



Department of  
the Registrar,  
Western Australian  
Industrial Relations  
Commission

A stack of three green books. The top book is titled 'INDUSTRIAL GAZETTE WESTERN AUSTRALIA VOL. I 1921-22'. The middle book is titled 'WESTERN AUSTRALIAN ARBITRATION REPORTS VOL. I 1901-03'. The bottom book is partially visible and appears to be an open document.

**Annual Report 2010/11**





Government of **Western Australia**  
Department of the Registrar, Western Australian  
**Industrial Relations Commission**

**THE HONOURABLE SIMON O'BRIEN**

**MINISTER FOR COMMERCE**

**2010-11 ANNUAL REPORT**

In accordance with section 63 of the *Financial Management Act 2006*, I am pleased to present to you for your information and presentation to Parliament the Annual Report of the Department of the Registrar, Western Australian Industrial Relations Commission, for the financial year ended June 30, 2011.

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

A handwritten signature in black ink that reads "John Spurling".

John Spurling

**CHIEF EXECUTIVE OFFICER**

31 August 2011

## **OUR VISION**

**A professional, innovative organisation  
continually striving to provide the WA  
community with a better service.**

## **OUR 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.**

## **OUR VALUES**

**Excellence in Customer Service  
Innovation & Continuous Improvement  
Integrity  
Respect  
Co-operation  
Openness  
Accountability  
Team Spirit**

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## EXECUTIVE SUMMARY

Changes from the Workchoices legislation has impacted on the work of the Commission, and consequently of the department. During this year we continued to reorganise work and reduce staff numbers where possible, in light of the reduced workload. How long we can continue to do that will depend on the timing and effect of promised legislative changes from earlier reviews of the Western Australian industrial relations system.

Staff of the department continues to impress me with their remarkable adaptability and willingness to significantly alter the way they work and I am most grateful for that approach. This year there have been greater challenges and I feel we are at the point where further staff reduction will not be easily achieved, while there continues to be a tribunal and a WA industrial relations system.

However we will continue to embrace emerging challenges associated with these changes and enthusiastically support the Commission in providing an effective service to the Western Australian community.



This being my last annual report I wish to acknowledge the great support from my senior staff over the years, particularly Deputy Registrars Bastian and Hutchinson. I also acknowledge the great cooperation and support from all members of the Commission, particularly the Chief Commissioner.

I again welcome the opportunity to publicly acknowledge the flexibility and diligence shown by staff as they respond to the changes.

The details of our achievements for this year are at page 10 of this report.

John Spurling  
**Chief Executive Officer**

# AGENCY OVERVIEW

## OPERATIONAL STRUCTURE

### THE DEPARTMENT

The Department of the Registrar, Western Australian Industrial Relations Commission was created in 1989, emerging from other Departments; firstly the Crown Law Department in 1964, then the Department of Labour and Industry in 1989.

### ENABLING LEGISLATION

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

### RESPONSIBLE MINISTER

The Department of the Registrar is responsible to the Minister for Commerce.

### LEGISLATION ADMINISTERED

The Department of the Registrar does not administer any legislation.

### CHIEF EXECUTIVE OFFICER

The Chief Executive Officer, John Spurling, is also the Accountable Authority for the Department, as prescribed in section 52 of the *Financial Management Act 2006*.

As in previous appointments, Mr Spurling is also statutorily appointed as the Registrar of the Western Australian Industrial Relations Commission.

### MISSION STATEMENT

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".

### WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

This report does not deal with the Western Australian Industrial Relations Commission because that tribunal is an independent statutory tribunal and is separately accountable to Parliament via an annual report provided to Parliament by the Chief Commissioner.

### LEGISLATION IMPACTING ON THE DEPARTMENT'S ACTIVITIES

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

- ⊕ Auditor General Act 2006
- ⊕ Corruption and Crime Commission Act 2003
- ⊕ Disability Services Act 1993
- ⊕ Equal Opportunity Act 1984
- ⊕ Financial Management Act 2006
- ⊕ Freedom of Information Act 1992
- ⊕ Industrial Relations Act 1979
- ⊕ Library Board of Western Australia Act 1951
- ⊕ Minimum Conditions of Employment Act 1993
- ⊕ Occupational Safety and Health Act 1984
- ⊕ Public Interest Disclosure Act 2003
- ⊕ Public Sector Management Act 1994
- ⊕ Public Sector Standards in Human Resource Management
- ⊕ Salaries and Allowances Act 1975
- ⊕ State Records Act 2000
- ⊕ State Supply Commission Act 1991
- ⊕ Treasurer's Instructions

