

Hon. C.L Edwardes, B.Juris.,
LL.M, B.A., MLA
Minister for Labour Relations
Allendale Square
77 St George's Terrace
PERTH WA 6000



1999/2000 ANNUAL REPORT

In accordance with Section 62 of the Financial Administration and Audit Act 1985, I am pleased to present to you for your information and presentation to Parliament the Annual Report of the Department of the Registrar Western Australian Industrial Relations Commission, for the financial year ending June 30, 2000.

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

A handwritten signature in cursive script that reads "John Spurling".

John Spurling
A/CHIEF EXECUTIVE OFFICER

31 August 2000

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Department of the Registrar, Western Australian Industrial Relations Commission

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Department of the Registrar, Western Australian Industrial Relations Commission

INTRODUCTION

The Department

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

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

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

Location

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

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

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

Contacts

The Department can be contacted as follows:

Telephone	(08) 9420 4444
Fax	(08) 9420 4500
Freecall	1800 624 263
FreeFax	1800 804 987
E-mail	wairc@wairc.wa.gov.au
Internet	http://www.wairc.wa.gov.au

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

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Department of the Registrar, Western Australian Industrial Relations Commission

Purpose of the Department

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

The formal 'Mission Statement' is

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

WA Industrial Relations Commission

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

The Western Australian Industrial Relations Commission is an affiliated body as provided for by the Financial Administration and Audit Act

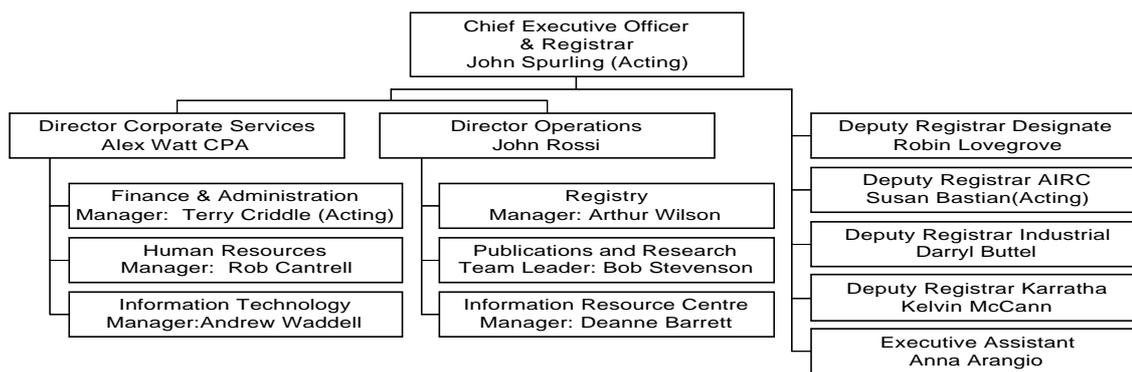
Funding

The Department and the Commission are funded from the State's Consolidated Fund. The budgeted appropriation for 1999/2000 is \$6.189m.

Staffing

The Commission and the Department jointly have an approved full-time staffing level of 76.5 (FTE). The Industrial Relations Commission has 11 positions for Commissioners but two appointments have not been utilised. Consequently, there are 4 support staff positions also not utilised. Thus the permanent working FTE is 70.5. Four other Departmental contract positions provide a registry service to the Australian Industrial Registry.

Department of the Registrar, WA Industrial Relations Commission
as at 30 June 2000



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Department of the Registrar, Western Australian Industrial Relations Commission

Allocation of Permanent Staff

<u>Area</u>	<u>FTE</u>
Executive	3.0
Registry and Records	14.3
Publications & Research	10.6
Corporate Services	11.0
Library	2.6
Karratha	2.0
	9
TOTAL	52.5

There are 9 members of the Commission and each member has an Associate and a Chambers Liaison Officer. Associates are appointed by the Minister pursuant to section 93(1a) of the Industrial Relations Act 1979.

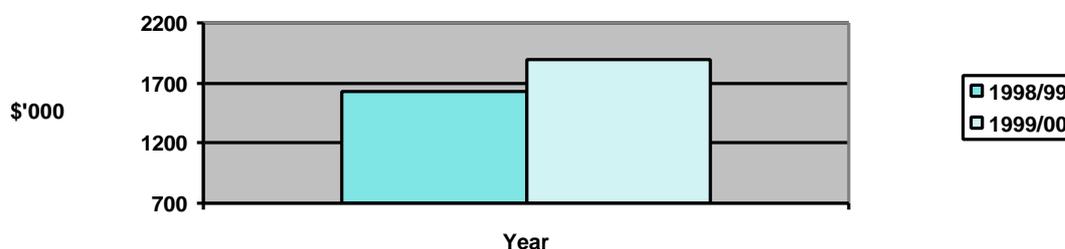
THE YEAR IN REVIEW

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

Registry

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

Recurrent Expenditure



1998/99 total Actual FTE level	14.3
1999/00 total Actual FTE level	17.5

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

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On 1st July 1999, the Department of the Registrar undertook the provision of registry services to the Australian Industrial Relations Commission, on contract. Contract Staff are engaged for the duration of the contract. Where appropriate, registry staff are trained in the operations and procedures of both registries to enable a 'one-stop' quality service for persons dealing with either Commission. The Registry counter service area has been and is continuing to be remodelled to improve the flow of work.

Statutory functions previously carried out by the (Federal) Deputy Industrial Registrar have been transferred to Federal Registries in other States.

At the direction of the Chief Commissioner, officers in the Registry provided a wider range of support functions to the Commission, particularly in relation to applications claiming unfair dismissal and outstanding contractual entitlement claims.

In consultation with the Commission, Registry officers are continually improving the Information available to assist people dealing with the Commission.

During the year, the Registry also hosted several student groups from High Schools, Tertiary Institutions, Union Education Programs, and employer organizations. The purpose is to provide those groups with an insight into the Registry processes and procedures.

New Chambers staff also participated in familiarization programmes in Registry.

DEMOGRAPHIC DATA COLLECTION SYSTEM

During the year the Registry developed and implemented a data collection system to record additional demographic information on all unfair dismissal applications lodged under Section 29 of the IR Act. The Commission has such data for all applications lodged with the Commission since 1 January 1999.

INDUSTRIAL MAGISTRATE'S COURT

The Industrial Magistrate's Court deals with breaches under State and Federal awards, State and Federal agreements, Minimum Conditions of Employment Act, Workplace Agreements Act, enforcement of orders of the WA Industrial Relations Commission, Long Service Leave Act, Small Claims applications, and Annual Leave General Order

Consistent with the Industrial magistrates procedural Practice Direction of 12 May 1999, during the last financial year, 155 matters were referred for pre-trial conferences. Of those matters listed for pre-trial, 84 were settled, 13 matters referred to the Court have been heard and determined by the Industrial Magistrate, 14 matters remain listed for hearing before the Court

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and 44 matters may be referred to the Court, depending on the outcome of orders issued by the Clerk in relation to pre-trial conferences conducted.

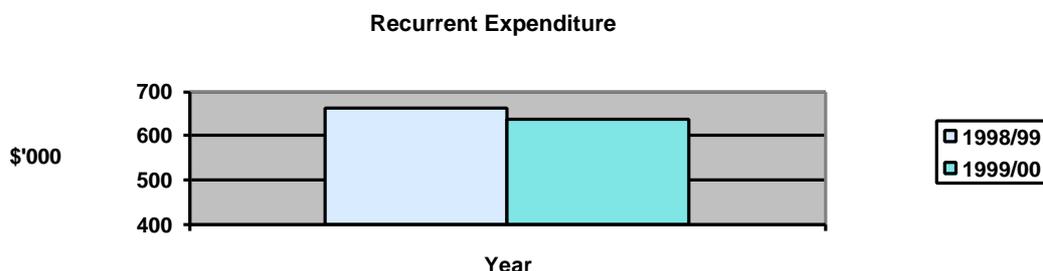
During the last financial year, 322 applications were made to the Industrial Magistrate's Court. These applications consist of 14,305 separate breaches, where each breach is treated as a separate complaint for the purposes of court proceedings. The Court following directions issued by the Chief Stipendiary Magistrate has adopted this practice in 1994.

An increase in complaints for unfair dismissal pursuant to a workplace agreement has been noticed in this jurisdiction.

Publications and Awards Services

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

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



1998/99 total Actual FTE level	9.6
1999/00 total Actual FTE level	7.7

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

Our current practice is to produce a Gazette monthly. During the year, 12 editions were published all meeting the specified publication dates. A further 4 editions were also produced to meet increased output from the Commission.

The aim is to provide the WAIG, or significant parts of the WAIG, to the community in electronic form and on the Internet. The electronic production of the Gazette will depend on costs, consultation with the Commission and the State Law Publisher and changes to the Industrial Relations Act.

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All Awards were updated and consolidated throughout the year and available to the public in electronic form on the Internet. Weekly changes to Awards/Industrial Agreements are now posted onto the Internet to keep interested clients fully informed.

