>

See also the 'Schedule of Income and Expenses by Service'
The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.
### STATEMENT OF FINANCIAL POSITION

**FOR THE YEAR ENDED 30 JUNE 2017**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
</table>

#### ASSETS

**Current Assets**
- Cash and cash equivalents: 16, 7,723 (7,462)
- Receivables: 17, 76 (76)
- Amounts receivable for services: 18, 160 (160)
- Other current assets: 19, 60 (100)

**Total Current Assets**: 8,019 (6,798)

**Non-Current Assets**
- Restricted cash and cash equivalents: 20, 50 (-)
- Amounts receivable for services: 18, 1,693 (1,404)
- Property, plant and equipment: 21, 2,016 (775)
- Intangible assets: 22, 6 (10)

**Total Non-Current Assets**: 3,765 (2,189)

**TOTAL ASSETS**: 11,784 (8,987)

#### LIABILITIES

**Current Liabilities**
- Provisions: 24, 1,499 (1,719)
- Payables: 25, 104 (219)

**Total Current Liabilities**: 1,603 (1,938)

**Non-Current Liabilities**
- Provisions: 24, 139 (195)

**Total Non-Current Liabilities**: 139 (195)

**TOTAL LIABILITIES**: 1,742 (2,133)

**NET ASSETS**: 10,042 (6,854)

#### EQUITY

- Contributed equity: 26, 2,572 (495)
- Reserves: - (-)
- Accumulated surplus: 7,470 (6,359)

**TOTAL EQUITY**: 10,042 (6,854)

*See also ‘Schedule of Assets and Liabilities by Service’.*

*The Statement of Financial Position should be read in conjunction with the accompanying notes.*
### Statement of Changes in Equity

For the Year Ended 30 June 2017

<table>
<thead>
<tr>
<th>NOTE</th>
<th>Contributed Equity</th>
<th>Reserves</th>
<th>Accumulated Surplus / (Deficit)</th>
<th>Total Equity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Balance at 1 July 2015</td>
<td>26</td>
<td>495</td>
<td>15</td>
<td>4,681</td>
</tr>
<tr>
<td>Transfer to Accumulated Surplus</td>
<td></td>
<td>-</td>
<td>(15)</td>
<td>15</td>
</tr>
<tr>
<td>Total comprehensive income for the year</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1,663</td>
</tr>
<tr>
<td>Balance at 30 June 2016</td>
<td></td>
<td>495</td>
<td>-</td>
<td>6,359</td>
</tr>
<tr>
<td>Balance at 1 July 2016</td>
<td></td>
<td>495</td>
<td>-</td>
<td>6,359</td>
</tr>
<tr>
<td>Total comprehensive income for the year</td>
<td></td>
<td>-</td>
<td>-</td>
<td>1,111</td>
</tr>
<tr>
<td>Transactions with owners in their capacity as owners:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital appropriations</td>
<td></td>
<td>2,077</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Balance at 30 June 2017</td>
<td></td>
<td>2,572</td>
<td>-</td>
<td>7,470</td>
</tr>
</tbody>
</table>

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

For the Year Ended 30 June 2017

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
</tbody>
</table>

#### Cash Flows From State Government

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service appropriations</td>
<td>12,007</td>
<td>12,287</td>
</tr>
<tr>
<td>Capital appropriations</td>
<td>2,077</td>
<td>-</td>
</tr>
<tr>
<td>Holding account drawdowns</td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td>Other income from State Government</td>
<td>95</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net cash provided by State Government</strong></td>
<td>14,339</td>
<td>12,447</td>
</tr>
</tbody>
</table>

Utilised as follows:

#### Cash Flows From Operating Activities

**Payments**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee benefits</td>
<td>(6,031)</td>
<td>(6,287)</td>
</tr>
<tr>
<td>Supplies and services</td>
<td>(1,597)</td>
<td>(1,314)</td>
</tr>
<tr>
<td>Accommodation</td>
<td>(3,693)</td>
<td>(3,360)</td>
</tr>
<tr>
<td>GST payments on purchases</td>
<td>(712)</td>
<td>(509)</td>
</tr>
<tr>
<td>Other payments</td>
<td>(169)</td>
<td>(151)</td>
</tr>
</tbody>
</table>

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>User charges and fees</td>
<td>30</td>
<td>28</td>
</tr>
<tr>
<td>Other receipts</td>
<td>80</td>
<td>97</td>
</tr>
<tr>
<td>GST receipts on sales</td>
<td>24</td>
<td>16</td>
</tr>
<tr>
<td>GST receipts from taxation authority</td>
<td>681</td>
<td>492</td>
</tr>
<tr>
<td><strong>Net cash provided by/(used in) operating activities</strong></td>
<td>27 (b)</td>
<td>(11,387)</td>
</tr>
</tbody>
</table>

#### Cash Flows From Investing Activities

**Payments**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of non-current physical assets</td>
<td>(1,646)</td>
<td>(195)</td>
</tr>
</tbody>
</table>

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from sale of non-current physical assets</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net cash provided by/(used in) investing activities</strong></td>
<td>(1,641)</td>
<td>(195)</td>
</tr>
</tbody>
</table>

Net increase/(decrease) in cash and cash equivalents  

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,311</td>
<td>1,264</td>
<td></td>
</tr>
</tbody>
</table>

Cash and cash equivalents at the beginning of the period

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,462</td>
<td>5,198</td>
<td></td>
</tr>
</tbody>
</table>

**Cash and Cash Equivalents at the End of the Period**

<table>
<thead>
<tr>
<th>Description</th>
<th>27 (a)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7,773</td>
<td>6,462</td>
<td></td>
</tr>
</tbody>
</table>

*The Statement of Cash Flows should be read in conjunction with the accompanying notes.*
### Schedule of Income and Expenses by Service for the Year Ended 30 June 2017

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COST OF SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits expense</td>
<td>$2,650</td>
<td>$2,680</td>
<td>$5,337</td>
</tr>
<tr>
<td>Supplies and services</td>
<td>$545</td>
<td>$437</td>
<td>$982</td>
</tr>
<tr>
<td>Depreciation and amortisation expense</td>
<td>$157</td>
<td>$50</td>
<td>$207</td>
</tr>
<tr>
<td>Accommodation expenses</td>
<td>$1,451</td>
<td>$1,355</td>
<td>$2,806</td>
</tr>
<tr>
<td>Loss on disposal of non-current assets</td>
<td>$11</td>
<td>-</td>
<td>$12</td>
</tr>
<tr>
<td>Other expenses</td>
<td>$210</td>
<td>$165</td>
<td>$375</td>
</tr>
<tr>
<td><strong>Total Cost of Services</strong></td>
<td>$5,024</td>
<td>$4,687</td>
<td>$9,711</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User charges and fees</td>
<td>$28</td>
<td>$29</td>
<td>$57</td>
</tr>
<tr>
<td>Other revenue</td>
<td>$81</td>
<td>$71</td>
<td>$152</td>
</tr>
<tr>
<td><strong>Total Income other than Income from State Government</strong></td>
<td>$109</td>
<td>$100</td>
<td>$209</td>
</tr>
<tr>
<td><strong>NET COST OF SERVICES</strong></td>
<td>$4,915</td>
<td>$4,587</td>
<td>$9,492</td>
</tr>
</tbody>
</table>

**INCOME FROM STATE GOVERNMENT**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Service appropriations</td>
<td>$5,765</td>
<td>$6,005</td>
<td>$11,760</td>
</tr>
<tr>
<td>Services received free of charge</td>
<td>$19</td>
<td>$9</td>
<td>$28</td>
</tr>
<tr>
<td>Other income from State government</td>
<td>$95</td>
<td>-</td>
<td>$95</td>
</tr>
<tr>
<td><strong>TOTAL INCOME FROM STATE GOVERNMENT</strong></td>
<td>$5,879</td>
<td>$6,014</td>
<td>$11,893</td>
</tr>
</tbody>
</table>

**SURPLUS/(DEFICIT) FOR THE PERIOD**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$964</td>
<td>$1,427</td>
<td>$1,427</td>
</tr>
</tbody>
</table>

The Schedule of Income and Expenses by Service should be read in conjunction with the Statement of Comprehensive Income and accompanying notes.
### DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION
### SCHEDULE OF ASSETS AND LIABILITIES BY SERVICE AS AT 30 JUNE 2017

<table>
<thead>
<tr>
<th></th>
<th>SUPPORT TO THE WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION AND INDUSTRIAL MAGISTRATES COURT</th>
<th>CONCILIATION AND ARBITRATION BY THE WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current assets</td>
<td>3,636</td>
<td>3,204</td>
<td>4,383</td>
</tr>
<tr>
<td>Non-current assets</td>
<td>3,217</td>
<td>1,625</td>
<td>548</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>6,853</td>
<td>4,829</td>
<td>4,931</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current liabilities</td>
<td>827</td>
<td>835</td>
<td>776</td>
</tr>
<tr>
<td>Non-current liabilities</td>
<td>64</td>
<td>141</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>891</td>
<td>976</td>
<td>851</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>5,962</td>
<td>3,853</td>
<td>4,080</td>
</tr>
</tbody>
</table>

The Schedule of Assets and Liabilities by Service should be read in conjunction with the Statement of Financial Position and accompanying notes.
### Summary of Consolidated Account Appropriations and Income Estimates

#### Delivery Services

<table>
<thead>
<tr>
<th></th>
<th>2017 Estimate $000</th>
<th>2017 Actual $000</th>
<th>Variance $000</th>
<th>2016 Estimate $000</th>
<th>2016 Actual $000</th>
<th>Variance $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 82 Net amount appropriated to deliver services</td>
<td>10,015</td>
<td>10,015</td>
<td>-</td>
<td>10,015</td>
<td>10,229</td>
<td>(214)</td>
</tr>
<tr>
<td>Amount Authorised by Other Statutes - Salaries and Allowances Act 1975</td>
<td>2,441</td>
<td>2,441</td>
<td>-</td>
<td>2,441</td>
<td>2,377</td>
<td>64</td>
</tr>
<tr>
<td>Total appropriations provided to deliver services</td>
<td>12,456</td>
<td>12,456</td>
<td>-</td>
<td>12,456</td>
<td>12,606</td>
<td>(150)</td>
</tr>
<tr>
<td>Capital Item 151 Capital Contribution</td>
<td>1,286</td>
<td>2,077</td>
<td>791</td>
<td>2,077</td>
<td>-</td>
<td>2,077</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>13,742</strong></td>
<td><strong>14,533</strong></td>
<td><strong>791</strong></td>
<td><strong>14,533</strong></td>
<td><strong>12,606</strong></td>
<td><strong>1,927</strong></td>
</tr>
</tbody>
</table>

#### Details of Expenses by Services

- Support to the WAIRC and Industrial Magistrates Court: 5,591 5,024 (567) 5,024 4,687 337
- Conciliation and Arbitration by the WAIRC: 7,232 6,545 (687) 6,545 6,396 149

#### Total Cost of Services

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2017 Variation $000</th>
<th>2016 $000</th>
<th>2016 Variation $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost of Services</td>
<td>12,823</td>
<td>(1,254)</td>
<td>11,569</td>
<td>486</td>
</tr>
<tr>
<td>Less total income</td>
<td>(80)</td>
<td>(30)</td>
<td>(110)</td>
<td>17</td>
</tr>
<tr>
<td>Net Cost of Services</td>
<td>12,743</td>
<td>(1,284)</td>
<td>11,459</td>
<td>503</td>
</tr>
<tr>
<td>Adjustments</td>
<td>(287)</td>
<td>1,284</td>
<td>997</td>
<td>1,650</td>
</tr>
<tr>
<td>Total appropriations provided to deliver services</td>
<td>12,456</td>
<td>-</td>
<td>12,456</td>
<td>12,606</td>
</tr>
</tbody>
</table>

#### Capital Expenditure

- Purchase of non-current physical assets: 1,446 1,643 197 1,643 198 1,445
- Adjustments for other funding sources: (160) 434 594 434 198 632

### Details of Income Estimates

- Income disclosed as Administered Income: - - - - - -

Adjustments comprise movements in cash balances and other accrual items such as receivables, payables and superannuation.

Note 29 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2017 and between the actual results for 2017 and 2016.
1. Australian Accounting Standards

General
The Department’s financial statements for the year ended 30 June 2017 have been prepared in accordance with Australian Accounting Standards. The term ‘Australian Accounting Standards’ includes Standards and Interpretations issued by the Australian Accounting Standards Board (AASB).

The Department has adopted any applicable new and revised Australian Accounting Standards from their operative dates.

Early adoption of standards
The Department cannot early adopt an Australian Accounting Standard unless specifically permitted by Treasurer’s Instruction (TI) 1101 Application of Australian Accounting Standards and Other Pronouncements. There has been no early adoption of Australian Accounting Standards that have been issued or amended (but not operative) by the Department for the annual reporting period ended 30 June 2017.

2. Summary of significant accounting policies

(a) General Statement
The Department is a not-for-profit reporting entity that prepares general purpose financial statements in accordance with the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB 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 Management Act 2006 and the Treasurer’s Instructions impose legislative provisions that govern the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

(b) Basis of preparation
The financial statements have been prepared on the accrual basis of accounting using the historical cost convention.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars and all values are rounded to the nearest thousand dollars ($000).