### CONTACTS

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Perth WA 6850

#### Telephone

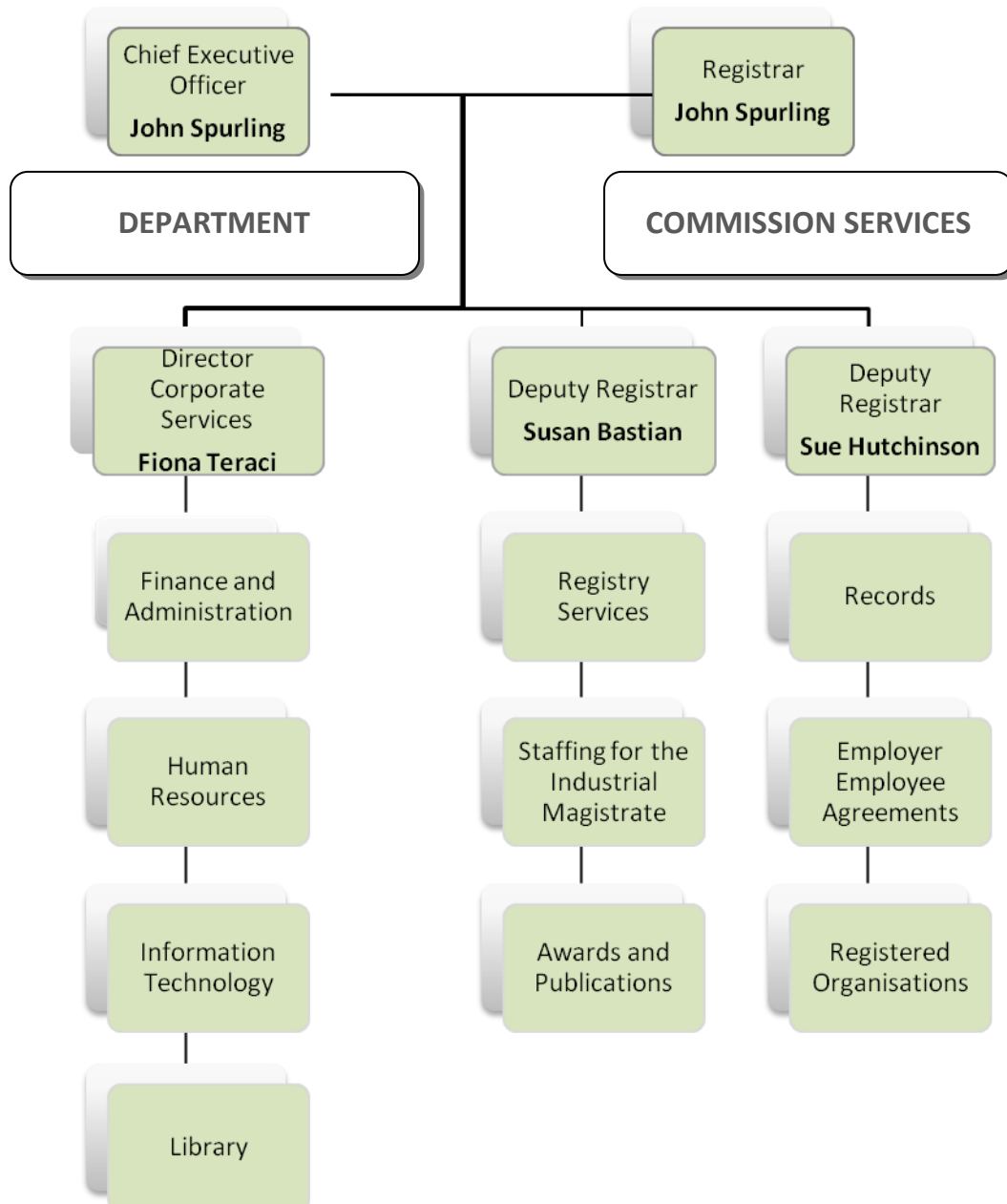
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#### Internet:

<http://www.wairc.wa.gov.au/dotr>

# AGENCY OVERVIEW

## ORGANISATION STRUCTURE



# AGENCY OVERVIEW

## OUR HISTORY

1900	<i>Industrial Conciliation and Arbitration Act 1900</i> established the Registrar of Friendly Societies who was the Registrar of Industrial Unions. Industrial Registrar serviced the Arbitration and Conciliation Commission and was part of the Crown Law Department
1900	Edgar Theodore Owen appointed as Registrar
1905	Registrar appointed federal Deputy Registrar under Federal Act
1909	Samuel Bennett appointed as Registrar
1922	Union registrations passed from Registrar of Friendly Societies to Clerk of the Court of Arbitration
1922	Francis Edward Walsh appointed as Registrar
1924	Registry functions under <i>Trade Unions Act 1902</i> passed from Registrar of Friendly Societies to Registrar of Industrial Unions
1939	Reginald Arthur Wood appointed as Registrar
1948	Section 166 of the <i>Industrial Arbitration Act 1912 – 1948</i> created office of Assistant Registrar
1949	Joseph Hamilton Bogue appointed as Registrar
1960	Serventus Cyril Bruce appointed as Registrar
1963	Amendment separated arbitral and judicial functions by creating Industrial Appeal Court and Industrial Commission with Chief Commissioner and three other Commissioners
1963	Raymond Bowyer appointed as Registrar
1964	<i>Industrial Arbitration Act 1963</i> transferred the Industrial Registrar from the Crown Law Dept to the Department of Labour and Industry
1965	Industrial Commission moved from Supreme Court buildings to new premises in Murray Street
1971	Roy (Rex) Ellis appointed as Registrar
1977	Federal commission opened Perth office, State Registrar ceased to be Federal Deputy Registrar
1981	Keith Scapin appointed as Registrar
1983	Confirmation from Registrar that Commission could operate efficiently with existing staffing level of 28 if administratively autonomous
1983	Registrar becomes de facto autonomous except for accounting functions, although continued to be part of the Department of Industrial Affairs
1984	Preparation of budget estimates taken over by Registrar
1985	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	Registrar took over accounting system from Department of Occupational Health and the Registrar became the Accountable officer
1987	John G Carrigg appointed as Registrar
1989	Department of the Registrar established with Registrar as CEO
1995	Commission relocated from Supply House in Hay Street, to 111 St George's Terrace
1997	John Spurling appointed as Registrar
1999	Began providing Registry services for the Australian Industrial Registry
2002	Began registration process for Employer – Employee Agreements
2003	Deputy Registrars given specific authority to mediate in unfair dismissal claims
2004	Occupational and Safety Health Tribunal established within the Commission
2006	Federal industrial relations legislation enacted to significantly encroach on state jurisdiction
2007	Australian Industrial Registry re-established in Perth and WA Registrar ceases providing registry services for the Federal Commission
2008	Road Freight Tribunal established within the Commission
2008	Employment Dispute Resolution Act 2008

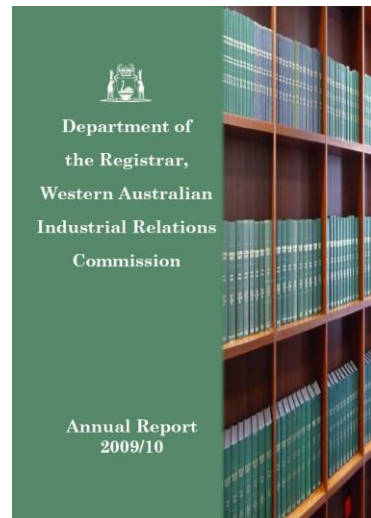
# AGENCY OVERVIEW

## ACHIEVEMENTS, CHALLENGES AND ISSUES

### BETTER PRACTICE AGENCY FOR THE EIGHTH CONSECUTIVE YEAR!

For the eighth consecutive year, the Department was acknowledged by the Office of the Auditor General as having met the criteria for a Better Practice Agency. The award acknowledges the following:

- ⊕ clear opinions on our financial statements, controls and key performance indicators
- ⊕ our financial statements and key performance indicators are of good quality and are supported by reliable working papers and were submitted for audit within the agreed timeframe
- ⊕ key staff were readily available during the audit process
- ⊕ attention given to addressing management control issues raised by Audit
- ⊕ an internal audit function that was an effective corporate governance tool for us and
- ⊕ an annual report that was tabled within 90 days of end of financial year.



Congratulations to our Corporate Services staff.

### AWARD UPDATING

An automated system for updating and maintaining awards was again successfully used in 2011. As at 1 July, 2011 there were 262 awards in force and 245 of these were affected by the 2011 State Wage Order. Although, 80 of the pay rates being adjusted is automated, continual development is being undertaken to strive toward a fully automated award updating system.

We continue to provide timely support both to the Commission and to the community that allows for the expeditious publishing of changed wage rates. Accuracy, timeliness, attention to detail and good technology combine with willing staff to produce this valuable service that supports the Commission in ensuring fewer industrial relations disputes.