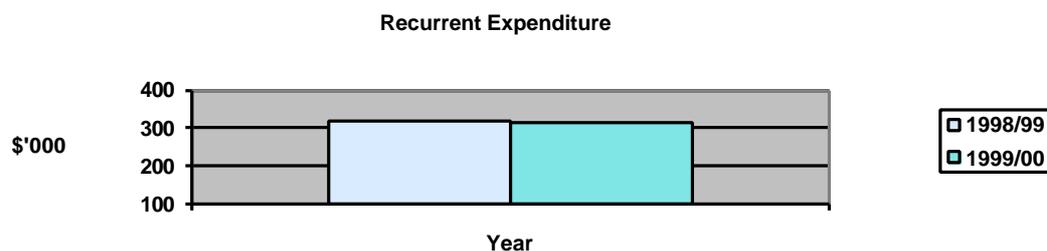
There were two General Orders of the Commission that required all awards to be consolidated. The first being the State Wage Case (609/99), early in the financial year resulted in the re-calculation of all wage rates in the affected awards. The second being a General Order affected Location Allowances provisions.

The majority of registered industrial agreements have been reviewed to assess which continue to apply so that agreements can either be consolidated or possibly cancelled. Similarly, there is considerable work continuing to review existing awards where it appears the awards may no longer be used and/or because the listed respondents no longer exist.

During the financial year, the branch was relocated to the 16th floor in close proximity to the Registry. This has aided in the implementation of cross-training initiatives with the Registry that will lead to greater operational integration and multi-skilling. Consequently, the Branch will provide more efficient and effective services to the Department, Commission and the public.

Information Resource Centre (Library)

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



1998/99 total Actual FTE level	2.6
1999/00 total Actual FTE level	2.0

Initiatives undertaken in 1999/00 were -

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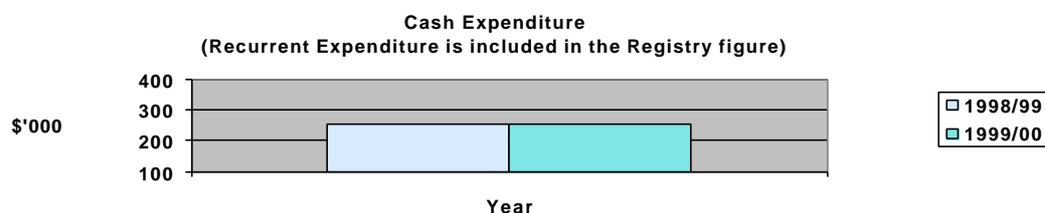
- Catalogue Developments:
journal article indexing, online journal accessioning, the addition of the annual reports and ABS publications to the database.
- Training Initiatives:
A Guide to Library Services was completed, various "how to use and find" guides for Library resources, and the provision of training on the use of Library electronic resources.
- Promotional displays and activities:
for International Women's Day and Australian Library Week.
- New Services:
introduction of a new Wages Report service
reintroduction of a personal profile (SDI) service.

Library staff answered 1449 reference inquiries compared with 2255 requests in 1998/99. The increased usage of online information resources such as CD ROMs and the Internet by the Commission would appear to be a factor in the reduced number of inquiries answered directly by Library staff. Because of these changes, the Library is providing more training and assistance in searching electronic resources, and has produced various "how to find" guides.

The last 12 months has been a period of review for the Library with procedure manuals and policies updated, a review of current and potential new services and resources undertaken to ensure that the Library adapts to its changing work environment and continues to meet its Library service commitment to the Commission.

Regional Services

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



1998/99 total Actual FTE level	2
1999/00 total Actual FTE level	2

In the 1999/2000 year the Karratha office dealt with cases concerning alleged unfair dismissals or denied contractual entitlements initiated by applicants. The remaining files dealt with Conferences, Boards of Reference, Public

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Service Arbitrator Conferences and the arbitration of Pilbara/Kimberley Institutions Grievance Procedure Dispute Referrals.

The majority of documents lodged are applications for unfair dismissal that are subsequently forwarded to the Registry in Perth.

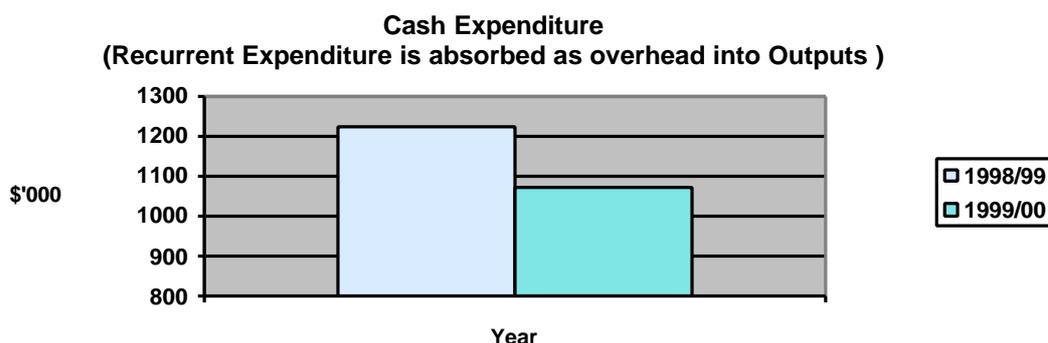
Regional clients have equitable access to departmental services. We utilise freecall and freefax services to make contact as cost free as possible. By advertising through our website and telephone services we seek to keep regional clients informed about our services.

The office includes Registry, conference and hearing facilities for industry and members of the public.

Our regional office uses local suppliers by preference.

Corporate Services

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



1998/99 total Actual FTE level	12.3
1999/00 total Actual FTE level	12.3

Activities for 1999/2000 included:

- Continued support for the Departments Corporate Plan 1997-2000 and support for the consequent Strategic Business Plans.
- Improvement to Intranet that provides personnel and other corporate information (eg online Induction).
- Review of our information technology strategy.
- Progression towards electronic procurement.

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Internet

We have produced a site that meets community needs by being practical, easy to navigate, pleasant to view and providing the information the user requires.

Our website was also the first Western Australia State Government website to be accorded the use of the Australian Government Locator Service Logo (AGLS). This has involved lodging 'metadata' about our site with AGLS. National Archives of Australia manages AGLS.

During June 2000 we added the Rules of Organizations (union rules) to our website. Throughout the year we used the web address to advertise job vacancies.

Additionally, we published "notes for respondents" which compliment the "notes for applicants". These notes are for the benefit of parties with matters or intending to bring matters before the Industrial Commission.

We expect the website to be hosted in-house by September 2000.

We welcome any comments or suggestions via the feedback and enquiry facility on our website www.wairc.wa.gov.au. We have received extensive feedback during 1999/2000 from our on-line clients.

Year 2000 Bug

During the 99/00 period, the Department successfully managed the rollover to the Year 2000. Building on a planning and implementation process from previous years, the agency made the transition into 2000 without any compliance issues being recorded.

Core Business Systems-Registry

A discussion paper on the prospects of the development of an electronic registry was developed. After a period of significant consultation and review, the document was adopted. Key points include:

- Unification of disparate electronic systems
- Development of common interface tools
- Specification of workflow activities
- Development of consistent outputs
- Improved Public Network infrastructure connectivity

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Central to this process is the improvement of information that is made available online. In line with this the external communications infrastructure has been significantly improved and it is anticipated that a new website will be brought online in September 2000. The new website will contain much of the information currently contained within the gazette, such as decisions, orders and agreements.

Additionally new searching tools have been developed to allow for a simple integration of the Commission databases. Where appropriate these too will be brought online in late 2000. The 'Due Diligence' searching facility has been available through the library since January and has proven to be a useful tool for the industrial relations community.

In order to assist in the usage of online searching and accessing of information, the Commission has adopted a system of Medium Neutral citation. This has seen the development of an in-house system that tracks and controls documents as various Chambers complete them. The documents are indexed and given a unique identifier before being routed to the publication processes. This unique identifier will assist users of the commission to refer to a decision and parts of decision whether the source reference is the unpublished format, the Internet version or the WAIG version.

Work is underway to integrate the Medium Neutral citation system with the existing Case and Management system to allow chambers to electronically track their own files.

Goods and Services Tax

The Federal Government, as part of its national taxation reform agenda, introduced a Goods and Services Tax (GST) which became operational on 1 July 2000. GST applies equally to governments and the private sector.

Because of the implementation process undertaken, the Department is now positioned to ensure full compliance with the requirements of the new tax system.

Anti-Corruption

During the reporting year to May 31 2000, no matters were referred to the Anti-Corruption Commission although one matter was referred by that Commission for action by the Department.

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Risk Management

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

During 1999/2000, all major risks were addressed through our Business Continuity Planning.

Senior staff have been introduced to the concept and we aim for a cultural change by more accurately assessing business risks in all activities. Consistent with Treasurer's Instruction 109, we periodically review risks in the workplace to determine their best management.

Freedom of Information

No requests for information under the Freedom of Information legislation were received during the period in question. An information statement is available to the public on request.