Note 3 a ‘Judgements made by management in applying accounting policies’ discloses judgements that have been made in the process of applying the Department's accounting policies resulting in the most significant effect on amounts recognised in the financial statements.

Note 3 b ‘Key sources of estimation uncertainty’ discloses key assumptions made concerning the future, and other key sources of estimation uncertainty at the end of the reporting period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.
(c) Reporting Entity
The reporting entity comprises the Department and there are no Related Bodies.

Mission
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 appropriations. The financial statements encompass all funds through which the Department controls resources to carry on its functions.

Services
The Department provides the following services:

Service 1: Support to the Western Australian Industrial Relations Commission and Industrial Magistrates Court
To provide effective and efficient support to the Commission, allowing the tribunal to provide the community with an efficient means of preventing or resolving industrial relations matters. This output includes the provision of services and support to the Industrial Magistrates Court.

Service 2: Conciliation and Arbitration by the Western Australian Industrial Relations Commission
This service relates to the activities of the Commission. The Commission provides processes for dealing with the prevention and resolution of conflict in respect of industrial matters. The Commission relies on the Department of the Registrar to manage its financial affairs but is not subject to any form of operational control by the Department of the Registrar and acts independently.

(d) Contributed Equity
AASB Interpretation 1038 Contributions by Owners Made to Wholly-Owned Public Sector Entities requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by TI 955 Contributions by Owners made to Wholly Owned Public Sector Entities and have been credited directly to Contributed equity.

The transfer of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal.

(e) Income
Revenue recognition
Revenue is recognised and measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

User Fees and Charges
Revenue is recognised when the transaction or event giving rise to the revenue occurs.

Service Appropriations
Service Appropriations are recognised as revenues at fair value 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 ‘Amounts receivable for services’ (holding account) held at Treasury. See note 15 ‘Income from State Government’ for further details.
Other Funds received from State Government
Revenue is recognised at fair value when the Department obtains control over the assets comprising the contributions, usually when cash is received.

Revenue from other government agencies
The Department receives revenue, from time to time on hosting other government departments, for the use of accommodation facilities and infrastructure.

Net Appropriation Determination
The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the Department. In accordance with the determination specified in the 2016-17 Budget Statements, the Department retained $734,000 in 2017 ($536,000 in 2016) from the following:

- proceeds from fees and charges
- other departmental revenue including GST receipts from ATO and GST receipts on sales

Gains
Realised or unrealised gains are usually recognised on a net basis. These include gains arising on the disposal of non-current assets and some revaluations of non-current assets.

(f) Property, plant and equipment
Capitalisation/ expensing of assets
Items of property, plant and equipment costing $5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of property, plant and equipment costing less than $5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than where they form part of a group of similar items which are significant in total).

Initial recognition and measurement
All items of property, plant and equipment are initially recognised at cost. For items of property, plant and equipment acquired at no cost or for nominal consideration, the cost is their fair value at the date of acquisition.

Subsequent measurement
Subsequent to initial recognition as an asset, the historical cost is used for the measurement of property, plant and equipment. Property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Derecognition
Upon disposal or derecognition of an item of property, plant and equipment, any revaluation surplus relating to that asset is retained in the asset revaluation surplus.

Asset revaluation reserve
The asset revaluation surplus is used to record increments and decrements on the revaluation of non-current assets on a class of assets basis.

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

<table>
<thead>
<tr>
<th>Asset</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant and equipment</td>
<td>3 to 5 years</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>3 to 4 years</td>
</tr>
<tr>
<td>Furniture and Fittings</td>
<td>4 to 5 years</td>
</tr>
<tr>
<td>Leasehold Improvements</td>
<td>Lease Term</td>
</tr>
</tbody>
</table>
(g) Intangible Assets

Capitalisation/expensing of assets

Acquisitions of intangible assets costing $5,000 or more and internally generated intangible assets costing $5,000 or more are capitalised. The cost of utilising the assets is expensed (amortised) over their useful lives. Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income. Intangible assets are initially recognised at cost. For assets acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition. The cost model is applied for subsequent measurement requiring the asset to be carried at cost less any accumulated amortisation and accumulated impairment losses.

Amortisation for intangible assets with finite useful lives is calculated for the period of the expected benefit (estimated useful life which is reviewed annually) on the straight line basis. All intangible assets controlled by the Department have a finite useful life and zero residual value. The expected useful lives for each class of intangible asset are:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
<td>3 to 5 years</td>
</tr>
<tr>
<td>Licences</td>
<td>3 to 5 years</td>
</tr>
</tbody>
</table>

(a) Software that is not integral to the operation of related hardware.

Computer Software

Software that is an integral part of the related hardware is recognized as property, plant and equipment. Software that is not an integral part of the related hardware is recognized as an intangible asset. Software costing less than $5,000 is expensed in the year of acquisition.

Licences

Licences have a finite useful life and are carried at cost less accumulated amortisation and accumulated impairment losses.

(h) Impairment of Assets

Property, plant and equipment, infrastructure and intangible assets are tested for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. Where an asset measured at cost is written down to recoverable amount, an impairment loss is recognised in profit or loss. Where a previously revalued asset is written down to recoverable amount, the loss is recognised as a revaluation decrement in other comprehensive income. As the Department is a not-for-profit entity, unless a specialised asset has been identified as a surplus asset, the recoverable amount is the higher of an asset’s fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset’s depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of the asset’s future economic benefits and to evaluate any impairment risk from falling replacement costs.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset.

Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at the end of each reporting period.
(i) Leases
The Department has entered into a number of operating lease arrangements for premises and motor vehicles. Lease payments are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the leased properties.

(j) Financial Instruments
In addition to cash, the Department has two categories of financial instrument:

- Receivables; and
- Financial liabilities measured at amortised cost.

These have been disaggregated into the following classes:

- Financial Assets
  - Cash and cash equivalents
  - Restricted cash and cash equivalents
  - Receivables
  - Amounts receivable for services

- Financial Liabilities
  - Payables

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or the face value. Subsequent measurement is at amortised cost using the effective interest method.

The fair value of short-term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

(k) Cash and Cash Equivalents
For the purpose of the Statement of Cash Flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise cash on hand which are subject to insignificant risk of changes in value.

(l) Accrued Salaries
Accrued salaries (see note 25 ‘Payables’) represent the amount due to staff but unpaid at the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to its fair value.

The accrued salaries suspense account (see note 20 ‘Restricted cash and cash equivalents’) consists of amounts paid annually, from Departmental appropriation for salaries expense, into a suspense account to meet the additional cash outflow in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account. 2015/16 financial year is an eleventh year.

The Department receives funding on an accrual basis. The appropriations are paid partly in cash and partly as an asset (holding account receivable). The accrued amount receivable is accessible on the emergence of the cash funding requirement to cover leave entitlements and asset replacement. See note 15 ‘Income from State Government’ and note 18 ‘Amounts receivable for services’.

(m) Amounts Receivable for Services (Holding Account)
The Department receives funding on an accrual basis. The appropriations are paid partly in cash and partly as an asset (holding account receivable). The accrued amount receivable is accessible on the emergence of the cash funding requirement to cover leave entitlements and asset replacement. See note 15 ‘Income from State Government’ and note 18 ‘Amounts receivable for services’.

(n) Receivables
Receivables are recognised at original invoice amount less an allowance for uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written-off against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Department will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days. See note 17 ‘Receivables’.
(o) Payables
Payables are recognised at the amounts payable when the Department becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as settlement is generally within 30 days. See note 25 ‘Payables’.

(p) Provisions
Provisions are liabilities of uncertain timing or amount and are recognised where there is a present legal or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the end of each reporting period. See note 24 ‘Provisions’.

Provisions - Employee Benefits
All annual leave and long service leave provisions are in respect of employees’ services up to the end of the reporting period.

Annual Leave
Annual leave is not expected to be settled wholly within 12 months after the end of the reporting period and is therefore considered to be ‘other long-term employee benefits’. The annual leave liability is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

The provision for annual leave is classified as a current liability as the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

Long Service Leave
Long service leave that is not expected to be settled wholly within 12 months after the end of the reporting period and is therefore recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Unconditional long service leave provisions are classified as current liabilities as the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period. Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because the Department has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Superannuation
The Government Employees Superannuation Board (GESB) and other fund providers administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees varies according to the commencement and implementation dates.
Eligible employees contribute to the Pension Scheme, a defined benefit pension scheme closed to new members since 1987, or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme closed to new members since 1995.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension or the GSS became non-contributory members of the West State Superannuation Scheme (WSS). Employees commencing employment on or after 16 April 2007 became members of the GESB Super Scheme (GESBS). From 30 March 2012, existing members of the WSS or GESBS and new employees became able to choose their preferred superannuation fund. The Department makes concurrent contributions to GESB or other funds on behalf of employees in compliance with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. Contributions to these accumulation schemes extinguish the Department's liability for superannuation charges in respect of employees who are not members of the Pension Scheme or GSS.

The GSS is a defined benefit scheme for the purposes of employees and whole-of-government reporting. However, it is a defined contribution plan for agency purposes because the concurrent contributions (defined contributions) made by the Department to GESB extinguishes the agency’s obligations to the related superannuation liability.

The Department has no liabilities under the Pension Scheme or the GSS. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Department to the GESB.

The GESB makes all benefit payments in respect of the Pension Scheme and GSS, and is recouped from the Treasurer for the employer’s share. See note 2(q) ‘Superannuation Expense’.

Provisions -Other

**Employment On-Costs**

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of ‘Other expenses’ and not included as part of the Department’s ‘Employee benefits expense’. The related liability is included in 'Employment on-costs provision'. See note 11 ‘Other Expenses’ and note 24 ‘Provisions’.

**(q)** **Superannuation Expense**

Superannuation expenses is recognised in the profit or loss of the Statement of Comprehensive Income and comprises of employer contributions paid to the GSS (concurrent contributions), the WSS, the GESBS, or other superannuation funds. The employer contribution paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

**(r)** **Assets and services received free of charge or for nominal cost**

Asset or services received free of charge or for nominal cost that can be reliably measured are recognised as income at the fair value of the assets and/or the fair value of those services that the Department would otherwise pay for. A corresponding expense is recognised for services received. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services received from other State Government agencies are separately disclosed under Income from State Government in the Statement of Comprehensive Income.

**(s)** **Comparative Figures**

Comparative figures are, where appropriate, reclassified to be comparable with the figures presented in the current financial year.
3 a. Judgements made by management in applying accounting policies
The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Department evaluates these judgements regularly.

Operating lease commitments
The Department has entered into a lease for Accommodation. The lease relates to building of a temporary nature and it has been determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, the lease has been classified as operating lease.

3 b. Key sources of estimation uncertainty
Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Long Service Leave
Several estimations and assumptions used in calculating the Department’s long service leave provision include expected future salary rates, discount rates, employee retention rates and expected future payments. Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.
4. Disclosure of changes in accounting policy and estimates

Initial application of an Australian Accounting Standard

The Department has applied the following Australian Accounting Standards effective, or adopted, for annual reporting periods beginning on or after 1 July 2016 that impacted on the Department.

AASB 1057  Application of Australian Accounting Standards

This Standard lists the application paragraphs for each other Standard (and Interpretation), grouped where they are the same. There is no financial impact.

AASB 2014-3  Amendments to Australian Accounting Standards – Accounting for Acquisitions of Interests in Joint Operations [AASB 1 & 11]

The Department establishes Joint Operations in pursuit of its objectives and does not routinely acquire interests in Joint Operations. Therefore, there is no financial impact on application of the Standard.

AASB 2014-4  Amendments to Australian Accounting Standards – Clarification of Acceptable Methods of Depreciation and Amortisation [AASB 116 & 138]

The adoption of this Standard has no financial impact for the Department as depreciation and amortisation is not determined by reference to revenue generation, but by reference to consumption of future economic benefits.

AASB 2014-9  Amendments to Australian Accounting Standards – Equity Method in Separate Financial Statements [AASB 1, 127 & 128]

This Standard amends AASB 127, and consequentially amends AASB 1 and AASB 128, to allow entities to use the equity method of accounting for investments in subsidiaries, joint ventures and associates in their separate financial statements. As the Department has no joint ventures and associates, the application of the Standard has no financial impact.

AASB 2015-1  Amendments to Australian Accounting Standards - Annual Improvements to Australian Accounting Standards 2012-2014 Cycle [AASB 1, 2, 3, 5, 7, 11, 110, 119, 121, 133, 134, 137 & 140]

These amendments arise from the issuance of International Financial Reporting Standard Annual Improvements to IFRSs 2012-2014 Cycle in September 2014, and editorial corrections. The Department has determined that the application of the Standard has no financial impact.

AASB 2015-2  Amendments to Australian Accounting Standards - Disclosure Initiative: Amendments to AASB 101 [AASB 7, 101, 134 & 1049]

This Standard amends AASB 101 to provide clarification regarding the disclosure requirements in AASB 101. Specifically, the Standard proposes narrow-focus amendments to address some of the concerns expressed about existing presentation and disclosure requirements and to ensure entities are able to use judgement when applying a Standard in determining what information to disclose in their financial statements. There is no financial impact.