## ACHIEVEMENTS, CHALLENGES AND ISSUES

### ENVIRONMENTAL IMPACT

The Department has put a considerable focus on achieving energy and water savings over the last few years and we continue on ways to contribute positively to the environment.

Our strategies include turning lights off, saving energy, reducing paper use, recycling, and participation in Earth Hour. We also have a “Green IT” policy which includes setting as default, duplex and grey scale printing, active power management on computers and server virtualisation.

# AGENCY OVERVIEW

## PERFORMANCE MANAGEMENT FRAMEWORK

### OUTCOME BASED MANAGEMENT FRAMEWORK

The Department of the Registrar, Western Australian Industrial Relations Commission, is one of those few departments which have been established for a single purpose of providing support to a statutory tribunal, independent of government. While the Department is accountable to government, most of its work is for purposes which are non-accountable to government. Accordingly, managing government desired outcomes while protecting the independence of the Commission requires deft footwork to ensure neither is compromised.

The Department has adopted the Government's goals which are supported by agency level outcomes and delivery of services to achieve those outcomes. The Government goals are:

#### State Building – Major Projects

Building strategic infrastructure that will create jobs and underpin Western Australia's long-term economic development.

#### Financial and Economic Responsibility

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.

#### Outcomes Based Service Delivery

Greater focus on achieving results in key service delivery areas for the benefit of all Western Australians.

#### Stronger Focus on the Regions

Greater focus on service delivery, infrastructure investment and economic development to improve the overall quality of life in remote and regional areas.

#### Social and Environmental Responsibility

Ensuring that economic activity is managed in a socially and environmentally responsible manner for the long-term benefit of the State.

# AGENCY OVERVIEW

## PERFORMANCE MANAGEMENT FRAMEWORK

### OUTCOME BASED MANAGEMENT FRAMEWORK

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.*

Our Agency level desired outcome: *The prevention and resolution of industrial relations matters* supports the Government goal: *Financial and Economic Responsibility*.

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 below 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.

Government Goal	Agency Level Desired Outcome	Services
<p><b>Financial and Economic Responsibility</b></p> <p>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.</p>	<p>The prevention and resolution of industrial relations matters</p>	<p>Service 1: Support to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.</p> <p>Service 2: Conciliation and Arbitration by the Western Australian Industrial Relations Commission.</p>

The Department contributes to the Government’s strategic goal by ensuring the Western Australian Industrial Relations 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. An independent and effective Industrial Relations Commission is essential to a vibrant and thriving economy.

# AGENCY OVERVIEW

## PERFORMANCE MANAGEMENT FRAMEWORK

### CHANGES TO OUTCOME BASED MANAGEMENT FRAMEWORK

There were no changes to the Agency level outcomes during 2010/11.

### SHARED RESPONSIBILITY WITH OTHER AGENCIES

The Department of the Registrar did not share any responsibilities with other agencies in 2010/11.

# AGENCY PERFORMANCE

## FINANCIAL PERFORMANCE

The table below shows the Department's financial performance of actual results versus budget targets for the year:

ACTUAL RESULTS TO BUDGET TARGETS	2010/11 TARGET <sup>(1)</sup> \$'000	2010/11 ACTUAL \$'000	VARIANCE \$'000
TOTAL COST OF SERVICES (i.e. Endorsed expense limit)	10,940	9,891	(1,049)
NET COST OF SERVICES (Details in the Income Statement)	10,860	9,836	(1,024)
TOTAL EQUITY (Details in the Balance Sheet)	1,939	3,474	1,535
NET INCREASE/ (DECREASE) IN CASH HELD (Details in Cash Flow Statement)	(24)	1,011	1,035
	No.	No.	No.
FULL TIME EQUIVALENT (FTE) STAFF LEVEL	55	47	(8)

(1) As specified in the 2010/11 Budget Statements

The reduction in both the Total and Net Cost of Services is primarily due to reduced salaries expenditure as some positions were not filled during the year and this is reflected in the reduced FTE staff levels for the year. In addition Accommodation expenses were lower due to a reduction in leased office space.

Further explanations for significant variances are presented in Note 26 'Explanatory Statement' to the financial statements on pages 63 to 64 of this report.

# AGENCY PERFORMANCE

## 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 the necessary resources to achieve its purpose.

The quality of the service provided by the departmental officers 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.

KEY EFFECTIVENESS INDICATOR	2010/11 TARGET <sup>(1)</sup>	2010/11 ACTUAL	VARIATION
TIMELINESS	90%	87%	(3%)
ACCURACY AND RELEVANCE OF INFORMATION	90%	84%	(6%)

(1) As specified in the 2010/11 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. It is imperative that we ensure all documentation and information provided to our customers is accurate and relevant as the community relies on this information.