Government Purchasing Charter

The Department has a partial exemption from the State Supply Commission for the procurement of goods or services up to a value of \$50,000. In all our purchasing, the Department strives to meet the Buying Wisely outcomes to ensure suppliers are given equal opportunity to do business with us and that assessment of any quotation or tender is fair, unbiased and professional. Performance of contract is jointly monitored with supplier and agency and unsuccessful suppliers have access to feedback.

For 1999/2000 I confirm that purchasing was made with the aim of fulfilling the key principles for achieving the best value for money for expenditure from taxpayer funds.

During 1999/2000 no new contracts in excess of \$50,000 were undertaken. For the year several consultancies were contracted. Generally, I am satisfied that policy has been observed.

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

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Disability Service Plan

The leased accommodation that the department utilises was designed to meet Australian standards for access to people with disabilities.

Access to services for persons with disabilities remains at a satisfactory level. Information about services is available in formats that would meet the needs of people with disability. People with disability have the opportunity to provide feedback about services.

Our plan has not been updated since the first plan. The Department has engaged a consultant, at minimal cost to review our plan, audit access and provide staff training. This is expected to be completed during September 2000.

Electoral Act

Section 175ZE of the Electoral Act requires the Principal Officer of the agency to detail certain expenditures. This agency expended \$19,327 on newspaper advertising in respect of notices required by virtue of the operation of the Industrial Relations Act and job advertisements.

Plan for Women's Outcomes

The Department fully supports the Governments plan for women. We are unable to provide major events to strengthen and celebrate the role of women in our workforce, but we have given a commitment to the Women's Policy Development Office that we will contribute to events that they may run or sponsor during the life of the plan.

Publications

The Department publishes the WA Industrial Gazette on a monthly basis. Subscription to the Gazette is through the State Law Publisher. Additionally, our [website](#) publishes a wealth of useful information.

Client Focus

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

Continuing initiatives introduced to assist our clients include the publishing of awards on the Internet, E-mail access, the development of a Consumer Grievance policy and our Code of Conduct.

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STAFF MATTERS

Redeployment and Redundancy Management

During the year, the Department continued to be involved as a pilot agency in activities associated with the devolvement of the management of redeployees to public sector agencies.

A number of the Department's staff who were registered for redeployment during the year, disputed the legitimacy of their registration and the matter was the subject of a conference in the Industrial Relations Commission.

The parties agreed that any redeployment action would be delayed pending the outcome of the filling of vacant positions created by the restructure of the Department's Publications and Awards Branch.

The surplus staff did not fill these positions and consequently the Department is progressing redeployment action in relation to all of its registered redeployees.

EBA and Workplace Agreements

During the year staff covered by the Enterprise and Workplace Agreements received a 3% pay rise on the attainment of the required productivity initiatives. As at 30 June 2000 41% of staff were covered by an individual workplace agreement. The current Enterprise Agreements are due to expire in November 2000 and the Department will soon commence the negotiation of two new agreements. Development of new Workplace Agreements has also commenced.

Health, Safety and Welfare

The Department had four workers compensation claims during the year all of which resulted in lost time from work. Effective ongoing management of a claim, which originated in 1998/99 leading to significant lost working time, resulted in the employee resuming work on a fulltime basis without any further lost time due to the injury.

In recognition of our responsibility to provide a safe and healthy workplace the Department periodically arranges for independent testing of our work environment as to air and workspace quality. Testing was carried out during May and June of 2000.

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Continuing Professional (Staff) Development

During the year cash expenditure on training was the equivalent of 0.8% of the Department's salary costs.

The individual training undertaken throughout the Department primarily focused on information technology skills. Other training related to job application and interview skills, career transition and staff attendance at a number of conferences and seminars.

The registries of the State and Federal Commissions, Registry staff continued to be cross-trained in the procedures of both Commissions in order to provide a "one stop" quality service. Our enterprise and workplace agreements provide staff with the ability to access paid skills development leave to undertake relevant tertiary studies. During the year, a number of staff were granted such leave to undertake tertiary studies.

Equal Employment Opportunity

The Department continued its commitment to equal opportunity in employment by providing staff with access to the flexible leave arrangements available through the enterprise and workplace agreements.

Compliance Reporting Requirements

Under Section 31(1) of the Public Sector Management Act 1994 our annual report must include a report on the extent to which public sector standards, codes of ethics and any relevant code of conduct have been complied with by the Department. This is a statement made by the Acting Chief Executive Officer.

To the best of my knowledge, in the administration of the Department of the Registrar, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our Code of Conduct under section 31(1) of the Public Sector Management Act 1994.

During the next year, it is my intention that the Department will undertake a review of its compliance with the Standards and Codes to satisfy myself that the above statement is correct.

In the past year, one application was made for breach of the Recruitment, Selection and Appointment Standard and no breach was found.

John Spurling
A/Chief Executive Officer
31 August 2000

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APPENDICES

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

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Appendix A

CERTIFICATION OF PERFORMANCE INDICATORS

I hereby certify that these performance indicators are based on proper records and fairly represent the performance of the Department of the Registrar, Western Australian Industrial Relations Commission, for the financial year ended 30 June 2000.



John Spurling
ACCOUNTABLE OFFICER
15 August 2000

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Auditor General

To the Parliament of Western Australia

**DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL
RELATIONS COMMISSION
PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2000**

Scope

I have audited the key effectiveness and efficiency performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2000 under the provisions of the Financial Administration and Audit Act 1985.

The Chief Executive Officer is responsible for developing and maintaining proper records and systems for preparing and presenting performance indicators. I have conducted an audit of the key performance indicators in order to express an opinion on them to the Parliament as required by the Act. No opinion is expressed on the output measures of quantity, quality, timeliness and cost.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, evidence supporting the amounts and other disclosures in the performance indicators, and assessing the relevance and appropriateness of the performance indicators in assisting users to assess the Department's performance. These procedures have been undertaken to form an opinion as to whether, in all material respects, the performance indicators are relevant and appropriate having regard to their purpose and fairly represent the indicated performance.

The Department's outcome "A process for the prevention and resolution of industrial relations conflict" and Output 5 "Activities of the Western Australian Industrial Relations Commission" relate to the Commission established under the Industrial Relations Act 1979. As the Commission is an affiliated body and not subject to the operational control of the Department, key performance indicators are not reported for the Commission by the Department.

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

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators are relevant to the outcome "Employers, employees and unions have a means of resolving industrial relations matters" of the Department of the Registrar, Western Australian Industrial Relations Commission. The indicators are appropriate for assisting users to assess the Department's performance and fairly represent the indicated performance for the year ended June 30, 2000.

C P MURPHY
ACTING AUDITOR GENERAL
September 29, 2000

4th Floor Dumas House 2 Havelock Street West Perth WA 6005 Western Australia Tel: (08) 9222 7500 Fax: (08) 9322 5664

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PERFORMANCE MANAGEMENT

BACKGROUND

The Department manages four outputs

Output 1: Registration and recording of applications.

Description: Receive customer enquiries and applications, maintain a Court of Record, provide support to the Industrial Magistrate.

Output 2: Consolidation and maintenance of awards, orders and agreements

Description: Maintain and consolidate up to date awards and agreements.

Output 3: Publication of the WA Industrial Gazette

Description: Publish the Western Australian Industrial Gazette. Provide research services to the Western Australian Industrial Relations Commission.

Output 4: Provision of library and research information

Description: Provide an up to date, accurate and responsive reference information service to Commission members, Departmental staff, industrial relations practitioners, students and the general public.

A fifth output was named in the 1999/00 estimates, namely:

Output 5: Activities of the Western Australian Industrial Relations Commission

Description: The Commission provides for a conciliation and arbitration process to settle industrial disputes.

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

As defined in section 3 of the Financial Administration and Audit Act (1985) and Treasurer's Instruction 951, the Commission is an Affiliated Body of the Department and serviced by the Department. The Commission is financially dependent on the Department but not subject to its operational control. The Department does not report on the performance of the Commission and therefore Output 5 is not reported as a Key Performance Indicator.

Performance Indicators

The Department's Performance Management System is presented as follows:

Mission:

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.

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Corporate Objectives:

- To be sensitive and responsive to the needs of the Commission and the people who use it.
- To continuously improve practices and services in all areas.
- To provide services on a value for money basis in line with community expectations.