AASB 2015-6  Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 & 1049]

The amendments extend the scope of AASB 124 to include application by not-for-profit public sector entities. Implementation guidance is included to assist application of the Standard by not-for-profit public sector entities. There is no financial impact.
AASB 2015-10  Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 & 128

This Standard defers the mandatory effective date (application date) of amendments to AASB 10 & AASB 128 that were originally made in AASB 2014-10 so that the amendments are required to be applied for annual reporting periods beginning on or after 1 January 2018 instead of 1 January 2016. There is no financial impact.
Future impact of Australian Accounting Standards not yet operative

The Department cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 Application of Australian Accounting Standards and Other Pronouncements or by an exemption from TI 1101. By virtue of a limited exemption, the Department has early adopted AASB 2015-7 Amendments to Australian Accounting Standards - Fair Value Disclosures of Not-for-Profit Public Sector Entities. Where applicable, the Department plans to apply the following Australian Accounting Standards from their application date.

<table>
<thead>
<tr>
<th>AASB 9</th>
<th>Financial Instruments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Standard supersedes AASB 139 Financial Instruments: Recognition and Measurement, introducing a number of changes to accounting treatments.</td>
</tr>
<tr>
<td></td>
<td>The mandatory application date of this Standard is currently 1 January 2018 after being amended by AASB 2012-6, AASB 2013-9 and AASB 2014-1 Amendments to Australian Accounting Standards. The Department has not yet determined the application or the potential impact of the Standard.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AASB 15</th>
<th>Revenue from Contracts with Customers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Standard establishes the principles that the Department shall apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</td>
</tr>
<tr>
<td></td>
<td>The Department's income is principally derived from appropriations which will be measured under AASB 1058 Income of Not-for-Profit Entities and will be unaffected by this change. However, the Department has not yet determined the potential impact of the Standard on ‘User charges and fees’ and ‘Sales’ revenues. In broad terms, it is anticipated that the terms and conditions attached to these revenues will defer revenue recognition until the Department has discharged its performance obligations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AASB 16</th>
<th>Leases</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Standard introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value.</td>
</tr>
<tr>
<td></td>
<td>Whilst the impact of AASB 16 has not yet been quantified, the entity currently has operating lease commitments for $28,537,000. The Department anticipates most of this amount will be brought onto the statement of financial position, excepting amounts pertinent to short-term or low-value leases. Interest and amortisation expense will increase and rental expense will decrease.</td>
</tr>
</tbody>
</table>
AASB 1058  *Income of Not-for-Profit Entities*

This Standard clarifies and simplifies the income recognition requirements that apply to not-for-profit (NFP) entities, more closely reflecting the economic reality of NFP entity transactions that are not contracts with customers. Timing of income recognition is dependent on whether such a transaction gives rise to a liability, a performance obligation (a promise to transfer a good or service), or, an obligation to acquire an asset. The Department has not yet determined the application or the potential impact of the Standard.

AASB 2010-7  *Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Int 2, 5, 10, 12, 19 & 127]*

This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010.

The mandatory application date of this Standard has been amended by AASB 2012-6 and AASB 2014-1 to 1 January 2018. The Department has not yet determined the application or the potential impact of the Standard.

AASB 2014-1  *Amendments to Australian Accounting Standards*

Part E of this Standard makes amendments to AASB 9 and consequential amendments to other Standards. It has not yet been assessed by the Department to determine the application or potential impact of the Standard.

AASB 2014-5  *Amendments to Australian Accounting Standards arising from AASB 15*

This Standard gives effect to the consequential amendments to Australian Accounting Standards (including Interpretations) arising from the issuance of AASB 15. The mandatory application date of this Standard has been amended by AASB 2015-8 to 1 January 2018. The Department has not yet determined the application or the potential impact of the Standard.

AASB 2014-7  *Amendments to Australian Accounting Standards arising from AASB 9 (December 2014)*

This Standard gives effect to the consequential amendments to Australian Accounting Standards (including Interpretations) arising from the issuance of AASB 9 (December 2014). The Department has not yet determined the application or the potential impact of the Standard.
### DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

<table>
<thead>
<tr>
<th>Amendments to Australian Accounting Standards</th>
<th>Operative for reporting periods beginning on / after</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AASB 2014-10</strong> Amendements to Australian Accounting Standards – Sale or Contribution of Assets between an Investor and its Associate or Joint Venture [AASB 10 &amp; 128]</td>
<td>1 Jan 2018</td>
</tr>
<tr>
<td>This Standard amends AASB 10 and AASB 128 to address an inconsistency between the requirements in AASB 10 and those in AASB 128 (August 2011), in dealing with the sale or contribution of assets between an investor and its associate or joint venture. The mandatory effective date (application date) for the Standard has been deferred to 1 Jan 2018 by AASB 2015-10. The Department has determined that the Standard has no financial impact.</td>
<td></td>
</tr>
<tr>
<td><strong>AASB 2015-8</strong> Amendements to Australian Accounting Standards – Effective Date of AASB 15</td>
<td>1 Jan 2019</td>
</tr>
<tr>
<td>This Standard amends the mandatory effective date (application date) of AASB 15 Revenue from Contracts with Customers so that AASB 15 is required to be applied for annual reporting periods beginning on or after 1 January 2018 instead of 1 January 2017. For Not-For-Profit entities, the mandatory effective date has subsequently been amended to 1 January 2019 by AASB 2016-7. The Department has not yet determined the application or the potential impact of AASB 15.</td>
<td></td>
</tr>
<tr>
<td><strong>AASB 2016-2</strong> Amendements to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107</td>
<td>1 Jan 2017</td>
</tr>
<tr>
<td>This Standard amends AASB 107 Statement of Cash Flows (August 2015) to require disclosures that enable users of financial statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and non-cash changes. There is no financial impact.</td>
<td></td>
</tr>
<tr>
<td><strong>AASB 2016-3</strong> Amendements to Australian Accounting Standards – Clarifications to AASB 15</td>
<td>1 Jan 2018</td>
</tr>
<tr>
<td>This Standard clarifies identifying performance obligations, principal versus agent considerations, timing of recognising revenue from granting a licence, and, provides further transitional provisions to AASB 15. The Department has not yet determined the application or the potential impact.</td>
<td></td>
</tr>
</tbody>
</table>
AASB 2016-4  Amendments to Australian Accounting Standards – Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities

This Standard clarifies that the recoverable amount of primarily non-cash-generating assets of not-for-profit entities, which are typically specialised in nature and held for continuing use of their service capacity, is expected to be materially the same as fair value determined under AASB 13 Fair Value Measurement. The Department has not yet determined the application or the potential impact.

AASB 2016-7  Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities

This Standard amends the mandatory effective date (application date) of AASB 15 and defers the consequential amendments that were originally set out in AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15 for not-for-profit entities to annual reporting periods beginning on or after 1 January 2019, instead of 1 January 2018. There is no financial impact.

AASB 2016-8  Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities

This Standard inserts Australian requirements and authoritative implementation guidance for not-for-profit entities into AASB 9 and AASB 15. This guidance assists not-for-profit entities in applying those Standards to particular transactions and other events. There is no financial impact.

AASB 2017-2  Amendments to Australian Accounting Standards – Further Annual Improvements 2014-2016 Cycle

This Standard clarifies the scope of AASB 12 by specifying that the disclosure requirements apply to an entity’s interests in other entities that are classified as held for sale, held for distribution to owners in their capacity as owners or discontinued operations in accordance with AASB 5. There is no financial impact.
5. Employee benefits expense

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries(a)</td>
<td>5,137</td>
<td>5,407</td>
</tr>
<tr>
<td>Superannuation - defined</td>
<td>550</td>
<td>566</td>
</tr>
<tr>
<td>contribution plans(b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5,687</td>
<td>5,973</td>
</tr>
</tbody>
</table>

(a) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component, leave entitlements including superannuation contribution component.

(b) Defined contribution plans include West State and Gold State and GESB Super Scheme (contributions paid) and other eligible funds.

Employment on-costs expenses, such as workers' compensation insurance, are included at note 11 'Other expenses'.

Employment on-costs liability is included at note 24 'Provisions'.

6. Compensation of Key Management Personnel

The Department has determined that key management personnel include Ministers and senior officers of the Department. However, the Department is not obligated to compensate Ministers and therefore disclosures in relation to Ministers’ compensation may be found in the Annual Report on State Finances.

Total compensation for senior officers of the Department for the reporting period are presented within the following bands:

<table>
<thead>
<tr>
<th>Compensation Band ($)</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>280,001 – 290,000</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>270,001 – 280,000</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>140,001 – 150,000</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>130,001 – 140,000</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>100,001 – 110,000</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>70,001 – 80,000</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>40,001 – 50,000</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total compensation of senior officers</strong></td>
<td>629</td>
<td>563</td>
</tr>
</tbody>
</table>

Short-term employee benefits
Post-employment benefits
Other long-term benefits
Termination benefits

7. Supplies and Services

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumables</td>
<td>293</td>
<td>208</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>385</td>
<td>374</td>
</tr>
<tr>
<td>Communications</td>
<td>115</td>
<td>94</td>
</tr>
<tr>
<td>Court Reporting</td>
<td>151</td>
<td>104</td>
</tr>
<tr>
<td>Equipment Purchases</td>
<td>144</td>
<td>89</td>
</tr>
<tr>
<td>Professional Services</td>
<td>309</td>
<td>256</td>
</tr>
<tr>
<td>Lease, Rental &amp; Hiring</td>
<td>56</td>
<td>67</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>67</td>
<td>72</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,520</td>
<td>1,264</td>
</tr>
</tbody>
</table>
8. Depreciation and amortisation expense

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>140</td>
<td>40</td>
</tr>
<tr>
<td>Furniture fixtures and fittings</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Computer hardware</td>
<td>133</td>
<td>108</td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>37</td>
<td>28</td>
</tr>
<tr>
<td>Total depreciation</td>
<td>385</td>
<td>251</td>
</tr>
<tr>
<td>Amortisation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Licenses</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Computer Software</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Total amortisation</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Total depreciation and amortisation</td>
<td>389</td>
<td>258</td>
</tr>
</tbody>
</table>

9. Accommodation expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease rental</td>
<td>3,111</td>
<td>2,735</td>
</tr>
<tr>
<td>Outgoings expense</td>
<td>541</td>
<td>610</td>
</tr>
<tr>
<td>Cleaning</td>
<td>35</td>
<td>42</td>
</tr>
<tr>
<td>Total</td>
<td>3,687</td>
<td>3,387</td>
</tr>
</tbody>
</table>

10. Net gain/(loss) on disposal of non-current assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net proceeds from disposal of non-current assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>Carrying amount of non-current assets disposed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>(17)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net gain/(loss)</strong></td>
<td>(12)</td>
<td>-</td>
</tr>
</tbody>
</table>

11. Other expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment on-cost(^{(a)})</td>
<td>212</td>
<td>136</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>57</td>
<td>55</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>274</td>
<td>201</td>
</tr>
</tbody>
</table>

\(^{(a)}\) Includes workers’ compensation insurance and other employment on-costs. The on-costs liability associated with the recognition of annual and long service leave liability is included at note 24 ‘Provisions’. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

12. Related Party Transactions

The Department is a wholly owned and controlled entity of the State of Western Australia. In conducting its activities, the Department is required to pay various taxes and levies based on the standard terms and conditions that apply to all tax and levy payers to the State and entities related to State.
Related parties of the department include:

- all Ministers and their close family members, and their controlled or jointly controlled entities;
- all senior officers and their close family members, and their controlled or jointly controlled entities;
- other departments and public sector entities, including related bodies included in the whole of government consolidated financial statements;
- associates and joint ventures, that are included in the whole of government consolidated financial statements; and
- the Government Employees Superannuation Board (GESB).

Significant transactions with government related entities

Significant transactions include:

- service appropriations (Note 15);
- capital appropriations (Note 26);
- other income from Department of the Attorney General (Note 15);
- superannuation payments to GESB (Note 5);
- insurance payments to the Insurance Commission and Riskcover fund (Note 11);
- lease rentals payments accommodation to the Department of Finance (Note 9);
- fleet lease rentals payments to the Department of Finance (Note 7);
- commitments for future lease payments to the Department of Finance (Note 28); and
- finance services payments to the Department of Culture and the Arts (Note 7).

Material transactions with related parties

The Department had no material related party transaction with Ministers/Senior officers or their close family members or their controlled (or jointly controlled) entities for disclosure.

13. User Fees and Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Lodgements</td>
<td>19</td>
<td>17</td>
</tr>
<tr>
<td>Transcript Sales</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

14. Other Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Commission into Institutional Responses to Child Sexual Abuse</td>
<td>66</td>
<td>71</td>
</tr>
<tr>
<td>Hire of room</td>
<td>15</td>
<td>26</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>81</strong></td>
<td><strong>97</strong></td>
</tr>
</tbody>
</table>

15. Income from State Government

Appropriation received during the year:

| Service appropriations<sup>(a)</sup> | 12,456 | 12,606 |
Services received free of charge from other State government agencies
during the period (b)
Department of Finance - Lease Expenses 19 9
State Solicitors Office - Legal Expense - 4

19 13

Other income from State Government
Department of the Attorney General 95 -

12,570 12,619

(a) Service appropriations fund the net cost of services delivered. Appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the budgeted depreciation expense for the year and any agreed increase in leave liability during the year.