Whilst we fell below our target this year, there was a significant improvement in our results from the previous year. Timeliness improved 10% and Accuracy and Relevance improved 11% from last year’s results. The Workchoices legislation of the national government in March 2006 effectively reduced the Commission’s workload by three quarters, with similar impact on the Department’s workload. Consequent on the reduced workload we had been gradually reducing staff numbers and cross skilling remaining staff into work less familiar to them. This had initially impacted on our results for timeliness and accuracy but has shown considerable improvement consistent with our ongoing training and development of staff.

# AGENCY PERFORMANCE

## KEY PERFORMANCE INDICATORS

### 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.*

KEY EFFICIENCY INDICATOR	2010/11 TARGET <sup>(1)</sup>	2010/11 ACTUAL	VARIATION
AVERAGE COST PER APPLICATION	\$5,902	\$6,153	(\$251)

(1) As specified in the 2010/11 Budget Statements

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 marginal increase in the cost per application for 2010/11 against the 2010/11 Target is primarily due to a decrease in number of applications received during the year.

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

More detailed information and trends in regards to our Performance Assessment is detailed at pages 69 to 77 of this report.

# AGENCY PERFORMANCE

## COMMISSION SERVICES

### REGISTRY

The Registry has continued to adapt positively to variation in workload and responsibilities through the ongoing period of change.

Registry Staff have maintained their commitment to provide an excellent standard of customer service to the Commission Members and chamber staff, but also to the community.

The function of the Registry is to provide the administration for the Commission by ensuring the checking, registering and processing of all applications to deal with by the Commission which includes:

- Full Bench
- President sitting alone
- Industrial Magistrate's Court
- Public Service Arbitrator
- Public Service Appeal Board
- Occupational Safety and Health Tribunal
- Road Freight Transport Industry Tribunal, and
- Industrial Appeal Court, the latter being comprised by three judges of the Supreme Court.



The Registry continues to receive a high volume of on-line enquiries from members of the public, and following from previous years, this financial year has again seen the Registry maintain efficient response times to enquiries.

# AGENCY PERFORMANCE

## COMMISSION SERVICES

### AWARD REVIEW

The Award Review section provides information and award services to the Commission and is responsible for the maintenance of electronic records of all State awards and industrial agreements. This information is available to the public via publication on the Commission's website and in the Western Australian Industrial Gazette (WAIG).

This year the section continued the review of all State industrial awards with the assistance and co-operation of those parties named in section 50 of the *Industrial Relations Act 1979*. All of the Commission's awards are maintained in consolidated form on its website as is a summary of 'Award/Agreements matters concluded' for a user-nominated date range.

In the year under review, staff of the section made enquiries and the Registrar reported to the Commission on two awards for the Commission's consideration for cancellation under section 47 of the *Industrial Relations Act 1979* on the ground that there are no longer any employees to whom the award applied. This procedure, on the Commission's own motion, resulted in the cancellation of one award.

The section processed five applications for new awards while 56 new industrial agreements were registered and 53 applications to vary awards were finalized. Relevant notices of these applications were prepared and published on the Commission's website and in the Western Australian Industrial Gazette (WAIG) as required.

The section also deals with award and agreement enquiries and provides information to enquirers on historical award and statutory minimum pay rates. Throughout the year approximately 1,000 back-rate enquiries were received from the general public, employers, employees, practitioners, accountants, academics, students, parents, guardians and government departments. The general types of enquiries ranged from obtaining historical rates for the purposes of calculating underpayment of wages claims, workers' compensation claims, academic research, child support obligations and disputed estate claims.

During the year the section continued to research historical pay rates in respect of 50 of the most commonly applied private sector state awards with a view to publishing this data on the Commission's website next financial year.

# AGENCY PERFORMANCE

## COMMISSION SERVICES

The section also administers Industrial Appeal Court matters and monitors and maintains the Commission's website content and provides assistance to the Chief Commissioner in the compilation of his Annual Report. The section continued to actively support the Registry, Records section and the Department's telephone call centre.

# AGENCY PERFORMANCE

## COMMISSION SERVICES

### GENERAL ORDERS

Throughout the year Award Review officers carried out preparatory work and consulted with the parties named in section 50 of the *Industrial Relations Act 1979* to implement the 2010 and 2011 Location Allowance General Orders.