The outcome being:

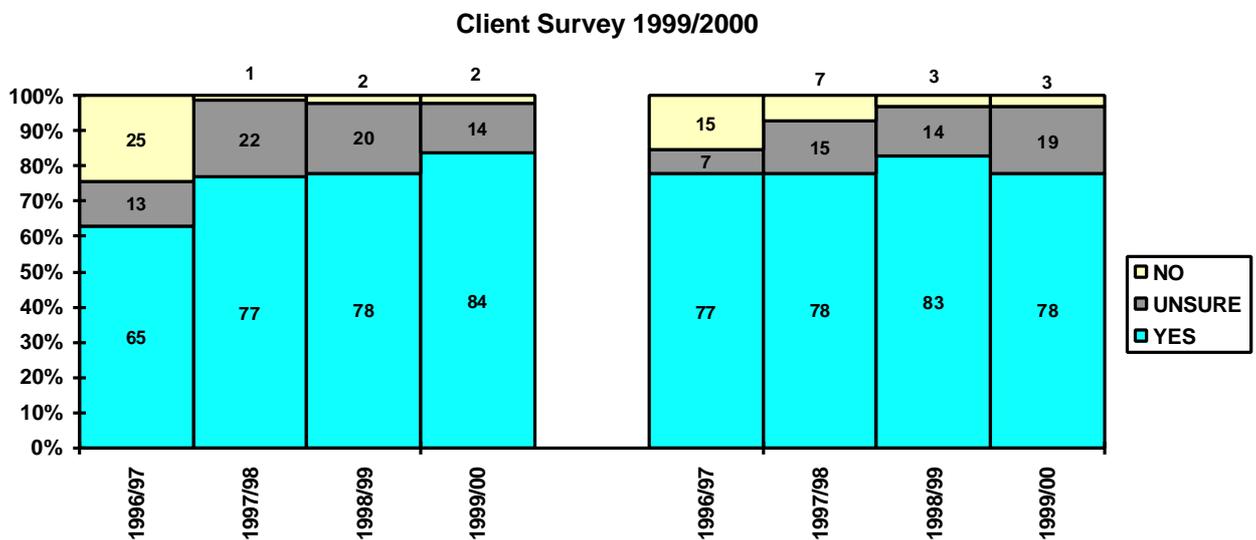
Employers, employees and unions have a means of resolving industrial relations matters.

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

Effectiveness Indicator.

Indicator 1 Responsiveness to client needs.

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



Satisfaction

Relevance of Information

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

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

The survey population consisted of approximately 165 key customers, representing Employer bodies, Employee organizations, Lawyers and Advocates and Government Agencies. Of those surveyed, 85 responded. The sampling error is 7.63% at the 95% confidence level.

The data for the 1997/98 year was the subject of a qualification from the Auditor General in that the small number of survey respondents was not sufficient to provide a statistically reliable representation of performance. The data for 1997/98 is maintained for comparative purposes but users of this information should take into account the Auditor's qualification.

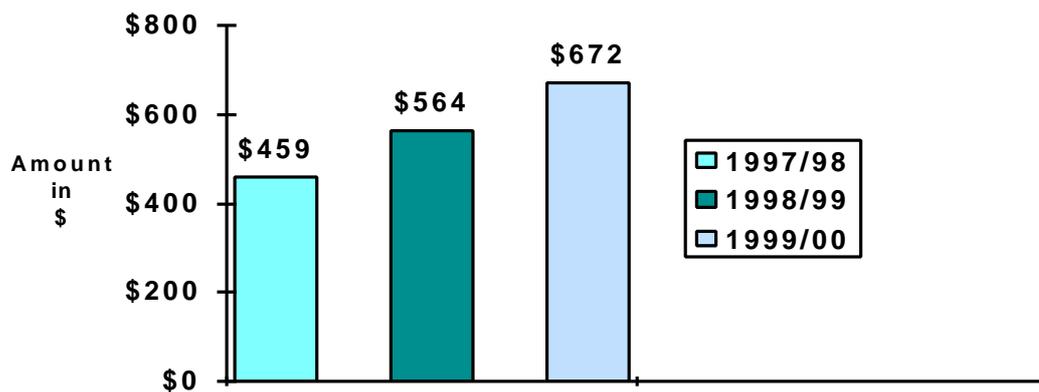
EFFICIENCY INDICATORS

Indicator 2. Registration and Recording of Applications (Output 1)

Expenditure per application processed.

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

Cost Per Application



The above graph measures cost efficiency per application received. During 1997/98 4,115 applications and complaints were received, in 1998/99 3,487 were received and in 1999/2000 3,313 were received. This calculation uses a cost base of the "Total Cost of Service".

Had the 1999/2000 calculation been based on the total cost of service, less fee for service revenue from the Commonwealth, the cost per application would be \$572.

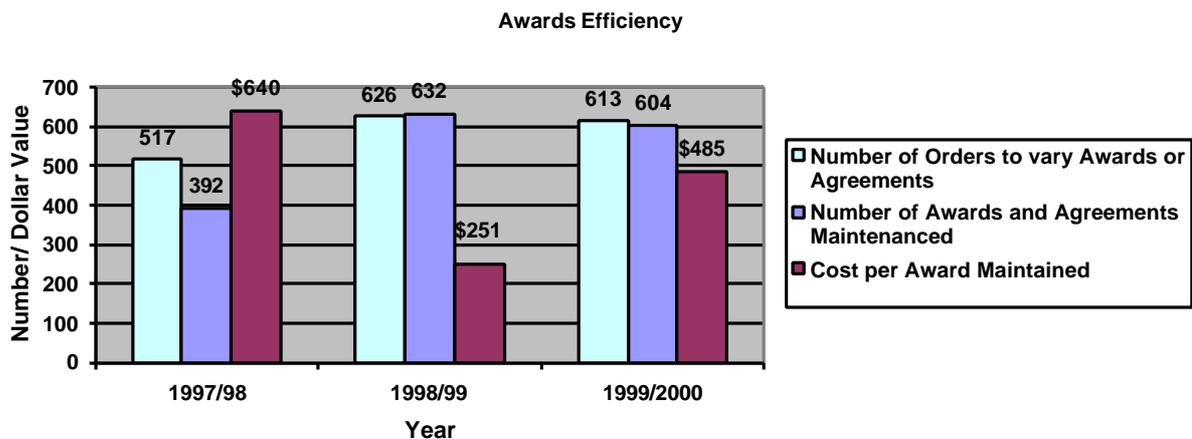
Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Indicator 3 - Consolidation and Maintenance of Awards, Orders and Agreements (Output 2)

Expenditure per Award and or Agreement maintained.

As a measure of financial efficiency the average cost per Award or Agreement maintained indicates the cost of providing an Awards/ Agreement maintenance function. Employers, employees and unions rely on an up to date record of Awards and agreements in resolving many industrial relations matters. An understanding of the cost efficiency is important in managing resources to meet our stated outcome.



The above graph displays the cost per award maintained comparative between the 1997/98, 1998/99 and 1999/00 years. The number of "award variation orders" issued indicates the frequency of award update and the "number of awards and agreements maintained" indicates the number of individual awards and agreements that have been created or updated during the year.

It should be noted that during 1997/98 changes to the Industrial Relations legislation required substantial changes to many Awards and Agreements.

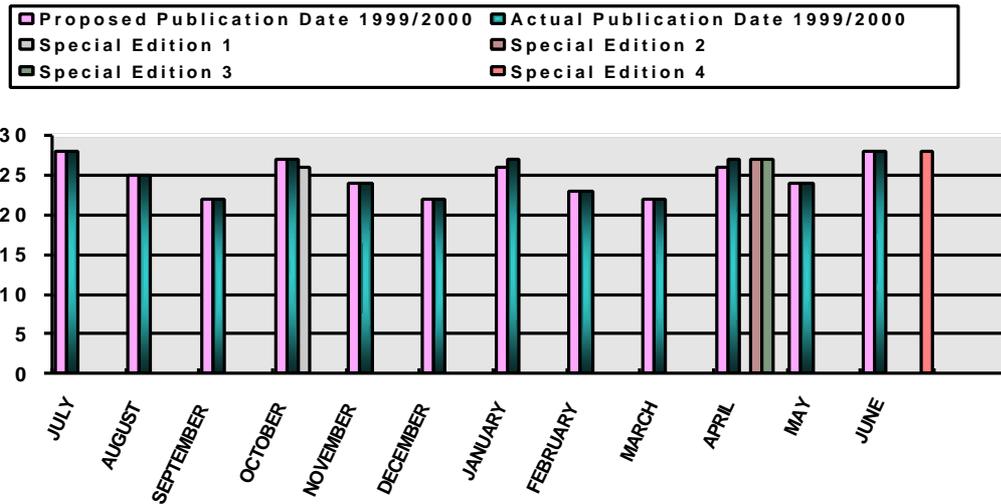
Indicator 4 - Publication of the WA Industrial Gazette (Output 3)

Timeliness of Gazette to statute requirements.

The efficiency of Output 3 in meeting the outcome of employers, employees and unions having a means of resolving industrial relations matters is measured by the timeliness of Gazette production. By producing the Gazette on time and within customer expectations this Output is helping parties resolve industrial matters by having an up to date resource.

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission



The Western Australian Industrial Gazette is required on a benchmark of being published on the 4th Wednesday of every month. The graph indicates any deviation from the required time frame. This measure reflects on the performance of the Gazette output. For 1999/00, with the exception of January and April, all Gazettes were printed in accordance with our benchmark. An additional 4 special editions were also printed. During 1998/99, 4 special editions were produced.