(b) Where services have been received free of charge or for nominal cost, the Department recognises revenues equivalent to the fair value of those services that can be reliably measured and which would have been purchased if they were not donated, and those fair values shall be recognised as expenses, as applicable. Where the contributions of services are in the nature of contributions by owners, the Department makes an adjustment direct to equity.

16. Cash and cash equivalents

Current
Bank Account 7,722 6,461
Cash on Hand 1 1

7,723 6,462

17. Receivables

Accrued revenue 31 33
GST receivable 45 43

76 76

See also note 2(n) ‘Receivables’

18. Amounts receivable for services

Current 160 160
Non-Current 1,693 1,404

1,853 1,564

Represents the non-cash component of service appropriations (see note 2(m)) ‘Amounts receivable for Services (Holding Account)’. It is restricted in that it can only be used for asset replacement or payment of leave liability.

19. Other current assets

Prepayments 60 100

60 100

20. Restricted Cash and Cash Equivalents

Non-current

Accrued salaries suspense account (a) 50 -

50 -

(a) Funds held in the suspense account are only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.
## 21. Property, plant and equipment

### Leasehold Improvements

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>At cost</td>
<td>1,826</td>
<td>404</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(243)</td>
<td>(102)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,583</strong></td>
<td><strong>302</strong></td>
</tr>
</tbody>
</table>

### Plant and Equipment

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>At cost</td>
<td>344</td>
<td>359</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(184)</td>
<td>(303)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>160</strong></td>
<td><strong>56</strong></td>
</tr>
</tbody>
</table>

### Furniture and fittings

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>At cost</td>
<td>389</td>
<td>413</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(343)</td>
<td>(292)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
<td><strong>121</strong></td>
</tr>
</tbody>
</table>

### Computer Hardware

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>At cost</td>
<td>563</td>
<td>1,297</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(336)</td>
<td>(1,110)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>227</strong></td>
<td><strong>187</strong></td>
</tr>
</tbody>
</table>

### WIP

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>At cost</td>
<td>-</td>
<td>109</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td><strong>109</strong></td>
</tr>
</tbody>
</table>

### Total At Cost

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,122</strong></td>
<td><strong>2,582</strong></td>
</tr>
</tbody>
</table>

### Total Accumulated Depreciation

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>(1,106)</strong></td>
<td><strong>(1,807)</strong></td>
</tr>
</tbody>
</table>

### Written Down Value

<table>
<thead>
<tr>
<th></th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,016</strong></td>
<td><strong>775</strong></td>
</tr>
</tbody>
</table>
Reconciliations of the carrying amounts of plant and equipment at the beginning and end of the reporting period are set out in the table below:

<table>
<thead>
<tr>
<th></th>
<th>Leasehold Improvements</th>
<th>Plant and Equipment</th>
<th>Furniture and Fittings</th>
<th>Computer Hardware</th>
<th>WIP (a)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrying amount at start of year</td>
<td>302</td>
<td>56</td>
<td>121</td>
<td>187</td>
<td>109</td>
<td>775</td>
</tr>
<tr>
<td>Additions</td>
<td>1,421</td>
<td>141</td>
<td>-</td>
<td>190</td>
<td>(109)</td>
<td>1,643</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Disposals</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Revaluation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>(140)</td>
<td>(37)</td>
<td>(75)</td>
<td>(133)</td>
<td>-</td>
<td>(385)</td>
</tr>
<tr>
<td>Carrying amount at end of year</td>
<td>1,583</td>
<td>160</td>
<td>46</td>
<td>227</td>
<td>-</td>
<td>2,016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Leasehold Improvements</th>
<th>Plant and Equipment</th>
<th>Furniture and Fittings</th>
<th>Computer Hardware</th>
<th>WIP</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
<td>$'000</td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrying amount at start of year</td>
<td>342</td>
<td>60</td>
<td>196</td>
<td>230</td>
<td>-</td>
<td>828</td>
</tr>
<tr>
<td>Additions</td>
<td>-</td>
<td>24</td>
<td>-</td>
<td>65</td>
<td>109</td>
<td>198</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Disposals</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Revaluations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation</td>
<td>(40)</td>
<td>(28)</td>
<td>(75)</td>
<td>(108)</td>
<td>-</td>
<td>(251)</td>
</tr>
<tr>
<td>Carrying amount at end of year</td>
<td>302</td>
<td>56</td>
<td>121</td>
<td>187</td>
<td>109</td>
<td>775</td>
</tr>
</tbody>
</table>

(a) $109K WIP carried over from 2015-16 has been capitalised under Leasehold Improvement in 2016-17
22. Intangible assets

Computer Licences
At cost 25 109
Accumulated amortisation (25) (109)

Computer Software
At cost 445 581
Accumulated amortisation (439) (571)

Reconciliations
Computer Licences
Carrying amount at start of year - 4
Additions - -
Disposals - -
Amortisation expense - (4)
Carrying amount at end of year - -

Computer Software
Carrying amount at start of year 10 13
Additions - -
Disposals - -
Amortisation expense (4) (3)
Carrying amount at end of year 6 10

23. Impairment of assets
There were no indications of impairment to property, plant, equipment and intangible assets at 30 June 2017. The Department held no goodwill or intangible assets with an indefinite life during the reporting period and at the end of the reporting date there were no intangible assets not yet available for use. All surplus assets at 30 June 2017 have either been classified as assets held for sale or written-off.

Current

*Employee benefits provision*

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual leave&lt;sup&gt;a&lt;/sup&gt;</td>
<td>589</td>
<td>571</td>
</tr>
<tr>
<td>Long service leave&lt;sup&gt;b&lt;/sup&gt;</td>
<td>899</td>
<td>1,135</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,488</td>
<td>1,706</td>
</tr>
</tbody>
</table>

*Other provisions*

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment on-costs&lt;sup&gt;c&lt;/sup&gt;</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,499</td>
<td>1,719</td>
</tr>
</tbody>
</table>

**Non-current**

*Employee benefits provision*

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long service leave&lt;sup&gt;b&lt;/sup&gt;</td>
<td>138</td>
<td>194</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>138</td>
<td>194</td>
</tr>
</tbody>
</table>

*Other provisions*

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment on-costs&lt;sup&gt;c&lt;/sup&gt;</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>139</td>
<td>195</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>1,638</td>
<td>1,914</td>
</tr>
</tbody>
</table>

<sup>a</sup> Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities expected to occur as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 12 months of the end of the reporting period</td>
<td>389</td>
<td>357</td>
</tr>
<tr>
<td>More than 12 months after the end of the reporting period</td>
<td>200</td>
<td>214</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>589</td>
<td>571</td>
</tr>
</tbody>
</table>

<sup>b</sup> Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities expected to occur as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 12 months of the end of the reporting period</td>
<td>374</td>
<td>456</td>
</tr>
<tr>
<td>More than 12 months after the end of the reporting period</td>
<td>663</td>
<td>873</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,037</td>
<td>1,329</td>
</tr>
</tbody>
</table>

<sup>c</sup> The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers’ compensation insurance. The provision is the present value of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost), is disclosed in note 11 'Other expenses'.

**Movement in other provisions**

Movements in each class of provisions during the financial year, other than employee benefits, are set out below.
Employment on-cost provision

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrying amount at start of year</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>Additional (reversals of) provisions recognised</td>
<td>(2)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Carrying amount at end of year</strong></td>
<td><strong>12</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

25. Payables

- Trade payables: 5, 9
- Accrued expenses: 54, 90
- Accrued salaries: 19, 88
- FBT and Tax Payables: 26, 32
- **Total current**: 104, 219

26. Equity

The Western Australian Government holds the equity interest in the Department on behalf of the community. Equity represents the residual interest in the net assets of the Department. The asset revaluation surplus represents that portion of equity resulting from the revaluation of non-current assets.

**CONTRIBUTED EQUITY**

- Balance at the start of period: 495, 495
- Contributions by owners: Capital appropriation: 2,077, -
- **Balance at the end of the period**: 2,572, 495

**RESERVES**

- Asset revaluation reserve:
  - Balance at the start of the period: - , 15
  - Transfer to Accumulated Surplus: - , (15)
  - Balance at the end of the period: - , -

**ACCUMULATED SURPLUS / (DEFICIT)**

- Balance at the start of the period: 6,359, 4,681
- Transferred from asset revaluation reserve: - , 15
- Result for the period: 1,111, 1,663
- Balance at the end of the period: 7,470, 6,359
- **Total Equity at the end of the period**: 10,042, 6,854
27. 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:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>7,723</td>
<td>6,462</td>
</tr>
<tr>
<td>Restricted cash and cash equivalents (refer to note 20)</td>
<td>50</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7,773</td>
<td>6,462</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net cost of services</td>
<td>(11,459)</td>
<td>(10,956)</td>
</tr>
<tr>
<td>Non-cash items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation and amortisation expense</td>
<td>389</td>
<td>258</td>
</tr>
<tr>
<td>Resources received free of charge</td>
<td>19</td>
<td>13</td>
</tr>
<tr>
<td>Net (gain)/loss on sale of plant and equipment</td>
<td>12</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase)/decrease in assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current receivables(^{(a)})</td>
<td>2</td>
<td>(10)</td>
</tr>
<tr>
<td>Prepayments</td>
<td>40</td>
<td>16</td>
</tr>
<tr>
<td>Increase/(decrease) in liabilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current payables(^{(a)})</td>
<td>(44)</td>
<td>(17)</td>
</tr>
<tr>
<td>Accrued salaries</td>
<td>(69)</td>
<td>(59)</td>
</tr>
<tr>
<td>Current provisions</td>
<td>(221)</td>
<td>(275)</td>
</tr>
<tr>
<td>Non-current provisions</td>
<td>(56)</td>
<td>42</td>
</tr>
<tr>
<td>Net GST receipts/(payments)(^{(b)})</td>
<td>(3)</td>
<td>(6)</td>
</tr>
<tr>
<td>Change in GST in receivables/payables(^{(c)})</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td><strong>Net cash provided by/(used in) operating activities</strong></td>
<td>(11,387)</td>
<td>(10,988)</td>
</tr>
</tbody>
</table>

\(^{(a)}\) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they do not form part of the reconciling items.

\(^{(b)}\) This is the net GST paid/received, i.e. cash transactions.

\(^{(c)}\) This reverses out the GST in receivables and payables.
28. Commitments

NON-CANCELLABLE OPERATING LEASE COMMITMENTS

Commitments in relation to leases contracted for at the end of the reporting period but not recognised in the financial statements as payables as follows:

**Motor Vehicle**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 1 year</td>
<td>56</td>
<td>40</td>
</tr>
<tr>
<td>Later than 1 year and not later than 5 years</td>
<td>51</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>107</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

**Accommodation**

The Department is an occupier of premises in Perth CBD. The Lessee for accommodation leases is the Hon. Minister for Finance, with the Department of Finance - Building Management and Works responsible for payment for all leases and associated costs to the lessors. The Department of the Registrar reimburses the Department of Finance - Building Management and Works for lease payments and the cost of outgoings. The accommodation lease effective 1st July 2012 expires on 30th June 2024. The value of the non-cancellable operating lease for which the Hon. Minister for Finance is the lessee and the Department of the Registrar is the occupier, is:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 1 year</td>
<td>3,392</td>
<td>3,589</td>
</tr>
<tr>
<td>Later than 1 year and not later than 5 years</td>
<td>15,666</td>
<td>15,090</td>
</tr>
<tr>
<td>Later than 5 years</td>
<td>9,372</td>
<td>14,024</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>28,430</strong></td>
<td><strong>32,703</strong></td>
</tr>
</tbody>
</table>

The commitments above are inclusive of GST
### 29. Explanatory Statement

All variances between estimates (original budget) and actual results for 2017, and between the actual results for 2017 and 2016 are shown below. Narratives are provided for selected major variances, which are generally greater than:

- 5% and $222K (2% of 2015-16 Actual Total Cost of Services) for the Statement of Comprehensive Income and Cash Flows; and,
- 5% and $180K (2% of 2015-16 Actual Total Assets) for the Statement of Financial Position.

(** The original budget has been presented and where necessary reclassified to be consistent with the presentation and classification adopted in the financial statement prepared in accordance with Australian Accounting Standards.)