The section also assisted the Commission in the production and application of the 2010 and 2011 State Wage General Orders. Diligent work of Award Review staff ensured that the new pay rates relating to the former State Wage Order were available to the public and published on the internet on the mornings that the respective State Wage Orders took effect. Pay schedules relating to the 2011 State Wage order were published in the August 2011 edition of the Western Australian Industrial Gazette.

### WESTERN AUSTRALIAN INDUSTRIAL GAZETTE

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 1979* which includes all decisions and reasons for decision of:

- the Court
- the Full Bench
- the President
- the Commission
- Industrial Magistrates and
- Boards of Reference.



During 2009/2010, 16 editions of the Gazette and 2 Appendices, totaling 2,757 pages were prepared 'in-house' by the gazette staff. The cost of production of the gazette has been reduced due to the innovative use of technology and with the valued co-operation and assistance of the State Law Publisher.

All the gazettes and Appendices were produced on time, according to the schedule of production set by the Registrar and State Law Publisher.

# AGENCY PERFORMANCE

## COMMISSION SERVICES

### EMPLOYER EMPLOYEE AGREEMENTS

Employer Employee Agreements (EEAs) were introduced in 2002. These allow an employer and employee to configure their own employment arrangements subject to a number of checks, including a requirement that the EEA passes a ‘No Disadvantage Test’ (NDT). The NDT is intended to ensure that the employee is not on balance, disadvantaged in relation to the terms and conditions of employment when compared to the relevant award. Agreements that meet these checks are registered by the Registrar.

The following table sets out statistics in relation to these agreements.

	2008/09	2009/10	2010/11
EEA'S meeting lodgment requirements	9	6	2
EEA's not meeting lodgment requirements	0	0	0
<b>Total number received in period</b>	<b>9</b>	<b>6</b>	<b>2</b>

	2008/09	2009/10	2010/11
Refused	2	1	0
Registered	10	4	1
Withdrawn	0	0	1
<b>Total number of EEAs finalised in period</b>	<b>12</b>	<b>5</b>	<b>1</b>

# AGENCY PERFORMANCE

## COMMISSION SERVICES

### RIGHT OF ENTRY CARDS

The *Labour Relations Reform Act 2002* (which amended the *Industrial Relations Act 1979*), established a system permitting nominated union officials a “Right of Entry” to workplaces. The system requires that an authorised person carry an identity card issued by the Registrar, which permits entry to workplaces for specified purposes.

The following rights (subject to certain conditions) are conferred on an authorised representative of an organisation (union) under the Act:

- the right to enter, during working hours, any premises where ‘relevant employees’ work for the purpose of holding discussions with any of the relevant employees who wish to participate in those discussions (s.49H(1)).
- the right to enter, during working hours, any premises where ‘relevant employees’ work, for the purpose of investigating any suspected breach of the *Industrial Relations Act 1979*, the *Minimum Conditions of Employment Act 1993*, the *Occupational Safety and Health Act 1984*, the *Mines Safety and Inspection Act 1994* or an award, order, industrial agreement or employer-employee agreement that applies to any such employee (s.49I).
- the right to inspect records and other documents (s.49I).

A “relevant employee” is an employee who is a member of or eligible for membership of the relevant union.

The Registrar maintains a register of authorised representatives which is available on the Industrial Relations Commission’s website. There have been **1147** Right of Entry cards issued since 2002, of which 371 permits are still current including **128** issued during the 2010/11 financial year.

# AGENCY PERFORMANCE

## COMMISSION SERVICES

### REGISTERED ORGANISATIONS

The Registry maintains electronic copies of the rules of registered organisations in Western Australia as outlined in the *Industrial Relations Act 1979*, and provides assistance and advice to Registered Organisations (unions and employer organisations) in relation to their rights and obligations under the Act, specifically in relation to registration, obligatory information reporting, proposed changes to rules, elections and other matters as detailed in sections 52 to 80 of that Act.

The delegated Deputy Registrar provides administrative and technical support to the President and Full Bench in relation to these issues together with timely and accurate information to organisations on the requirements of the *Industrial Relations Act 1979*.



# AGENCY PERFORMANCE

## CORPORATE SERVICES

The Corporate Services Division provides business support to the Department and the Western Australian Industrial Relations Commission in the areas of Finance and Administration, Human Resources, Information Technology and Library Services.

### FINANCE AND ADMINISTRATION

The Finance and Administration section provides service and support in the areas of administration, procurement, budgeting and financial management for both the Department and the Commission. Our Finance and Administration team is proactive and committed to service, providing timely information of the highest quality and has received ongoing recognition in this regard. The Finance and Administration section currently has a dedicated team of 3 staff.