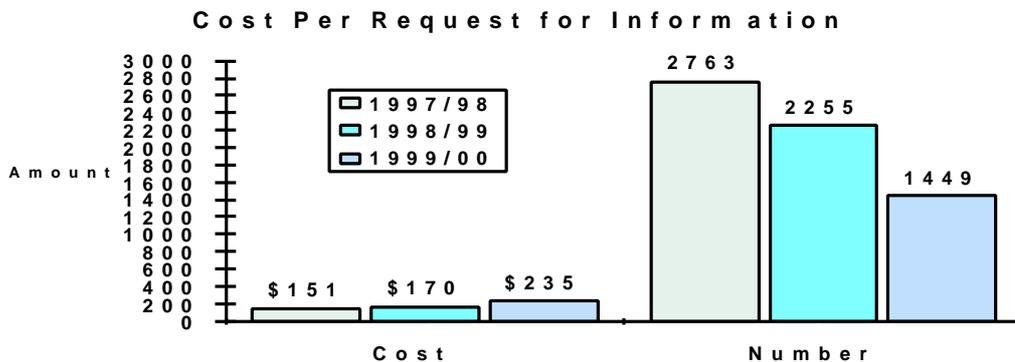
The 1998/99 to 1999/00 comparative cost per gazette edition is:

	1998/99	1999/00
Number of Editions	16	16
Cost per edition	\$39,812	\$24,250

The cost per edition does not reflect the number of pages, which vary each edition.

Indicator 5- Provision of Library and Research Information (Output 4)

Requests for information and cost



The Library provides information and research services to the WAIRC and employers, employees and unions in assisting these clients with the resolution of industrial relations matters. A decrease in the number of requests for information is the primary reason for an increase in the cost of the provision of this service.

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Department of the Registrar, Western Australian Industrial Relations Commission

OUTPUT MEASURES 1999/2000

(These do not form part of the performance indicators)

	QUALITY	QUANTITY	TIMELINESS	(ACCRUAL BASED) COST
Output 1 (Registry)	% Files returned for corrective action Target: 1% Actual: 1%	Number of applications received. Target: 3200 Actual: 3313	Extent to which services are provided within time standards Target: 100% Actual: 100%	Cost per application received Target: \$574 Actual: \$672
Output 2 (Awards)	Award variation record requiring corrective action Target: Nil Actual: Nil	Number of awards/agreements maintained Target: 500 Actual: 604	Mean time taken to process variations for the 50 most used awards Target: 24 Hours Actual: <24 Hours	Cost per award/agreement maintained Target: \$650 Actual: \$485
Output 3 (Gazette)	Complaints received in respect of published gazettes Target: Nil Actual: Nil	Number of gazettes pages published Target: 4900 Actual: 4797	Number of gazettes published on time. Target: 13 Actual: 16	Cost per gazette page published Target: \$119 Actual: \$ 81
Output 4 (Library)	Customer complaints received Target: Nil Actual: Nil	Number of requests for information received Target: 2500 Actual: 1449	Mean time taken to satisfy a request for information Target: 15 min Actual: 14 min	Cost per request for information Target: \$146 Actual: \$235

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Appendix B

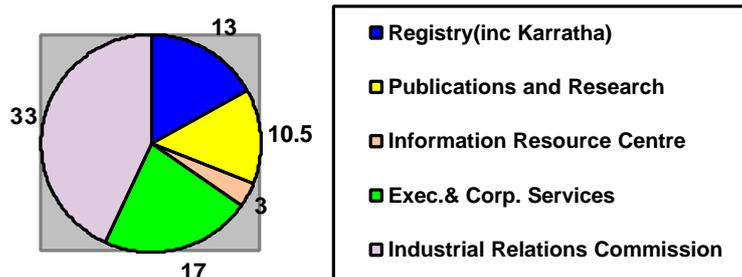
MANAGEMENT

Occupant	Position
John Spurling	Registrar and CEO
Alexander Watt, CPA	Director Corporate Services
John Rossi	Director of Operations
Robin Lovegrove	Deputy Registrar (Designate)
Darryl Buttell	Deputy Registrar (Industrial)
Kelvin McCann	Deputy Registrar (Karratha)

Personnel

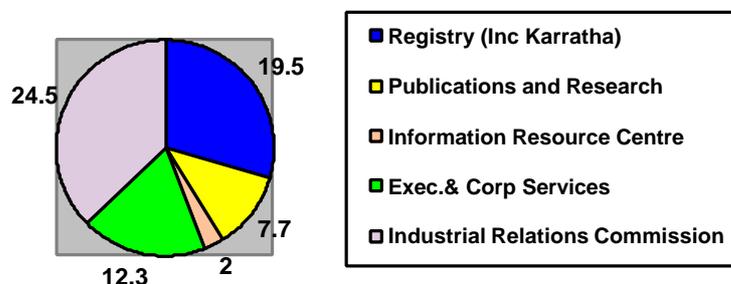
The Commission's approved staffing level (AASL) for 1999/2000 was 76.5 FTE's (full-time equivalents). This figure includes members of the Commission. Figure 1 shows the distribution of the AASL within the Commission.

Figure 1 - Distribution of AASL (Budgeted)



The average staffing level (ASL) for the year was 66 FTE's and the distribution within the Commission is shown in Figure 2. During the year twenty five positions were advertised and or filled.

Figure 2 - Distribution of ASL (Actual)



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

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Department of the Registrar, Western Australian Industrial Relations Commission

Appendix C

CERTIFICATION OF FINANCIAL STATEMENTS

"The accompanying financial statements of the Department of The Registrar, Western Australian Industrial Relations Commission have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2000 and the financial position as at 30 June 2000.

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."



John Spurling
ACCOUNTABLE OFFICER



Alexander Watt
PRINCIPAL ACCOUNTING OFFICER

15 AUGUST 2000

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission



Auditor General

To the Parliament of Western Australia

DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2000

Scope

I have audited the accounts and financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2000 under the provisions of the Financial Administration and Audit Act 1985.

The Chief Executive Officer is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial statements, and complying with the Act and other relevant written law. The primary responsibility for the detection, investigation and prevention of irregularities rests with the Chief Executive Officer.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, the controls exercised by the Department to ensure financial regularity in accordance with legislative provisions, evidence to provide reasonable assurance that the amounts and other disclosures in the financial statements are free of material misstatement and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions so as to present a view which is consistent with my understanding of the Department's financial position, the results of its operations and its cash flows.

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

Audit Opinion

In my opinion,

- (i) the controls exercised by the Department of the Registrar, Western Australian Industrial Relations Commission provide reasonable assurance that the receipt and expenditure of moneys and the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the Operating Statement, Statement of Financial Position, Statement of Cash Flows, Activity/Output Schedule of Expenses and Revenues and Summary of Consolidated Fund Appropriations and Revenue Estimates and the Notes to and forming part of the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions, the financial position of the Department at June 30, 2000 and the results of its operations and its cash flows for the year then ended.

C P MURPHY

ACTING AUDITOR GENERAL

September 29, 2000

4th Floor Dumas House 2 Havelock Street West Perth WA 6005 Western Australia Tel: (08) 9222 7500 Fax: (08) 9322 5664

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Statement of Financial Position

as at 30 June 2000

	Note	1999/00 (\$'000)	1998/99 (\$'000)
CURRENT ASSETS			
Cash and amounts in suspense	17	377	110
Prepayments	18	83	0
Accounts Receivable	20	47	8
Total current assets		507	118
NON-CURRENT ASSETS			
Property, Plant and Equipment	19	250	365
Total assets		757	483
CURRENT LIABILITIES			
Accrued salaries	21	89	56
Accrued Expenses		246	184
Employee entitlements	22	1,525	1,365
Financial Lease (Equipment)	23	0	134
Total current liabilities		1,860	1,739
NON-CURRENT LIABILITIES			
Employee entitlements	22	199	171
Total non-current liabilities		199	171
Total liabilities		2,059	1,910
EQUITY			
Surplus (Deficit)	24	(1,302)	(1,427)
Equity deficit		(1,302)	(1,427)
Total liabilities and equity		757	483

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Operating Statement For the period ended 30 June 2000

	Note	1999/00 (\$'000)	1998/99 (\$'000)
COST OF SERVICES			
Operating expenses			
Employee costs	4	4,208	4,114
Superannuation	5	624	559
Depreciation and amortisation	6	187	298
Supplies and Services	7	1,584	1,545
Accommodation expenses	8	791	732
Loss on Disposal of Assets	9	1	58
Abnormal Loss on change in Accounting Policy	10	0	82
Interest Expenses		8	2
Total cost of services		7,403	7,390
Operating Revenues			
Operating revenue from services	11	506	85
Total Operating Revenues		506	85
Net cost of services		6,897	7,305
REVENUES FROM GOVERNMENT			
Amounts received from appropriations	12	6,371	6,228
Resources received free of charge	14	27	58
Liabilities assumed by the Treasurer	15	624	559
Total revenues from Government		7,022	6,845
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS		125	(460)

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Statement of Cash Flows for the period ended 30 June 2000