<table>
<thead>
<tr>
<th>Variance note</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017 $000</td>
<td>2017 $000</td>
<td>2016 $000</td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Employee benefits expense</td>
<td>1</td>
<td>6,377</td>
<td>5,687</td>
<td>5,973</td>
<td>(690)</td>
</tr>
<tr>
<td>Supplies and services</td>
<td>2, A</td>
<td>1,968</td>
<td>1,520</td>
<td>1,264</td>
<td>(448)</td>
</tr>
<tr>
<td>Depreciation and amortisation expense</td>
<td>4</td>
<td>449</td>
<td>389</td>
<td>258</td>
<td>(60)</td>
</tr>
<tr>
<td>Accommodation expenses</td>
<td>B</td>
<td>3,516</td>
<td>3,687</td>
<td>3,387</td>
<td>171</td>
</tr>
<tr>
<td>Loss on disposal of non-current assets</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12</td>
</tr>
<tr>
<td>Other expenses</td>
<td>3</td>
<td>513</td>
<td>274</td>
<td>201</td>
<td>(239)</td>
</tr>
<tr>
<td><strong>Total Cost of Services</strong></td>
<td></td>
<td>12,823</td>
<td>11,569</td>
<td>11,083</td>
<td>(1,254)</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User charges and fees</td>
<td>80</td>
<td>29</td>
<td>30</td>
<td>(51)</td>
<td>(1)</td>
</tr>
<tr>
<td>Other revenue</td>
<td></td>
<td>-</td>
<td>81</td>
<td>97</td>
<td>81</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td>80</td>
<td>110</td>
<td>127</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Income other than Income from State Government</strong></td>
<td></td>
<td>80</td>
<td>110</td>
<td>127</td>
<td>30</td>
</tr>
<tr>
<td><strong>NET COST OF SERVICES</strong></td>
<td></td>
<td>12,743</td>
<td>11,459</td>
<td>10,956</td>
<td>(1,284)</td>
</tr>
</tbody>
</table>
**Variance**

**Estimate**

<table>
<thead>
<tr>
<th>Income from State Government</th>
<th>$000</th>
<th>$000</th>
<th>$000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service appropriation</td>
<td>12,456</td>
<td>12,456</td>
<td>12,606</td>
</tr>
<tr>
<td>Services received free of charge</td>
<td>50</td>
<td>19</td>
<td>13</td>
</tr>
<tr>
<td>Other income from State Government</td>
<td>-</td>
<td>95</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income from State Government</strong></td>
<td>12,506</td>
<td>12,570</td>
<td>12,619</td>
</tr>
</tbody>
</table>

**Surplus/(Deficit) for the Period**

<table>
<thead>
<tr>
<th>$000</th>
<th>$000</th>
<th>$000</th>
<th>$000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surplus/(Deficit) for the Period</strong></td>
<td>(237)</td>
<td>1,111</td>
<td>1,663</td>
</tr>
</tbody>
</table>

**General**

Continued savings initiatives taken by the Department has helped reduce the total cost of services by $1.3 million (9.7%) as compared to the Budget Estimate of $12.8 million for the year.

**Major Estimate and Actual (2017) Variance Narratives**

1. Lower expenditure in Employee benefits was achieved by not filling vacant positions and by offering part-time positions to keep the Salaries expenditure low. Costs associated with employee benefits such as superannuation and training were also therefore lower.
2. Initiatives taken for the effective monitoring and evaluation of contracts and limiting the use of external resources has resulted in lower Supplies and Services expenditure. The balance of some projects commenced in 2016-17 but not yet completed will be carried forward to 2017-18.
3. Other expenses are below budget due to the controlled expenditure on labour hire costs as well as employee on-costs.

**Major Actual (2017) and Comparative (2016) Variance Narratives**

A. Increase in Supplies & Services expenditure in 2016-17 was due to increase in Court Transcription charges and purchase of minor equipment on refurbishment of reduced floor space.

B. Accommodation costs for 2016-17 includes $328k lease incentives that were returned to building owners, on relinquishing a floor, aiming to reduce long term leasing costs.
Statement of Financial Position

**ASSETS**

**Current Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Variance between estimate and actual</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>4,723</td>
<td>6,462</td>
<td>2,814</td>
</tr>
<tr>
<td>Receivables</td>
<td>76</td>
<td>76</td>
<td>25</td>
</tr>
<tr>
<td>Amounts receivable for services</td>
<td>25</td>
<td>160</td>
<td>3</td>
</tr>
<tr>
<td>Other current assets</td>
<td>-</td>
<td>100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>8,019</td>
<td>6,798</td>
<td>2,842</td>
</tr>
</tbody>
</table>

**Non-Current Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Variance between actual results for 2017 and 2016</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted cash and cash equivalents</td>
<td>50</td>
<td>-</td>
<td>20</td>
</tr>
<tr>
<td>Amounts receivable for services</td>
<td>1,693</td>
<td>1,404</td>
<td>289</td>
</tr>
<tr>
<td>Property, plant and equipment</td>
<td>2,486</td>
<td>775</td>
<td>-</td>
</tr>
<tr>
<td>Intangible assets</td>
<td>3</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>3,765</td>
<td>2,189</td>
<td>(457)</td>
</tr>
</tbody>
</table>

**TOTAL ASSETS**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Variance between actual results for 2017 and 2016</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>11,784</td>
<td>8,987</td>
<td>2,797</td>
</tr>
</tbody>
</table>

**LIABILITIES**

**Current Liabilities**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Variance between actual results for 2017 and 2016</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisions</td>
<td>1,499</td>
<td>1,719</td>
<td>(220)</td>
</tr>
<tr>
<td>Payables</td>
<td>104</td>
<td>219</td>
<td>(115)</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>1,603</td>
<td>1,938</td>
<td>(335)</td>
</tr>
</tbody>
</table>

**Non-Current Liabilities**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Variance between actual results for 2017 and 2016</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisions</td>
<td>195</td>
<td>195</td>
<td>72</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td>195</td>
<td>195</td>
<td>(56)</td>
</tr>
</tbody>
</table>
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

Variance between estimate and results for 2017

<table>
<thead>
<tr>
<th>Variance note</th>
<th>Estimate 2017</th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>$000</th>
<th>$000</th>
<th>$000</th>
<th>$000</th>
<th>$000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>2,665</td>
<td>2,572</td>
<td>2,572</td>
<td>2,077</td>
<td>3,188</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>1,693</td>
<td>1,404</td>
<td>1,404</td>
<td>289</td>
<td>289</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>1,952</td>
<td>1,719</td>
<td>1,719</td>
<td>(453)</td>
<td>(453)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>2,486</td>
<td>775</td>
<td>775</td>
<td>(470)</td>
<td>(470)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>4,207</td>
<td>15</td>
<td>15</td>
<td>3263</td>
<td>3263</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EQUITY

Contributed equity

Reserves

Accumulated surplus

TOTAL EQUITY

NET ASSETS

EQUITY

Contributed equity

Reserves

Accumulated surplus

TOTAL EQUITY

TOTAL LIABILITIES

Statement of Financial Position

ASSETS

Cash and cash equivalents

Current Assets

Receivables

Amounts receivable for services

Other current assets

Total Current Assets

Restricted cash and cash equivalents

Non-Current Assets

Amounts receivable for services

Property, plant and equipment

Intangible assets

Total Non-Current Assets

TOTAL ASSETS

Provisions

Payables

Total Current Liabilities

Provisions

Non-Current Liabilities

Total Non-Current Liabilities

TOTAL LIABILITIES

NET ASSETS

EQUITY

Contributed equity

Reserves

Accumulated surplus

TOTAL EQUITY

Major Estimate and Actual (2017) Variance Narratives

4. The Department has managed its contracts and resources effectively reducing expenditure resulting in higher cash assets.

5. The purchase of assets for 2016-17 were estimated to be higher however we procured lesser assets than estimated.

6. Effective management of staff leave entitlements resulted in reducing leave provisions by 23%.

7. Better management of expenditure and expenditure cycle resulted substantial reductions (76%) in payables.

8. Same as note 4, due to better operational performance the accumulated surplus is higher.

Major Actual (2017) and Comparative (2016) Variance Narratives

C. Same as 4. above. In addition some funding carried forward for projects to be completed in 2017-18

D. As a better management practice, the Department has been able to increase the non current asset - Amount receivable for Services held with Treasury, each year.

E. The Department negotiated to relinquish part of its leased premises to save on leasing costs in future years, however capital expenditure on leasehold improvements was required to house the Department in the reduced office space.

F. Same as note 6 above. Effective management of staff leave entitlements resulted in reducing leave provisions by 13% as compared to 2015-16.

G. Same as note E above. Capital funding of $2.077 million was received to refurbish the reduced office space on relinquishing one floor.

H. Continued better operational performance has resulted in increase in Accumulated surplus.
### Statement of Cash Flows

#### CASH FLOWS FROM STATE GOVERNMENT

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual 2017</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service appropriations</td>
<td>12,007</td>
<td>12,007</td>
<td>12,287</td>
<td>-</td>
<td>(280)</td>
</tr>
<tr>
<td>Capital appropriations</td>
<td>1,286</td>
<td>2,077</td>
<td>-</td>
<td>791</td>
<td>2,077</td>
</tr>
<tr>
<td>Holding account drawdowns</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other income from State government</td>
<td>-</td>
<td>95</td>
<td>-</td>
<td>95</td>
<td>95</td>
</tr>
<tr>
<td><strong>Net cash provided by State Government</strong></td>
<td><strong>13,453</strong></td>
<td><strong>14,339</strong></td>
<td><strong>12,447</strong></td>
<td><strong>886</strong></td>
<td><strong>1,892</strong></td>
</tr>
</tbody>
</table>

Utilised as follows:

#### CASH FLOWS FROM OPERATING ACTIVITIES

**Payments**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual 2017</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee benefits</td>
<td>(6,555)</td>
<td>(6,031)</td>
<td>(6,287)</td>
<td>524</td>
<td>256</td>
</tr>
<tr>
<td>Supplies and services</td>
<td>(1,853)</td>
<td>(1,597)</td>
<td>(1,314)</td>
<td>256</td>
<td>(283)</td>
</tr>
<tr>
<td>Accommodation</td>
<td>(3,593)</td>
<td>(3,693)</td>
<td>(3,360)</td>
<td>(100)</td>
<td>(333)</td>
</tr>
<tr>
<td>GST payments on purchases</td>
<td>(503)</td>
<td>(712)</td>
<td>(509)</td>
<td>(209)</td>
<td>(203)</td>
</tr>
<tr>
<td>Other payments</td>
<td>(203)</td>
<td>(169)</td>
<td>(151)</td>
<td>34</td>
<td>(18)</td>
</tr>
</tbody>
</table>

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual 2017</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>User charges and fees</td>
<td>80</td>
<td>30</td>
<td>28</td>
<td>(50)</td>
<td>2</td>
</tr>
<tr>
<td>Other receipts</td>
<td>-</td>
<td>80</td>
<td>97</td>
<td>80</td>
<td>(17)</td>
</tr>
<tr>
<td>GST receipts on sales</td>
<td>3</td>
<td>24</td>
<td>16</td>
<td>21</td>
<td>8</td>
</tr>
<tr>
<td>GST receipts from taxation authority</td>
<td>500</td>
<td>681</td>
<td>492</td>
<td>181</td>
<td>189</td>
</tr>
</tbody>
</table>

**Net cash provided by/(used in) operating activities**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual 2017</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1,124)</td>
<td>(11,387)</td>
<td>(10,988)</td>
<td>737</td>
<td>(399)</td>
</tr>
</tbody>
</table>

#### CASH FLOWS FROM INVESTING ACTIVITIES

**Payments**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual 2017</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of non-current physical assets</td>
<td>(1,446)</td>
<td>(1,646)</td>
<td>(195)</td>
<td>(200)</td>
<td>(1,451)</td>
</tr>
</tbody>
</table>

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual 2017</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from sale of non-current physical assets</td>
<td>-</td>
<td>5</td>
<td>-</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**Net cash provided by/(used in) investing activities**

<table>
<thead>
<tr>
<th>Description</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual 2017</th>
<th>Variance between actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1,446)</td>
<td>(1,641)</td>
<td>(195)</td>
<td>(195)</td>
<td>(1,446)</td>
</tr>
</tbody>
</table>
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

<table>
<thead>
<tr>
<th>Variance note</th>
<th><strong>Estimate</strong></th>
<th>Actual 2017</th>
<th>Actual 2016</th>
<th>Variance between estimate and actual results for 2017 and 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017 $000</td>
<td>$000</td>
<td>$000</td>
<td></td>
</tr>
<tr>
<td>Net increase/(decrease) in cash and cash equivalents</td>
<td>12</td>
<td>(117)</td>
<td>1,311</td>
<td>1,264</td>
</tr>
<tr>
<td>Cash and cash equivalents at the beginning of the period</td>
<td>13, M</td>
<td>5,056</td>
<td>6,462</td>
<td>5,198</td>
</tr>
</tbody>
</table>

CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,939</td>
<td>7,773</td>
<td>6,462</td>
<td>2,834</td>
</tr>
</tbody>
</table>

Major Estimate and Actual (2017) Variance Narratives

9. See Note E. As per 2015-16 Budget, the Department was to receive $791K in that year and the remaining $1.286 million in 2016-17. However, the Department received both amount totalling $2.077 million, only in 2016-17.
10. Same as Note 1. Payment on account of Employee benefits lower as explained in Note 1.
11. Same as Note 2. Payments on account of supplies and services kept low as explained in Note 2.
12. Effective management of operational expenditure each year has lead to decrease in payments and therefore increase in cash and cash equivalents at the end of each year.
13. Same as Note 12. The increase in ending cash balance for the year results in higher opening balance of Cash and cash equivalents in the successive financial year.

Major Actual (2017) and Comparative (2016) Variance Narratives

I. The Department received $2.077 million for the refurbishment of office accommodation as part of the commitment to reduce the office space and thereby the leasing costs in the longer term.
J. Same as note A.
K. The Department returned $328K lease incentives on surrender of one floor (see Note E).
L. Same as Note I - Additional payments for refurbishment increasing Leasehold improvement asset in the current year
M. Same as Note 13. Increase in Cash and cash equivalents each year due to effective management of expenditure resulting in higher opening balance in the successive year.
30. Financial Instruments

(a) Financial Risk Management Objectives and Policies
Financial instruments held by the Department are cash and cash equivalents, restricted cash and cash equivalents, receivables and payables. All of the Department's cash is held in the public bank account (non-interest bearing) apart from restricted cash held in a special purpose account. The Department has limited exposure to financial risks. The Department's overall risk management program focuses on managing the risks identified below.