During the year our Financial Management Manual and procedures were updated and distributed to staff and made available on the intranet. Staff were also encouraged to attend 'Better Buying' seminars to ensure they maintain current knowledge of purchasing requirements. Our finance staff continue to work productively with staff from the Department of Treasury and Finance - Shared Services, who provide us with the Enterprise Resource Planning Finance system.

The Department has acknowledged for the eighth consecutive year, by the Office of the Auditor General as meeting 'Better Practice' standards in the finalisation and presentation of the financial statements and key performance indicators.

### HUMAN RESOURCE MANAGEMENT

This year Human Resources has been involved in a number of areas across the Agency including co-ordinating activities for the Wellness Program, arranging training opportunities for staff, co-ordinating the Trainee Program, development of a Workforce Plan and the revision of the Department's Code of Conduct. Specific information regarding employee matters are contained from page 79 of this report.

# AGENCY PERFORMANCE

## CORPORATE SERVICES

### INFORMATION TECHNOLOGY

The Information Communication Technology (ICT) section has continued to support services to the Department of the Registrar and the Western Australian Industrial Relations Commission (WAIRC).

Following on from the original 2008/2009 strategy, the key focus has been to strengthen the scalable infrastructure; ensuring that the delivery of our core ICT services to WAIRC and the wider WA community is available 24 hours a day.

Significant achievements this financial year have been:

- Enhancements to our disaster recovery solution
  - Live replication and failover to our disaster recovery site for all core ICT systems
  - Procurement of two mobile court units, that enable to Commission to conduct court hearings remotely in the event of a disaster occurring.
- Replacement / retirement of aging infrastructure
- The transfer of 75% of our servers to a virtual environment
- Enhancements to the courtrooms in our main building and remote court recording facilities.
- Replacement of desktop fleet.
- 24/7 monitoring and alerting of all our core infrastructure



Over the last twelve months, key objectives for ICT have been to consolidate aging hardware and operate more efficiently especially towards a 'Greener' IT.

Software development has continued to strengthen the services we provide to the Commission in enhancing our in-house case management system 'Diamond II'.

We still strive to be at the forefront of technology when it comes to our courtroom ICT, such as our ability to have remote witnesses over video links and automation and efficiencies in our monitoring and transcription services. All of our main courts have the ability to record video as well as audio.

# AGENCY PERFORMANCE

## CORPORATE SERVICES

Employment opportunities in the private sector continue to be a challenge and have lead us to replace existing IT positions with a managed service solution. In doing so we are able to transfer skills more efficiently and more cost effectively to a third party. As a direct result of this we are able to focus much more effectively on our service delivery to the Commission.

Having implemented an ICT strategy over the last twelve months in hardware replacement, we have set firm foundations to be able to concentrate looking forward on using information technology to improve efficiencies in the way the organization uses its systems on a day to day basis.



# AGENCY PERFORMANCE

## CORPORATE SERVICES

### LIBRARY

The role of the Western Australian Industrial Relations Commission Library is to maintain and provide a comprehensive industrial and legislative library and information service for the Commission and staff.



The Library provides a current, accurate and timely information service through its reference and research service, and the maintenance of the Library's collection.

### NEW DEVELOPMENTS AND RESOURCES

#### Preservation of Historical Data:

Finding ways of improving the access to and availability of material held by the Library is a constant endeavour of our Library management. To this end, Library staff has embarked on a project to make some interesting historical material more easily available.



In previous year's state and federal material of interest to the Commission has been collected, for example, various industrial disputes which had taken place in Western Australia and interstate. Much, but not all, of the material pre-dates the web and provides an excellent snapshot of particular industrial events and workplace issues of interest to the community at that time.

This large volume of material has been significantly reorganised, and individual records added to the electronic catalogue. The catalogue record also includes a link to a scanned image of the material to which text recognition has been added. Staff and Commissioners are able to search the electronic catalogue, using a number of search options, directly from their desktops. They are then able to link to the actual material, if they wish.

# AGENCY PERFORMANCE

## CORPORATE SERVICES

This has been a time consuming process, further exacerbated by the problem where a portion of the material having no proper reference to its source. It has been necessary to track down the information to ensure that the date is correct and the future researchers can be assured of the materials provenance.

The effort and time spent on the project provides a detailed and invaluable piece of industrial relations history which is now easily accessible in paper and electronic formats.

### **Donations:**

During the year a set of Commonwealth Law Reports became surplus to requirements. The Pacific Region Law Libraries are in great need of legal research material, as their resources are minimal, and to that end, the Chief Executive Officer and the Chief Commissioner granted permission that the Western Australian Industrial Relations Commission Library donate these Reports and have endorsed that future support will be maintained where appropriate.