	Note	1999/00 (\$'000) Inflows (Outflows)	1998/99 (\$'000) Inflows (Outflows)
CASH FLOWS FROM GOVERNMENT			
Receipts from Recurrent appropriations		6,256	6,113
Receipts from Capital appropriations		115	115
Payment to consolidated fund		0	(71)
Net cash provided by Government		6,371	6,157
Utilised as follows:			
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES			
Payments			
Employee Costs		(4,048)	(3,927)
Supplies and Services		(1,661)	(1,421)
Interest Paid		(8)	(2)
Accommodation		(732)	(716)
Receipts			
Revenues from services		528	79
Net cash from operating activities	25	(5,921)	(5,987)
CASH FLOWS FROM/(USED IN) INVESTING ACTIVITIES			
Payments for purchase of non-current assets		(51)	(21)
Receipts from the sale of non-current assets		2	17
Net cash from/(used in) investing activities		(49)	(4)
CASH FLOWS USED IN FINANCING ACTIVITIES			
Payment for Finance Lease		(134)	(141)
Net cash used in financing activities		(134)	(141)
Net increase/(decrease) in cash held		267	25
Cash at the beginning of the financial year		110	85
Cash at the end of the Financial Year.		377	110

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Activity/Output Schedule of Expenses and Revenues for the year ended 30 June 2000

	Registration & Recording of Applications		Awards, Orders and Agreements		Publication of WAIRC Gazette		Provision of Library and Research Information		Activities of WAIRC		Totals	
	1999/00 \$'000	1998/99 \$'000	1999/00 \$'000	1998/99 \$'000	1999/00 \$'000	1998/99 \$'000	1999/00 \$'000	1998/99 \$'000	1999/00 \$'000	1998/99 \$'000	1999/00 \$'000	1998/99 \$'000
Operating expenses												
Salaries	1067	850	232	130	174	242	103	95	2,631	2,797	4,208	4,114
Superannuation	100	89	28	17	22	25	24	24	451	404	624	559
Depreciation	59	83	4	4	16	42	11	27	97	142	187	298
Supplies and Services	712	690	16	5	157	283	158	191	541	376	1,584	1,545
Accommodation expenses	286	198	13	1	18	26	43	42	430	465	791	732
Loss on disposal of Assets		14		1		8		5	1	30	1	58
Abnormal loss on change in accounting policy		42		1		11				28		82
Interest expense	3	2			1		1		4		8	2
Total operating expenses	2,227	1,968	293	159	388	637	340	384	4,155	4,242	7,403	7,390
Transcript Sales	(27)	(27)									(27)	(27)
Document Lodgement	(40)	(40)									(40)	(40)
Sundry	(14)	(12)	(1)	(3)	(1)	(3)	(1)		(10)		(27)	(18)
Australian Industrial Reg fees ^(28c)	(375)										(375)	
Workers comp recoups	(22)		(15)								(37)	
Total revenue for services	(478)	(79)	(16)	(3)	(1)	(3)	(1)	0	(10)	0	(506)	(85)
Net cost of services	1,749	1,889	277	156	387	634	339	384	4,145	4,242	6,897	7,305
Appropriations drawn	(1,916)	(1,659)	(253)	(134)	(334)	(538)	(292)	(324)	(3,576)	(3,573)	(6,371)	(6,228)
Resources received free of charge	(10)	(16)			(3)		(1)	(4)	(12)	(38)	(27)	(58)
Liabilities assumed by the Treasurer	(101)	(89)	(28)	(17)	(26)	(25)	(25)	(24)	(443)	(404)	(624)	(559)
Total revenues from Government	(2,027)	(1,764)	(281)	(151)	(363)	(563)	(318)	(352)	(4,031)	(4,015)	(7,022)	(6,845)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	(278)	125	(4)	5	24	71	19	32	114	227	(125)	460

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Summary Of Consolidated Fund Appropriations And Revenue Estimates For Year Ended June 30, 2000

	1999/00			1998/99
	Estimate	Actual	Variation	Actual
	\$'000	\$'000	\$'000	\$'000
RECURRENT				
Details of Appropriations				
Amount required to fund outputs for the year	6,053	6,684	631	6,098
Less Retained Revenue - Section 23A of the Financial Administration and Audit Act	(79)	(528)	(449)	(79)
Item 67 - Amount provided to fund outputs for the year	<u>5,974</u>	<u>6,156</u>	<u>182</u>	<u>6,019</u>
Amount Authorised by Other Statutes				
- Salaries and Allowances Act 1975	94	100	6	94
Total Recurrent Services	<u>6,068</u>	<u>6,256</u>	<u>188</u>	<u>6,113</u>
CAPITAL				
Item 155 - Amount provided for Capital Services for the year	115	115	0	115
Total Capital Services	<u>115</u>	<u>115</u>	<u>0</u>	<u>115</u>
GRAND TOTAL	<u>6,183</u>	<u>6,371</u>	<u>188</u>	<u>6,228</u>
DETAILS OF EXPENDITURE				
Recurrent				
Outputs				
Registration and recording of matters	1,548	1,939	391	1,634
Consolidation and maintenance of awards and agreements	256	255	(1)	132
Publication of industrial gazette	500	338	(162)	529
Provision of information services	329	296	(33)	319
Western Australian Industrial Relations Commission	3,449	3,621	172	3,523
Total	<u>6,082</u>	<u>6,449</u>	<u>367</u>	<u>6,137</u>
Less Retained Revenue	(79)	(528)	(449)	(96)
Changes in Operating Account Balances	65	335	270	72
TOTAL	<u>6,068</u>	<u>6,256</u>	<u>188</u>	<u>6,113</u>
Capital				
Capital Expenditure	115	115	0	115
GRAND TOTAL OF APPROPRIATIONS	<u>6,183</u>	<u>6,371</u>	<u>188</u>	<u>6,228</u>

Notes

(1) Explanations of variations between the current year estimates and actual results, and the actual results compared with the immediately preceding year, are set out in note 28 of the Annual Report.

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

1 Departmental objectives and funding

The Department's mission is to support the Western Australian Industrial Relations Commission to provide employers, employees and unions with a means of resolving industrial relations matters according to industrial relations legislation.

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

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

2 Significant accounting policies

(a) General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Australian Accounting Standards and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary the application, disclosure, format and wording. The Financial Administration and Audit Act and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector together with the need for greater disclosure and also to satisfy accountability requirements.

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

(b) Basis of accounting

The financial statements have been prepared in accordance with Australian Accounting Standard AAS 29. The statements have been prepared on the accrual basis of accounting using the historical cost convention.

Administered assets, liabilities, expenses and revenues are not integral to the Department in carrying out its functions and are disclosed in the notes to the financial statements, forming part of the general purpose financial report of the Department. The administered items are disclosed on the same basis as is described above for the financial statements of the Department. The administered assets, liabilities, expenses and revenues are those which the Government requires the Department to administer on its behalf. The assets do not render any service potential or future economic benefits to the Department, the liabilities do not require the future sacrifice of service potential or future economic benefits of the Department, and the expenses and revenues are not attributable to the Department.

As the administered assets, liabilities, expenses and revenues are not recognised in the principal financial statements of the Department, the disclosure requirements of Australian Accounting Standard AAS 33, Presentation and Disclosure of Financial Instruments, are not applied to administered transactions.

(c) Appropriations

Appropriations in the nature of revenue, whether recurrent or capital, are recognised as revenues in the period in which the Department gains control of the appropriated funds. The Department gains control of appropriated funds at the time those funds are drawn down by the Department. Appropriations which are repayable by the Department to the Treasurer are recognised as liabilities.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

(d) Net Appropriation Determination

Pursuant to section 23A of the Financial Administration and Audit Act, the net appropriation determination by the Treasurer provides for retention of the following moneys received by the Department:

Proceeds from fees and charges; and
Proceeds from training courses provided.

Retained revenues may only be applied to the outputs specified in the 1999-2000 Budget Statements.

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

(e) Operating Account

Amounts appropriated and revenues, which are the subject of net appropriation determinations, are deposited into the Operating Account. Revenues which are not subject to net appropriation determinations are deposited into the Consolidated Fund. All Departmental payments are made from the Operating Account.

(f) Depreciation of non-current assets

All non-current assets of value greater than \$1,000, having a limited useful life are systematically depreciated to reflect the consumption of the service potential embodied in those assets. Depreciation has been charged on a straight line basis using the following average lives:

Furniture:

Fabric furniture	5 years
Wood furniture	10 years
Metal furniture	15 years
Plant & Equipment	5 years
Computer equipment	3 years

These rates are reviewed annually.

(g) Employee entitlements

Annual and long service leave

These entitlements are calculated at current remuneration rates.

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given, when assessing expected future payments, to expected future wages and salary levels including relevant on-costs, experience of employee departures and periods of service. Expected future payments are discounted using interest rates on National Government guaranteed securities with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Superannuation

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

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

Superannuation Cont'd

The superannuation expense comprises the following elements:

(i) change in the unfunded employer's liability in respect of current employees who are members of the Superannuation and Family Benefits Act Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and(ii) notional employer contributions which would have been paid to the Gold State Superannuation Scheme and West State Superannuation Scheme if the Department had made concurrent employer contributions to those Schemes.

(The superannuation expense does not include payment of pensions to retirees as this does not constitute part of the cost of services provided by the Department in the current year. The total unfunded liability for pensions and transfer benefits assumed by the Treasurer at 30 June, 2000 in respect of current employees is \$2.525m (1999-\$2.405m).