Credit risk
Credit risk arises when there is the possibility of the Department’s receivables defaulting on their contractual obligations resulting in financial loss to the Department.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any allowance for impairment as shown in the table at Note 30(c) ‘Financial instruments disclosures’ and Note 17 ‘Receivables’.

Credit risk associated with the Department’s financial assets is minimal because the main receivable is the amounts receivable for services (holding account). For receivables other than government, the Department trades only with recognised, creditworthy third parties. The Department has policies in place to ensure that sales of services are made to customers with an appropriate credit history. In addition, receivable balances are monitored on an ongoing basis with the result that the Department’s exposure to bad debts is minimal. At the end of the reporting period there were no significant concentrations of credit risk.

Liquidity risk
Liquidity risk arises when the Department is unable to meet its financial obligations as they fall due. The Department is exposed to liquidity risk through its trading in the normal course of business. The Department has appropriate procedures to manage cash flows including drawdowns of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Market risk
Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Department’s income or the value of its holdings of financial instruments. The Department does not trade in foreign currency and is not materially exposed to other price risks. The Department is not exposed to interest rate risk because all cash and cash equivalents and restricted cash are non-interest bearing and it has no borrowings.

(b) Categories of Financial Instruments
The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>7,723</td>
<td>6,462</td>
</tr>
<tr>
<td>Restricted cash and cash equivalents</td>
<td>50</td>
<td>-</td>
</tr>
<tr>
<td>Loans and receivables (^{(a)})</td>
<td>1,884</td>
<td>1,597</td>
</tr>
</tbody>
</table>
Financial Liabilities
Financial liabilities measured at amortised cost 78 187
(a) The amount of loans and receivables excludes GST recoverable from the ATO (statutory receivable).

(c) Financial Instrument disclosures

Credit risk

The following table details the Department’s maximum exposure to credit risk and ageing analysis of financial assets. The Department’s maximum exposure to credit risk at the end of the reporting period is the carrying amount of the financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Department.

The Department does not hold any collateral as security or other credit enhancements relating to the financial assets it holds. The Department does not have any financial assets that are past due but not impaired.

### Aged Analysis of Financial Assets

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carrying Amount</td>
<td>Not past due and not impaired</td>
</tr>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>7,723</td>
<td>7,723</td>
</tr>
<tr>
<td>Restricted Cash and cash equivalents</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Receivables (a)</td>
<td>31</td>
<td>31</td>
</tr>
<tr>
<td>Amounts receivable for services</td>
<td>1,853</td>
<td>1,853</td>
</tr>
<tr>
<td></td>
<td>9,657</td>
<td>9,659</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>6,462</td>
<td>6,462</td>
</tr>
<tr>
<td>Restricted Cash and cash equivalents</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Receivables (a)</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>Amounts receivable for services</td>
<td>1,564</td>
<td>1,564</td>
</tr>
<tr>
<td></td>
<td>8,059</td>
<td>8,059</td>
</tr>
</tbody>
</table>

(a) The amount of receivables excludes GST recoverable from the ATO (statutory receivable).
Liquidity risk and interest rate exposure

The following table discloses the Department's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities. The maturity analysis section includes interest and principal cash flows. The Department is not exposed to interest rate risk as all financial assets and liabilities are non interest bearing.

<table>
<thead>
<tr>
<th>Interest rate exposure and maturity analysis of financial assets and financial liabilities</th>
<th>Carrying Amount (Non-interest Bearing)</th>
<th>Maturity dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 1 month</td>
<td>1-3 months</td>
</tr>
<tr>
<td><strong>2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>7,723</td>
<td>7,723</td>
</tr>
<tr>
<td>Restricted Cash and cash equivalents</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Receivables</td>
<td>31</td>
<td>31</td>
</tr>
<tr>
<td>Amounts receivable for services</td>
<td>1,853</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>9,657</td>
<td>7,804</td>
</tr>
<tr>
<td>Financial Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>78</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>78</td>
<td>78</td>
</tr>
<tr>
<td><strong>2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>6,462</td>
<td>6,462</td>
</tr>
<tr>
<td>Restricted Cash and cash equivalents</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Receivables</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>Amounts receivable for services</td>
<td>1,564</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>8,059</td>
<td>6,495</td>
</tr>
<tr>
<td>Financial Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>187</td>
<td>187</td>
</tr>
<tr>
<td></td>
<td>187</td>
<td>187</td>
</tr>
</tbody>
</table>

(a) The amount of receivables excludes GST recoverable from the ATO (statutory receivable).

Fair Values

All financial assets and liabilities recognised in the Statement of Financial Position, whether they are carried at cost or fair value, are recognised at amounts that represent a reasonable approximation of fair value unless otherwise stated in the applicable notes.
31. Remuneration of Auditor

Remuneration payable to the Auditor General in respect of the audit for the current financial year is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing the accounts, financial statements and</td>
<td>46</td>
<td>45</td>
</tr>
<tr>
<td>performance indicators</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

32. Related bodies

The Department of the Registrar, Western Australian Industrial Relations Commission does not have any related bodies.

33. Affiliated bodies

The Western Australian Industrial Relations Commission (WAIRC) is an affiliated body in that it received administrative support of $6,545,000 (2016: $6,396,000) 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 service titled "Conciliation and Arbitration by the Western Australian Industrial Relations Commission". The service 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.

34. Supplementary financial information

(a) Write Offs

During the reporting period, nil (2016: $3,074.91 with a replacement value of $1,189.09) of public property was written off the Department's public property register under the authority of:

<table>
<thead>
<tr>
<th>Authority</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Accountable Authority</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>The Minister</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Executive Council</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

(b) Losses through theft, default or other causes

Losses of public property through theft or default: nil (2016: -)

Amounts recovered: nil (2016: -)

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Losses of public property through theft or default</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Amounts recovered</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

(c) Gifts of Public Property

Gifts of public property provided by the Department: nil (2016: -)

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 $000</th>
<th>2016 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts of public property provided by the Department</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
35. Contingent liabilities and assets

The Department has no known contingent liabilities or assets.

36. Events occurring after the end of the reporting period

The Department is not aware of any events occurring after the reporting date that materially affect these financial statements.
DISCLOSURES AND LEGAL COMPLIANCE

KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2017

Certification of Key Performance Indicators for the Year Ended 30 June 2017

I hereby certify that the Key Performance Indicators are based on proper records, are relevant and appropriate for assisting users to assess the Department of the Registrar, Western Australian Industrial Relations Commission’s performance and fairly represent the performance of the Department for the financial year ended 30 June 2017.

Susan Bastian
Accountable Authority
26 July 2017
Key Performance Indicators

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.


<table>
<thead>
<tr>
<th>Government Goal</th>
<th>Agency Level Desired Outcome</th>
<th>Services</th>
<th>Key Effectiveness/ Efficiency Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial and Economic Responsibility</td>
<td>The prevention and resolution of industrial relations matters.</td>
<td>Service 1: Support to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.</td>
<td><strong>Key Effectiveness Indicators</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Timeliness of services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Accuracy and relevance of documentation and information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service 2: Conciliation and Arbitration by the Western Australian Industrial Relations Commission (WAIRC).</td>
<td><strong>Key Efficiency Indicator</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Average cost per application</td>
</tr>
</tbody>
</table>

The Department does not report on Service 2 which relates to the activities of the WAIRC as an independent Tribunal.

The WAIRC relies on the Department to manage and report on its financial affairs. It is not subject to any form of operational control or reporting requirements by either the Department or Government. The WAIRC reports directly to Parliament via an annual report by the Chief Commissioner.

Table 10 – Relationship between Government Goals and Agency Desired Outcomes
DISCLOSURES AND LEGAL COMPLIANCE

KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2017

Broad, high level government goals are supported at agency level by more specific desired outcomes. Agencies deliver services to achieve these desired outcomes which ultimately contribute to meeting the higher level government goals. The table on the previous page illustrates the relationship between agency level desired outcomes and the government goal it contributes to. The key effectiveness indicators measure the extent of impact of the delivery of services on the achievement of desired outcomes. The key efficiency indicators monitor the relationship between the service delivered and the resources used to produce the service.

The Department contributes to the government’s strategic goal by ensuring the Western Australian Industrial Relations Commission (Commission) has the necessary resources to effectively prevent or resolve disputes between employers and employees. With an effective and efficient means to resolve employment relationship conflicts, the community is able to devote its means of production more directly to opportunities for investment and growth leading to greater wealth for Western Australians.

Key Effectiveness Indicator

Percentage of employers, employees, representatives and Commission members satisfied with the service provided by the Department of the Registrar in relation to timeliness and accuracy and relevance of information.

The government has established an industrial relations regime that delivers the Western Australian public with an efficient and effective system for determining the rights and obligations of employers and employees and the prevention or resolution of employment related disputes between employers and employees. The Industrial Relations Act 1979 (the Act) established the Western Australian Industrial Relations Commission and the Industrial Magistrates Court (IMC) for this purpose, amongst other objects of the Act.

The Department of the Registrar provides the Acting President, Commissioners and Industrial Magistrates with physical and virtual infrastructure in the form of court and conciliation rooms, information communication technology and cloud based technologies. The Department also provides all the requisite human and financial resources necessary to deliver the administrative and statutory processes integral to the performance of the Commission.

The high quality of the service provided by the Departmental officers is fundamental to the ability of the Commission and the IMC to effectively perform their roles. Departmental officers provide registry services and information to the public.

The Department also aids the public on matters of procedures and processes and does so within the agreed service levels, designed to maintain Commission efficiency.

The Department sought feedback from those parties who have dealings with us throughout the year using a survey. The purpose of the survey was to obtain feedback from external parties on their satisfaction with the service provided.
We surveyed 113 individuals, representative bodies of employers, employees and government agencies. Of those surveyed, 70 responded.

The following graphs were compiled from responses to the client surveys. The parties were asked to rate our service on a scale of one to five, where five represents an excellent level of service and one equates to a poor rating. A rating of five or four was considered equivalent to a “Yes” response, a rating of three or two was considered equivalent to an “Unsure” response and a one was considered a “No”.

Timeliness

Timeliness is a key indicator in that it demonstrates that the systems, procedures and resources are in place to deliver a reasonable and acceptable service to the community. Services must be delivered in a timely manner to meet customer service standards and the expectations of the Commission.
DISCLOSURES AND LEGAL COMPLIANCE

KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2017

Our customers were asked to indicate their level of satisfaction with the time taken to respond to their needs in all situations, including telephone enquiries, attendance at our office and the timely provision of relevant documentation and instructions. The survey returned a satisfaction level of 96% with a confidence interval (margin of error) of +/- 3.79 per cent at the 95 per cent confidence level.

The survey results for client satisfaction about Timeliness, exceeded the target by 6% (Fig 1).

The ability to conduct our business accurately is vital in enabling the Commission to effectively perform its role, therefore it is imperative that we have high standards in the accuracy and relevance of our documentation and information provided to our customers. Accuracy and relevance of information are key indicators as the community relies on this information to assist in the preparation and presentation of matters before the Commission.

Our customers were asked to assess our service for relevance of information provided to them and how well this information was explained and presented. Customers were asked how accurate and up to date the documentation was and to what extent it met their individual requirements.

![Accuracy and Relevance Chart]

**Figure 2**
DISCLOSURES AND LEGAL COMPLIANCE

KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2017

The survey showed that 95% of our customers were satisfied with the accuracy and relevance of information provided to them. This reflects a 95% confidence level with a confidence interval (margin of error) of +/- 4.22%. The results for the satisfaction level about Accuracy and Relevance, (Figure 2) has exceeded the target by 5%. The Department continues to aim for higher satisfaction levels from our clients with ongoing effective training and development of staff.

Key Efficiency Indicator

Service 1: Support to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.

Service Description:

*To provide effective and efficient support to the Western Australian Industrial Relations Commission, allowing that tribunal to provide the community with an efficient means of preventing or resolving industrial relations matters. This output includes the provision of services and support to the Industrial Magistrates Court.*

The total cost of this service to the Commission and Industrial Magistrates Court was $5.03m in 2016/17 as against the budgeted cost of $5.5m. Cost savings of 10% were achieved due to effective management of resources.

The efficiency of this service is measured by the average cost per application registered and recorded.

It is important that the Registry services that support the Commission in resolving industrial relations matters, are provided on a value for money basis.

Cost Per Application

The cost per application is derived by dividing the total cost by the number of applications received. This measure is largely determined by legislation and the Department has no capacity to influence the number of applications lodged.

The graph shown at Figure 3 is based on the application numbers registered and recorded including Right of Entry applications.

The number of registered and recorded applications for the year was lower than the target. Consequently, the average cost per application was $5,148 which is marginally higher than the target cost per application of $5,083. The variance was only $65 (1%). See Figure 3.
The table below illustrates the Cost of Service 1, the number of applications and cost per application for each year from 2011/12.

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost of Service 1</th>
<th>Number of Applications</th>
<th>Cost per Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/12</td>
<td>$4.695m</td>
<td>865</td>
<td>$5,428</td>
</tr>
<tr>
<td>2012/13</td>
<td>$4.406m</td>
<td>1,186</td>
<td>$3,715</td>
</tr>
<tr>
<td>2013/14</td>
<td>$4.793m</td>
<td>939</td>
<td>$5,104</td>
</tr>
<tr>
<td>2014/15</td>
<td>$4.881m</td>
<td>1,098</td>
<td>$4,445</td>
</tr>
<tr>
<td>2015/16</td>
<td>$4.687m</td>
<td>1,004</td>
<td>$4,668</td>
</tr>
<tr>
<td>2016/17</td>
<td>$5.025m</td>
<td>976</td>
<td>$5,148</td>
</tr>
<tr>
<td>2016/17 Target</td>
<td>$5.591m</td>
<td>1,100</td>
<td>$5,083</td>
</tr>
</tbody>
</table>

Table 11 - Cost of Service 1
Notwithstanding the number of applications received, there is to be a minimum level of infrastructure in place to receive and process applications. The number of applications lodged is a reflection of the level of community industrial disputation and the Department has no capacity to influence the number of applications lodged.

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

This service represents the activities of the independent Court and Tribunal.

As defined in section 60 of the *Financial Management Act 2006* and Treasurer’s Instruction 951, the Western Australian Industrial Relations Commission is an Affiliated Body of the Department and is serviced by the Department. The Commission relies on the Department to manage and report its financial affairs but is not subject to any form of operational control or reporting requirements by either the Department or Government, as it reports directly to Parliament. Therefore the Department does not report on the performance of the Commission and this service.
DISCLOSURES AND LEGAL COMPLIANCE

MINISTERIAL DIRECTIONS

No Ministerial directives were received during the financial year.
DISCLOSURES AND LEGAL COMPLIANCE

OTHER FINANCIAL DISCLOSURES

Pricing Policies of Services Provided

All pricing and costing is undertaken in accordance with Public Sector Commission circulars and the Costing and Pricing Government Services guidelines published by the Department of Treasury.

Fees and charges for services levied by the Department are in accordance with the following regulations:

• Industrial Relations Commission Regulations 2005
• Industrial Relations (General Jurisdiction) Regulation 1997
• Industrial Relations (Industrial Agents) Regulations 1997
• Industrial Magistrates Court (General Jurisdiction) Regulations 2005.

In accordance with government policy and the Department of Treasury guidelines, an annual review of the fees and charges is undertaken. However, as the Department’s statutory fees and charges for service are as prescribed by the above regulations, the rates are adjusted in accordance with any amendments to fees and charges as specified in the respective regulations.

Capital Works

The Capital Works Program is structured around the Strategic Asset Plan for the delivery of services and ensuring there are efficient and effective technologies available to service the operations of the Department and the Commission.

The capital appropriation is received in line with the Strategic Asset Plan and is primarily for the replacement of assets which are at the end of their useful life. This includes specialised and critical audio visual equipment for court facilities, computer hardware, telecommunication equipment and photocopiers.

The capital investments for the Department in 2016/17 were:

• Network infrastructure ($85,000);
• Upgrade of servers ($58,000);
• Upgrade of the video conferencing equipment in hearing and conference rooms ($59,000); and
• Other miscellaneous upgrades in specialised technologies.

In 2016/17, the Department received capital appropriation funding of $2.077 million for the minor refit works to accommodate the consolidation of staff from two floors onto one floor. The refurbishment project commenced in late 2015/16 and was completed in December 2016. This has enabled the Department to reduce its accommodation lease expenses by $578,000 per annum. There will also be a consequent reduction in the associated expenses of lease outgoings, such as cleaning and maintenance.
### Employment and Industrial Relations

#### Staff Profile

At 30 June 2017, the Department had 32.81 Full Time Equivalent (FTE) staff. The actual headcount was 37. The headcount consists of 34 employees who are permanent staff, two contract employees and one secondee. This figure does not include Members of the Commission or their Associates who are Ministerial appointments.

<table>
<thead>
<tr>
<th>Employees Headcount</th>
<th>At June 2015</th>
<th>At June 2016</th>
<th>At June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time permanent employees</td>
<td>26</td>
<td>24</td>
<td>26</td>
</tr>
<tr>
<td>Full time contract employees</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Part time permanent employees</td>
<td>7</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Part time contract employees</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Secondees into the office</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Trainees</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>33</td>
<td>37</td>
</tr>
</tbody>
</table>

Table 12 – Breakdown of the Staff Profile Distribution Staff by Employment Status

The Department is committed to achieving positive equity and diversity outcomes by progressing the diversity initiatives in the Workforce and Diversity Plan 2016-2018. The plan sets the directions to identify current and future workforce needs.

The equity and diversity profiles of staff are shown in the following table:

<table>
<thead>
<tr>
<th>June 2017</th>
<th>Women</th>
<th>Culturally Diverse Background</th>
<th>People with Disability</th>
<th>Indigenous Australian</th>
<th>Youth (under 25 yrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representation</td>
<td>73.6%</td>
<td>27.6%</td>
<td>9.3%</td>
<td>0.0%</td>
<td>6.1%</td>
</tr>
</tbody>
</table>

Table 13 – Equity and Diversity Profiles of Staff
DISCLOSURES AND LEGAL COMPLIANCE

OTHER FINANCIAL DISCLOSURES

The distribution of staff across the service areas of the Department are identified below.

![Distribution of Staff across the Service Areas of the Department](image)

**Figure 5 – Distribution of Staff across the Service Areas of the Department**

**Staff Development**

The Department remains committed to promoting a workplace that encourages staff learning and development to gain the skills and knowledge to meet the Department’s business objectives and service outcomes. The Department’s Performance Development Process was recently reviewed and has been designed to encourage managers and staff to focus on the purpose and outcomes of the Department and at the same time aims to engage, develop and retain a competent workforce based on employee development.

It is recognised that training and professional development provides the scope and opportunities to build a more change-resilient, capable and adaptive workforce which can better meet ongoing challenges. Developing staff and enhancing their skills can also positively impact on employee motivation, job satisfaction, reduce staff turnover and absenteeism. Links between the Performance Development Process outcomes and training plans provide a systematic provision of development and career opportunities.

Training provided this year included:

- Performance management for line managers;
- Technology based training including Microsoft Word 2016;
- Records management; and
- Communication skills.

Support is provided to staff to enable attendance and/or presentation at workshops, seminars and conferences. Study leave and fee subsidy applications are also supported where relevant.
DISCLOSURES AND LEGAL COMPLIANCE

GOVERNANCE DISCLOSURES

Contracts with Senior Officers
As at 30 June 2017, 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 of the Registrar, other than normal contracts of employment of service.

This disclosure is reported in accordance with the Treasurer’s Instruction 903(14).

Unauthorised Use of Credit Cards
Designated officers of the Department hold corporate credit cards where their functions warrant usage of this facility. There has been no unauthorised use of credit cards during 2016/17.

Risk Management and Business Continuity
Integral to all of the Department’s activities is the management of risk which has the potential to significantly impact on our ability to deliver effective services. The Department has a risk management framework and Business Continuity Plan in place that outlines key risk management strategies, plans and procedures to address any major interference to our business operations.

A Risk Management Committee oversees and monitors risk management and reports to the Chief Executive Officer. Risk management is a standing item for discussion at Managers meetings to ensure risk review and assessment remains an ongoing feature of our business management processes. The Department supports a proactive approach to risk management by requiring all employees to apply appropriate and effective risk management practices in relation to both strategic and operational risks.

The Executive is responsible for maintaining business continuity in the event of a disaster or an adverse event. The Disaster Recovery Plan includes ICT infrastructure that continuously mirrors all operational data and keeps our business models actively current. During the year, the Department completed its migration to a cloud based network infrastructure which ensures all operational data can be easily recovered. In the event of significant interruption impacting on court facilities and infrastructure, the Commission will be able to continue to function with court facilities being available through the use of two mobile courtroom setups. The mobile courtroom can operate out of any location within 30 minutes of setup.

This has eliminated the need to maintain an off-site disaster recovery system and provides a more efficient emergency recovery system. There will also be significant cost savings to the Department in terms of not needing to maintain infrastructure, hire of the off-site storage area location and associated data links for its operation.
DISCLOSURES AND LEGAL COMPLIANCE

OTHER LEGAL REQUIREMENTS

The Department’s recent migration to a cloud based computing platform improved efficiencies and provided universal access to records. However due to the storage of sensitive data, strong ICT security controls are imperative. During 2017, the Department was subjected to vulnerability and penetration system testing by an independent auditing agency aimed at identifying weaknesses in the Department’s ICT infrastructure. This was performed over a number of days and included a variety of methodologies endeavouring of trying to gain access to the Department’s resources. The current ICT security controls were found to be sufficiently robust with no exploits or security issues being identified.

Our Risk Management Policy, practices and documentation including the Risk Register were reviewed this year. This ensures that risks can be adequately evaluated and addressed having regard for the potential likelihood, consequence and controls or solutions. Some of the ongoing projects across the Department have been identified as potential high risk, which could have significant impact on critical services we provide to the Commission. These risks are regularly monitored at each phase of project implementation and the Risk Register is updated accordingly to ensure efficient continuity across all business areas.

Expenditure on Advertising

In accordance with section 175ZE of the Electoral Act 1907, the Department of the Registrar is required to report on expenditure incurred during the financial year in relation to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

Total expenditure for 2016/17 was $11,889. The details of the expenditure are as follows:

<table>
<thead>
<tr>
<th>Type of Expenditure</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Agencies</td>
<td>Nil</td>
</tr>
<tr>
<td>Market Research Organisations</td>
<td>Nil</td>
</tr>
<tr>
<td>Polling Organisations</td>
<td>Nil</td>
</tr>
<tr>
<td>Direct Mail Organisations</td>
<td>Nil</td>
</tr>
<tr>
<td>Media Advertising Organisations</td>
<td></td>
</tr>
<tr>
<td>• Workplace Express</td>
<td>$150</td>
</tr>
<tr>
<td>• Adcorp Australia Ltd</td>
<td>$3,846</td>
</tr>
<tr>
<td>• State Law Publisher</td>
<td>$1,388</td>
</tr>
<tr>
<td>• Fineline Print and Copy Service</td>
<td>$6,505</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>$11,889</td>
</tr>
</tbody>
</table>

Table 14 – Total Advertising Expenditure for 2016/17
DISCLOSURES AND LEGAL COMPLIANCE

OTHER LEGAL REQUIREMENTS

Disability Access and Inclusion Plan

Our Disability Access and Inclusion Plan (DAIP) 2013 – 2018 identifies a range of initiatives which have been strategically designed to meet the desired seven outcomes of the Disability Services Regulations 2005.

The Department is committed in promoting equity for people with disability, their families and carers ensuring that all of our clients and members of the community have the same opportunities to access information, services and facilities.

The Department’s DAIP is available under the publications section of our website www.dotr.wairc.wa.gov.au.

Strategies to Improve Access and Inclusion

The Department implements various strategies in all areas of our business to improve access and inclusion of our services to all people. We are committed to the access and inclusion outcome areas specified in the Disability Services Act 1993.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome 1</strong></td>
<td>People with disability have the same opportunities as other people to access the services of, and any events organised by the Department.</td>
</tr>
<tr>
<td></td>
<td>• Regular meetings of the DAIP Committee were held to maintain effective management of DAIP strategies.</td>
</tr>
<tr>
<td></td>
<td>• Events organised by the Department had regard for accessibility considerations. Public services and resources were accessible to people with disability.</td>
</tr>
<tr>
<td><strong>Outcome 2</strong></td>
<td>People with disability have the same opportunities as other people to access the building and facilities of the Department.</td>
</tr>
<tr>
<td></td>
<td>• Staff training was provided and relevant procedures are in place to ensure the safety of all people in the event of a fire, evacuation or other critical incident.</td>
</tr>
<tr>
<td></td>
<td>• Tenancy facilities and services are accessible to people with disability through a variety of specific accessible features.</td>
</tr>
<tr>
<td></td>
<td>• The Department ensured that accessible requirements were considered during planning and construction of the office relocation, which was completed in the reporting year.</td>
</tr>
<tr>
<td></td>
<td>• Information was available regarding the accessible features of the building.</td>
</tr>
<tr>
<td></td>
<td>• Our signage was clear and able to be read easily.</td>
</tr>
<tr>
<td></td>
<td>• Promotion of the You’re Welcome Access WA website as an accessibility tool for staff and our clients.</td>
</tr>
</tbody>
</table>
### DISCLOSURES AND LEGAL COMPLIANCE