(h) Leases

The Department's right and obligations under finance leases, which are leases that effectively transfer to the Department substantially all of the risks and benefits incident to ownership of the leased items, are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed as equipment under lease, and are amortised to the operating statement over the period during which the Department is expected to benefit from use of the leased assets. Minimum lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

Finance lease liabilities are allocated between current and non-current components. The principal component of lease payments due on or before the end of the succeeding year is disclosed as a current liability, and the remainder of the lease liability is disclosed as a non-current liability.

The Department has entered into a number of operating lease arrangements for office equipment where the lessors effectively retain all of the risks and benefits incident to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the operating statement over the lease term as this is representative of the pattern of benefits to be derived from the lease property

(i) Accounts Receivable, Accounts Payable, Accrued Salaries Suspense and amounts due to the Treasurer.

Accounts receivable are recognised at the amounts receivable as they are due for settlement no more than 30 days from the date of recognition. Collectability of accounts receivable is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off.

Accrued salaries suspense account consists of amounts paid annually into a Treasury suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

Accounts Payable, including accruals not yet billed, are recognised when the Department becomes obliged to make future payments as a result of a purchase of assets or services.

The Accrued salaries value in the balance sheet represents the amount due to staff but unpaid at the end of the financial year and this event occurs when the date of the last pay in the financial year and the end of the financial year do not coincide.

(j) Net Fair Values of Financial Assets and Liabilities

Net fair values of financial instruments are determined on the following bases:

Monetary financial assets and liabilities not traded in an organised financial market – cost basis carrying amounts of debtors, accounts payable, and accruals (which approximate net fair value).

(k) Prepayments:

Departmental policy in respect of prepayments is to accrue only those payments that fall without the guidelines of AAS 5.

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

(l) Statement of Cash Flows

For the purpose of the Statement of Cash Flows, "cash" has been deemed to include cash on hand and amounts in suspense.

(m) Comparatives

Where appropriate, figures for 1998-99 have been reclassified to conform with the current year's presentation.

(n) Resources Received Free of Charge

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

3 Activities/Outputs of the Department

The Budget for 1999/00 was framed in terms of activities and outputs, consequently financial reporting for the year is analysed on a like basis. Information about the Department's activities/outputs, and the expenses and revenues which are reliably attributable to those activities/outputs is set out in the Activities/Outputs Schedule. Information about expenses, revenues, assets and liabilities administered by the Department are given in the Schedule of Administered Expenses and Revenues, and the Schedule of Administrated Assets and Liabilities.

The Department manages five outputs with an Outcome as follows:

Employers, employees and unions have a means of resolving industrial relations matters

The outputs that support attainment of the above outcome are:

Output 1: Registration and recording of applications

Description: Receive customer enquiries and applications, maintain a Court of Record, and provide support to the Industrial Magistrate

Output 2: Consolidation and maintenance of awards, orders and agreements

Description: Maintain and consolidate up to date awards and agreements

Output 3: Publication of the WA Industrial Gazette

Description: Publish the Western Australian Industrial Gazette. Provide research services to the Western Australian Industrial Relations Commission.

Output 4: Provision of library and research information.

Description: Provide an up to date, accurate and responsive reference information service to Commission members, Department staff, industrial relations practitioners, students and the general public.

A fifth output was named in the 1999/00 estimates, namely

Output 5: Activities of the Western Australian Industrial Relations Commission

Description: The Commission provides for a conciliation and arbitration process to settle industrial disputes

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

		1999/00 (\$'000)	1998/99 (\$'000)
4	Employee Costs		
	Salaries	3,826	3,939
	Change in leave entitlements	128	175
	Leave payments	254	
		4,208	4,114
5	Superannuation		
	Total expense for the year (liability assumed by Treasurer)	624	559
6	Depreciation/Amortisation		
	Furniture	3	17
	Computer hardware	42	80
	Plant and Equipment	33	37
	Subtotal	78	134
	Amortisation of Leasehold Assets	109	164
	Total Depreciation / Amortisation	187	298
7	Supplies and Services		
	Expenses incurred during the year	1,560	1,500
	Written-off as bad debts	0	2
	Resources received free of charge	24	43
		1,584	1,545
8	Accommodation expenses		
	Expenses incurred during the year	788	717
	Resources received free of charge	3	15
		791	732
9	Net loss on disposal of non-current assets		
	Assets disposed of:		
	Plant and Equipment	1	
	Computer hardware		58
		1	58
	Gross proceeds on disposal	2	17
10	Abnormal net loss of non-current assets resulting from change in Accounting Policy.		
	Only those assets with an acquisition value equal to or greater than \$1,000 are now recognised.	0	82
11	Revenues from services (retained as part of net funding arrangements)		
	Miscellaneous	28	13
	Transcript sales	27	28
	Document lodgements	39	40
	Workers compensation recoups-current year	26	
	Workers compensation recoups-prior year	11	
	Australian Industrial Registry-service fees	375	
	Revenue nor recognised in prior period		4
		506	85

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

		1999/00 (\$'000)	1998/99 (\$'000)
12	Appropriation		
	Consolidated Fund		
	Recurrent	6,156	6,019
	Capital	115	115
	Special Acts	100	94
		6,371	6,228
13	Trust Accounts		
	None held.		
14	Resources received free of charge		
	Services and Supplies	24	43
	Accommodation expenses	3	15
		27	58
	Resources received free of charge have been determined on the basis of the following estimates provided by the agencies listed		
	Ministry for Justice		
	- Legal Expenses	9	28
	Office of the Auditor General		
	- external audit services	15	14
	Department of Contract and Management Services		
	-contract Services		
	Government Property Office		
	-property management services	3	15
	Treasury Department		
	- cost of banking services		1
		27	58
15	Liabilities assumed by the Treasurer		
	Superannuation	624	559

16 Contingent Liabilities

In addition to the liabilities incorporated in the Financial Statements:

The Department is seeking approval for the assignment of lease accommodation on Level 16, 111 St Georges Terrace, Perth.

This space is the space formerly occupied by the Australian Industrial Relations Commission. In conjunction with the approval process the office space is under rent review considerations.

Should the lease assignment be approved and contingent on the rent review being concluded there is a maximum potential liability of \$20,000 for rent increase.

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

		1999/00 (\$'000)	1998/99 (\$'000)
17	Cash and amounts in suspense		
	Operating Account	276	30
	Accrued Salaries Suspense Account	95	74
	Cash on hand.	6	6
		377	110
	Accrued salaries suspense account is represented by a cash balance and is therefore equivalent to the net fair value.		
18	Pre-payments		
	Prepayments	83	0
19	Property, Plant and Equipment		
	During 1998/99 the Department applied a new policy in respect to accounting for non current assets. The non current asset balances at 30 June 2000 include only those assets whose purchase price is equal to or greater than \$1,000		
	Plant and Equipment		
	At cost	131	132
	Accumulated depreciation	65	68
		66	64
	Furniture		
	At cost	35	27
	Accumulated depreciation	16	13
		19	14
	Computer Hardware		
	At cost	235	202
	Accumulated depreciation	197	151
		38	51
	Leased Equipment		
	At cost	399	399
	Accumulated amortisation	272	163
		127	236
	Total Non Current Assets	800	760
	Total Accumulated depreciation/amortisation	(550)	(395)
	Written down value as at June 30	250	365
	Assets controlled by the department at the date of reporting were initially recognised (at June 30 1995), at either written down, current cost, or written down historical cost depending on the most reliable basis for measurement		
20	Accounts receivable		
	Accounts receivable for goods and services supplied	47	8
	Less: provision for doubtful debts	0	0
		47	8

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

		1999/00 (\$'000)	1998/99 (\$'000)
21	Accrued salaries		
	Amount owing for the 6 working days to June 30 2000. (1999 – 4 days)	89	56
22	Employee entitlements		
	Current liabilities		
	Liability for annual leave	741	672
	Liability for long service leave	784	693
		1,525	1,365
	Non-current liabilities		
	Liability for long service leave	199	171
	Total Liability for employee entitlements	1,724	1,536
23	Lease commitments		
	Finance Leases		
	Analysis of finance lease commitments:		
	Payable no later than 1 year	0	142
	Payable no later than 1 year and not later than 2 years		
	Payable no later than 2 years and not later than 5 years		
	Payable later than 5 years		
		0	142
	Deduct: Future finance charges on finance leases		(8)
	Provided for as liability	0	134
	Representing lease liabilities		
	Current		134
	Non-Current		
		0	134
	<i>Non-cancellable operating lease commitments</i>		
	Not later than 1 year	30	28
	Later than 1 year and not later than 2 years	16	8
	Later than 2 years and not later than 5 years	14	4
	Later than 5 years		
		60	40
24	Equity		
	<p>Liabilities exceed assets for the Department and there is therefore no residual interest in the assets of the Department. This deficit arises through expenses such as depreciation and accrual of employee entitlements for leave not involving the payment of cash in the current period being recognised in the operating statement. Funding for the Department is entirely through appropriation on a cash basis. This situation reverses when appropriated cash is used to purchase assets or to pay out accrued liabilities</p>		
	Accumulated deficiency		
	Balance at the beginning of the year	(1,427)	(967)
	Change in net assets resulting from operations (Excluding Administered Assets held)	125	(460)
	Balance at the end of the year	(1,302)	(1,427)

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

		1999/00 (\$'000)	1998/99 (\$'000)
25	Reconciliation of net cash used in operating activities to net cost of services		
	For the purposes of the Statement of Cash Flows 'cash' is deemed to include cash on hand and amounts in suspense.		
	Net cash from operating activities (Statement of Cash Flows)	(5,921)	(5,987)
	(Increase)/decrease in accrued salaries	(32)	(9)
	(Increase)/decrease in liability for employee entitlements	(189)	(175)
	Increase/(decrease) in accounts receivable	39	5
	Profit/(loss) on disposal of non-current assets	(1)	(140)
	Depreciation	(187)	(298)
	(Increase)/decrease in accrued expenses	(38)	(75)
	Increase/(decrease) in prepayments	83	(7)
	Resources received free of charge	(27)	(58)
	Liabilities assumed by the Treasurer	(624)	(559)
	Bad debts expense	<u> </u>	<u> </u>
		<u>(6,897)</u>	<u>(7,305)</u>
26	Remuneration and retirement benefits of senior officers		
	Remuneration		
	The number of Senior Officers whose total of fees, salaries and other benefits received, or due and receivable, for the financial year, who fall within the following bands are:		
	\$	1999/00	1998/99
	60,001 - 70,000	0	2
	70,001 - 80,000	2	3
	80,001 - 90,000	1	0
	90,001 - 100,000	0	0
	101,001 - 110,000	1	1
	The total remuneration of senior officers is:	<u> </u>	<u> </u>
		349	329
	Retirement benefits		
	Notional contribution to Gold State Superannuation Scheme and Weststate Superannuation Scheme:	<u> </u>	<u> </u>
		36	35

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

27 Additional Financial Instrument Disclosure

	Weighted average effective interest rate	Floating interest rate	Fixed interest rate maturities			Non interest bearing	Total
			1 year or less	1 to 5 years	Over 5 years		
	%	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
30 June 2000							
<i>Financial Assets</i>							
Cash resources						377	377
Accounts receivable						47	47
Total financial assets		0	0	0	0	424	424
<i>Financial Liabilities</i>							
Accrued expenses						246	246
Accrued salaries						89	89
Lease liabilities	6.24%						
Employee entitlements						1,724	1,724
Total financial liabilities		0	0	0	0	2,059	2,059
Net financial assets (liabilities)		0	0	0	0	(1,635)	(1,635)
30 June 1999							
<i>Financial Assets</i>							
Cash resources						110	110
Accounts receivable						8	8
Total financial assets		0	0	0	0	118	118
<i>Financial Liabilities</i>							
Accrued expenses						184	184
Accrued salaries						56	56
Lease liabilities	6.24%			134			134
Employee entitlements						1,536	1,536
Total financial liabilities		0	0	134	0	1,776	1,910
Net financial assets (liabilities)		0	0	(134)	0	(1,658)	(1,792)
Credit risk exposure							

All financial assets are unsecured.

Amounts owing by other government agencies are guaranteed and therefore no credit risk exists in respect of those amounts. In respect of other financial assets the carrying amounts represent the Departments maximum exposure to credit risk in relation to those assets.

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Notes to the Financial Statements 30 June 2000

	1999/00 (\$'000) Estimate	1999/00 (\$'000) Actual
28 Explanatory Statements		
The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriations and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into Consolidated Fund, all on a cash basis.		
The following explanations are provided in accordance with Treasurer's Instruction 945		
(a) Changes in Operating Account Balances	65	335
AIRC revenue was not included in the estimates.		
(b) Significant variations where actual expenditures exceeded or were less than non-output and/or output budget estimates for the financial year.		
<i>Registration and recording of applications</i>		
\$375,000 dollar service agreement with Australian Industrial Registry.	1,548	1,939
<i>Publication of the WA Industrial gazette</i>		
Restructure of staffing and reductions in other costs.	500	338
(c) Significant variations where actual revenues exceeded or were less than the budget estimates for the financial year.		
<i>Retained revenue</i>		
Entered into a fee for service contract with the Australian Industrial Registry resulting in revenues of \$375,000 for the year. \$61,000 was received via transfer of leave balances.	79	528
(d) Significant variations between actual revenues and expenditures for the financial year and the corresponding items in the financial statements of the immediately preceding financial year.	1999/00 (\$'000)	1998/99 (\$'000)
Revenue of \$375,000 received from the Australian Industrial Registry on a fee for service basis. Additionally \$37,000 received by way of Workers Compensation recoup.	528	96

Related Bodies

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

Affiliated Body

NAME

Western Australian Industrial Relations Commission

NATURE OF SUPPORT

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

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

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Notes to the Financial Statements 30 June 2000

	1999/00 (\$'000)	1998/99 (\$'000)
29 Losses of public monies and public or other property through theft or default:	Nil	Nil
Amount Recovered	N/A	N/A
Insurance Claims outstanding	Nil	Nil
Losses written off (as detailed below)	Nil	2
Public and other property, revenue and debts due to the State, written off in accordance with Section 45 of the Financial Administration and Audit Act by:		
Accountable Officer	Nil	2
The Minister	Nil	Nil
The Executive Council	Nil	Nil
Analysis of Losses written off by Category;		
Bad Debts (Administered Items only)	0	0
Bad Debts (Controlled Items only)	0	2
TOTAL	0	2
Gifts of Public Property	Nil	Nil

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Department of the Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2000

Note 30 Schedule of Administered Items:

	1999/00 (\$'000)	1998/99 (\$'000)
ADMINISTERED EXPENSES AND REVENUES		
EXPENSES		
Bad and Doubtful Debts	0	0
Payments to Treasury	8	8
Total Administered Expenses	<u>8</u>	<u>8</u>
REVENUES		
Payments of fines	(11)	(2)
Total Administered Revenues	<u>(11)</u>	<u>(2)</u>
ADMINISTERED ASSETS AND LIABILITES		
ASSETS		
Accounts receivable	24	21
Less Provision for doubtful debts	(20)	(20)
Total Administered current assets	<u>4</u>	<u>1</u>
Non-Current		
Total Administered Non-Current Assets	<u></u>	<u></u>
Total Administered Assets	<u>4</u>	<u>1</u>
LIABILITES		
Current	0	0
Accounts payable	0	0
Total Administered Current Liabilities	<u>0</u>	<u>0</u>
Non-current	0	0
Total Administered Non-Current Liabilities	<u>0</u>	<u>0</u>
Total Administered Liabilities	<u>0</u>	<u>0</u>

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Appendix D

RELEVANT WRITTEN LAW

1. ENABLING LEGISLATION

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

2. OTHER ACTS

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

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

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

- Construction Industry Portable Paid Long Service Leave Act 1985.

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

3. LEGISLATION ADMINISTERED

The Department of the Registrar does not administer any legislation.

4. LEGISLATION IMPACTING ON DEPARTMENTAL ACTIVITIES

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

- Constitution Act 1889 and Constitution Acts Amendments Act 1899;
- Copyright Act 1985;
- Corporations (Western Australia) Act 1990;
- Criminal Code Act Compilation Act 1913;
- Disability Services Act 1993;
- Electoral Act 1907;
- Equal Opportunity Act 1984;
- Financial Administration and Audit Act 1985;
- Financial Agreement Act 1928;
- Financial Agreement Amendment Acts 1944, 1966 and 1976;
- Freedom of Information Act 1992;
- Fringe Benefits Tax Assessment Act 1986;
- Government Employees' Housing Act 1964;

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- Government Employees Superannuation Act 1987;
- Income Tax and Assessment Act 1936;
- Industrial Training Act 1975;
- Interpretation Act 1984;
- Judges' Salaries and Pensions Act 1950;
- Justices Act 1902;
- Library Board of Western Australian Act 1951;
- Mines Regulation Act 1946;
- Minimum Conditions of Employment Act 1993;
- Mining Act 1978;
- Occupational Health, Safety and Welfare Act 1984;
- Official Corruption Commission Act 1988;
- Parliamentary Commissioner Act 1971;
- Public and Bank Holidays Act 1972;
- Public Sector Management Act 1994;
- Public Service Act 1978 (Repealed);
- Salaries and Allowances Act 1975;
- State Supply Commission Act 1991;
- Superannuation Guarantee (Administration) Act 1992;
- Workers' Compensation and Rehabilitation Act 1981 and
- Workplace Agreements Act 1993.
- Circulars to Chief Executive Officers (Circulars to Ministers);
- Code of Ethics;
- Industrial Arbitration Act (W.A. Industrial Appeal Court) Regulations 1980;
- Industrial Relations (Industrial Magistrates Courts) Regulations 1980;
- Industrial Relations Commission Regulations 1985;
- Public Sector Standards;
- Public Service Administrative Instructions;
- State Supply Policy;
- Treasurer's Advance Authorisation;
- Treasurer's Instructions, and written law affecting agencies and activities subject to audit by the Auditor General.

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

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Appendix E

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

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