#### OTHER LEGAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome 3</strong></td>
<td>People with disability receive the same information from the Department in a format that will enable them to access the information as readily as other people can access it.</td>
</tr>
<tr>
<td></td>
<td>• Provided access to AUSLAN interpreting services whenever it has been required, particularly in the court environment.</td>
</tr>
<tr>
<td></td>
<td>• Promotion of availability of public information in alternative formats. Raised awareness amongst staff regarding how to access and provide information in alternative formats if requests are made.</td>
</tr>
<tr>
<td></td>
<td>• Consideration of public sector accessibility guidelines is ensured with updates and design of website content and access to information.</td>
</tr>
<tr>
<td></td>
<td>• Ongoing commitment to further explore ways to assist people with hearing disabilities.</td>
</tr>
<tr>
<td><strong>Outcome 4</strong></td>
<td>People with disability receive the same level and quality of service from staff of the Department, as other people receive.</td>
</tr>
<tr>
<td></td>
<td>• New staff to the Department were provided with disability awareness training as part of the internal induction process. Relevant accessibility information for staff is available on our internal intranet.</td>
</tr>
<tr>
<td></td>
<td>• Maintaining and promoting policies, codes of conduct and strategies that prohibit discrimination, harassment and victimisation of people with disability.</td>
</tr>
<tr>
<td><strong>Outcome 5</strong></td>
<td>People with disability have the same opportunity as other people to make complaints to the Department.</td>
</tr>
<tr>
<td></td>
<td>• The Department has provided an accessible complaints process.</td>
</tr>
<tr>
<td></td>
<td>• Monitored and responded to complaints received about disability access and inclusion.</td>
</tr>
<tr>
<td></td>
<td>• The Department ensured that staff are sufficiently aware of disability access issues to appropriately assist people with disability to make a complaint.</td>
</tr>
<tr>
<td></td>
<td>• Annual client survey provided the opportunity for stakeholders and clients to comment on services and any barriers restricting access for people with disability.</td>
</tr>
</tbody>
</table>
### DISCLOSURES AND LEGAL COMPLIANCE

#### OTHER LEGAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Strategies</th>
</tr>
</thead>
</table>
| **Outcome 6** | • Relevant stakeholders are targeted for consultation in relation to disability planning.  
                          • Ensure members of the public with disability have appropriate access to comment on the services offered by the Department. |
| **Outcome 7** | • Provide appropriate support for staff members with disability. The Department ensures development and career opportunities for staff members with disability. |

Table 15 – Commitment Strategies under the Department's DAIP
DISCLOSURES AND LEGAL COMPLIANCE

OTHER LEGAL REQUIREMENTS

Compliance With Public Sector Standards and Ethical Codes
The Department has policies, procedures and guidelines to ensure that all staff are familiar with and act in accordance with the Public Sector Standards, Public Sector Code of Ethics and the Department’s Code of Conduct. The policies and guidelines are available to all staff via the Department’s intranet.

Our purpose is to provide high quality and accessible services that meet the needs of the community and the Western Australian Industrial Relations Commission. We endeavour to provide a transparent, professional and accountable workplace as we strive to provide consistently high quality of service. These efforts are strengthened by our high standards of ethical conduct.

It is an important part of the induction program, that new staff members are required to formally confirm that they have understood their responsibilities and will conduct themselves accordingly. In addition, all new staff are required to undertake training in accountable and ethical decision making as well as attend the Public Sector Commission’s Induction to the Western Australian Public Sector.

The Human Resource Manager has a monitoring and advisory role in relation to compliance with the Public Sector Standards and the Department’s Code of Conduct including all recruitment and reclassification activities.

This year there were no claims of breaches resulting in disciplinary action.

<table>
<thead>
<tr>
<th>Standard/Code of Conduct</th>
<th>Number of claims of breaches resulting in disciplinary action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Sector Standards</td>
<td>Nil</td>
</tr>
<tr>
<td>Western Australian Public Sector Code of Ethics</td>
<td>Nil</td>
</tr>
<tr>
<td>Department Code of Conduct</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Table 16 – Number of claims of breaches lodged in 2016/17
Recordkeeping Plan

The Department maintains its commitment to best practice recordkeeping in undertaking its business operations and activities to ensure that records are created, managed and disposed of in accordance with recordkeeping principles and standards issued by the State Records Commission (SRC) and the requirements of the *State Records Act 2000* (SR Act). The Department has a Recordkeeping Plan (RKP) as required under the SR Act.

A number of significant projects were undertaken this year in keeping with the RKP which included:

- Updating and migrating the Department’s Electronic Document and Records Management System (EDRMS). The new EDRMS provides improvements and efficiencies in the proactive capture, classification and management of business records within a transparent records management system;

- Full scale transfer of all the Department’s physical on-site records (court and administration) to another floor arising from consolidation of tenancy accommodation. This was also an opportune time to archive the Department’s physical court records. Relevant closed or inactive records were transferred to off-site storage;

- Improved barcoding arrangements for all physical records to support more accurate identification, tracking and recall of current and archived records;

- Submission of a Recordkeeping Plan Review Report to the State Records Office (SRO). The purpose is to ensure that the Department’s recordkeeping systems are continually evaluated and improved in order to satisfy compliance requirements and continuing business needs; and

- The electronic capture of the Department’s human resources and personnel records into the EDRMS. These records were the last remaining departmental records in hard copy format that were not captured electronically. This presented a potential high risk in terms of preserving records in the event of a disaster or unauthorised malicious access. With the completion of this project, all departmental and court records are now captured into the EDRMS.
**DISCLOSURES AND LEGAL COMPLIANCE**

**OTHER LEGAL REQUIREMENTS**

The Department, in accordance with the State Records Commission Standard 2 - Recordkeeping Plans, Principle 6 - Compliance, provides the following information:

<table>
<thead>
<tr>
<th>SRC Standard</th>
<th>Compliance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>The efficiency and effectiveness of the Department’s record keeping systems is evaluated not less than once every five years.</td>
<td>The Department’s RKP was first approved by the SRO in 2012. No more than 5 years must elapse between the approval of the RKP and its review. The most recent evaluations of the RKP included a records management audit conducted by an external audit service provider in 2015. In May 2017 the Department submitted its RKP Review Report to the SRO. The review identified that the RKP was on the whole achieving effective maturity ratings. Strategies are currently in place to address those areas identified as requiring improvement. The review also identified that some of the recordkeeping process and practices as described in the RKP have changed and therefore an amendment to the RKP is required. Work has commenced in this regard.</td>
</tr>
<tr>
<td>The efficiency and effectiveness of the Department’s record keeping training program is reviewed from time to time.</td>
<td>The Department’s recordkeeping training program is reviewed using feedback received from participants. The program is also adjusted in response to amendments to the SR Act, SRC standards and principles and the RKP. The Department’s training materials and documentation are updated as required. These resources, along with the Department’s RKP are available on the internal intranet and are accessible to all staff.</td>
</tr>
</tbody>
</table>
| The Department conducts a record keeping training program.                  | There is a recordkeeping training program in place for all new and existing staff which deals with recordkeeping compliance and responsibilities, having regard to the employees roles in the Department and as an officers of a State government organisation.  
Ongoing personalised training in relation to the Department’s EDRMS is provided relevant to an employee’s function. This training is an effective tool in maintaining staff awareness and knowledge.  
The Department engages external records management consultants to deliver specialised records management training to its Records staff. |
## OTHER LEGAL REQUIREMENTS

### SRC Standard Compliance Measures

The Department’s induction program addresses employee roles and responsibilities in regard to their compliance with its Recordkeeping Plan.

<table>
<thead>
<tr>
<th>SRC Standard</th>
<th>Compliance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>The structured induction program for new employees on commencement with the Department ensures that:</td>
<td></td>
</tr>
<tr>
<td>• a recordkeeping reference manual is provided and employees have access to the Department’s RKP;</td>
<td></td>
</tr>
<tr>
<td>• the fundamentals of recordkeeping, the responsibilities of State government organisations, and the responsibilities of individual employees under the SR Act and the RKP are fully outlined;</td>
<td></td>
</tr>
<tr>
<td>• the Department’s Code of Conduct is provided which reinforces the appropriate management of business records;</td>
<td></td>
</tr>
<tr>
<td>• tailored EDRMS system training is provided onsite, which reinforces awareness and responsibilities of individual staff relevant to their role and position within the Department;</td>
<td></td>
</tr>
<tr>
<td>• all new employees attend records management structured training delivered by external records management specialists.</td>
<td></td>
</tr>
</tbody>
</table>

Table 17 - Compliance with State Records Commission Standards
DISCLOSURES AND LEGAL COMPLIANCE

GOVERNMENT POLICY REQUIREMENTS

Occupational Safety, Health and Injury Management

Occupational Safety and Health

The Department recognises the value of its workforce and is committed to maintaining a safe and healthy work environment. The Department aims to continuously improve its injury management systems through regular performance evaluation and identification of areas for future focus and consolidation.

The Department’s Occupational Safety and Health Management System aligns to legislative requirements outlined under Occupational Safety and Health Act 1984 and the Workers’ Compensation and Injury Management Act 1981 and the Code of Practice Occupational Safety and Health in the Western Australian Public Sector.

The Department is committed to communicating and consulting with staff in relation to health and safety matters, which may impact the workplace. Effective safety management is viewed as a shared responsibility by both the corporate executive and staff. It is recognised that communication and cooperation between parties is essential for the effective identification and control of hazards to occur.

A number of strategies are in place to promote effective communication and consultation with staff in relation to safety matters, safety related policies, procedures and practices impacting the workplace. Strategies are both informal and formal and include:

- Individual liaison with employees;
- Referral of safety issues to the Occupational Safety and Health (OSH) Committee;
- Widely promoted communication protocols, including email groups for safety alerts and reports of hazards and incidents. The emails are sent to relevant members with safety management responsibility;
- Regular discussion of health and safety issues at management meetings;
- Maintaining an open door policy for discussion of safety issues between management at all levels and employees;
- Providing written information to employees via email and circulars including notification of updates to the OSH intranet site;
- Displaying safety related information on notice boards; and
- Employees can liaise directly with their line manager, the Human Resource Manager or senior management in relation to safety matters or concerns which may arise within the workplace. They can also provide feedback and suggestions for consideration in the address of identified hazards and risks.
DISCLOSURES AND LEGAL COMPLIANCE

GOVERNMENT POLICY REQUIREMENTS

The Department’s Occupational Safety and Health culture is encouraged, maintained and supported using the following methods:

- All new employees receive an OSH induction. Information on OSH policies and procedures, as well as instruction on their obligations and responsibilities under the OSH and injury management policies, are part of the induction process;
- Managers include safety awareness as part of the performance development process with employees. Safety performance criteria is provided to managers to ensure a common understanding of their management responsibilities;
- Promotion of the formal mechanism for consultation and communication of OSH matters and for the reporting of hazards and incidents. Posters outlining communication protocols were placed in high traffic areas around the Department to strengthen awareness; and
- Access to safety and health resources and information through the online OSH pages of the Department’s intranet portal.

The OSH Committee meets regularly to discuss and resolve OSH issues. The Committee seeks to engage management and employees in safety matters and contribute to the decision making process that may impact on their health, safety and welfare at work.

During the year, the Department offered a range of health and wellbeing initiatives for staff including:

- Promotion of the Department’s Employee Assistance Program;
- Provision of flu vaccinations;
- Availability of eyesight screening;
- Onsite visit and assessments from a skin cancer clinic professional;
- Availability of an online health portal;
- Ergonomic assessments of workstations for new staff. Existing staff could also access this service based on identification of need; and
- Regular onsite yoga sessions.
DISCLOSURES AND LEGAL COMPLIANCE
GOVERNMENT POLICY REQUIREMENTS

Table 18 shows our OSH and injury management performance for 2016/17. There were no reported OSH incidents this year.

<table>
<thead>
<tr>
<th>Measure</th>
<th>2015/16</th>
<th>2016/17</th>
<th>Target</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fatalities</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>Target Achieved</td>
</tr>
<tr>
<td>Lost time injury/disease (LTI/D) incidence rate</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>Target Achieved</td>
</tr>
<tr>
<td>Lost time injury severity rate</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>Target Achieved</td>
</tr>
<tr>
<td>Percentage of injured workers returned to work:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) within 13 weeks</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>Target Achieved</td>
</tr>
<tr>
<td>(ii) within 26 weeks</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>Target Achieved</td>
</tr>
<tr>
<td>Percentage of managers trained in occupational safety, health and injury management responsibilities</td>
<td>75%</td>
<td>60%</td>
<td>Greater than or equal to 100%</td>
<td>Staff changes necessitates further training. Comprehensive training is planned to achieve a 100% result.</td>
</tr>
</tbody>
</table>

Table 18 – OSH Statistics

The Occupational Safety and Health Management System was audited during the 2015/16 reporting year by an accredited Worksafe assessor. Recommendations arising from the audit to enhance existing initiatives and to further develop a proactive and preventative approach to safety are being implemented. Currently, actions identified have been progressed according to a schedule which should see 100% of agreed actions implemented by the end of 2017/18.

Injury Management and Workers’ Compensation

The Department complies with the Workers’ Compensation and Injury Management Act 1981. We are committed to providing injury management support to all workers who sustain work related injuries or illnesses, with a focus on a safe and early return to meaningful work.

The Department’s Injury Management System supports the Injury Management Policy framework which outlines the steps to be taken to assist workers affected by these circumstances. This involves a combination of specialist assistance from external providers and the development of an effective return to work program.
DISCLOSURES AND LEGAL COMPLIANCE

GOVERNMENT POLICY REQUIREMENTS

The Injury Management Policy, Injury Management System and the Return to Work Program are outlined and accessible to staff on the Department’s intranet.

There were no workers’ compensation claims made this year.
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