### **Looking forward**

As in the past, the industrial relations environment continues to change and evolve. The Library looks forward to a continuing involvement by providing efficient and effective support in areas such as research; hard copy and electronic legal reference materials; current awareness services and a continuing program of database training to Commissioners and staff.





# SIGNIFICANT ISSUES IMPACTING THE AGENCY

## CHANGES TO THE WESTERN AUSTRALIAN INDUSTRIAL RELATIONS SYSTEM

The government has advised that it will use earlier reviews of the Western Australian industrial relations system to enact changes to the industrial relations legislation but the timing of those changes is not yet known. These legislative changes will directly affect the way the Industrial Relations Commission operates and thereby alter the way the department will provide support.

## CHANGES IN WRITTEN LAW

There were no changes in written law which affected the Department in 2010/2011



# DISCLOSURES AND LEGAL COMPLIANCE

## AUDIT OPINION



### Auditor General

#### INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

#### DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

##### Report on the Financial Statements

I have audited the accounts and financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission.

The financial statements comprise the Statement of Financial Position as at 30 June 2011, 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.

##### *Chief Executive Officer's Responsibility 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 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.

##### *Auditor's Responsibility*

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Chief Executive Officer, as well as evaluating the overall presentation of the financial statements.

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

##### **Opinion**

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the Department of the Registrar, Western Australian Industrial Relations Commission at 30 June 2011 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

Page 1 of 2

# DISCLOSURES AND LEGAL COMPLIANCE

## AUDIT OPINION

Department of the Registrar, Western Australian Industrial Relations Commission

### Report on Controls

I have audited the controls exercised by the Department of the Registrar, Western Australian Industrial Relations Commission. The Chief Executive Officer is responsible for ensuring that adequate control is maintained over the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Chief Executive Officer based on my audit conducted in accordance with Australian Auditing Standards.

### Opinion

In my opinion, 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.

### Report on the Key Performance Indicators

I have audited the key performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission. 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.

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

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing Standards.

### Opinion

In my opinion, 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 2011.

### Independence

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and the Australian Auditing Standards, and other relevant ethical requirements.



COLIN MURPHY  
AUDITOR GENERAL  
28 July 2011

# DISCLOSURES AND LEGAL COMPLIANCE

## FINANCIAL STATEMENTS

### CERTIFICATION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

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 2011 and the financial position as at 30 June 2011.

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



John Spurling

Accountable Authority

15 July 2011



Fiona Teraci

Chief Finance Officer

15 July 2011

# DISCLOSURES AND LEGAL COMPLIANCE

## STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	2010/11 \$000	2009/10 \$000
<b>COST OF SERVICES</b>			
<i>Expenses</i>			
Employee benefits expense	4	5,349	6,037
Supplies and services	5	1,570	1,515
Depreciation and amortisation expense	6	214	248
Accommodation expenses	7	2,518	2,615
Other expenses	8	240	231
<b>Total cost of services</b>		<b>9,891</b>	<b>10,646</b>
<b>INCOME</b>			
<i>Revenue</i>			
User charges and fees	9	54	80
Other revenue	10	-	288
<b>Total Revenue</b>		<b>54</b>	<b>368</b>
<i>Gains</i>			
Gain on disposal of non-current assets	11	1	-
<b>Total Gains</b>		<b>1</b>	<b>-</b>
<b>Total income other than income from State Government</b>		<b>55</b>	<b>368</b>
<b>NET COST OF SERVICES</b>		<b>9,836</b>	<b>10,278</b>
<b>INCOME FROM STATE GOVERNMENT</b>	12		
Service appropriation		10,725	10,904
Assets assumed / (transferred)		-	(31)
Resources received free of charge		24	26
<b>Total income from State Government</b>		<b>10,749</b>	<b>10,899</b>
<b>SURPLUS/ (DEFICIT) FOR THE PERIOD</b>		<b>913</b>	<b>621</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
Changes in Asset Revaluation Surplus		-	-
<b>Total Other Comprehensive Income</b>		<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE PERIOD</b>		<b>913</b>	<b>621</b>

See also the 'Schedule of Income and Expenses by Service' at page 5.

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

# DISCLOSURES AND LEGAL COMPLIANCE

## STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2011

	NOTE	2010/11 \$000	2009/10 \$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	13	3,710	2,729
Receivables	14	60	120
Amounts receivable for services	15	160	370
Other current assets	16	104	105
<b>Total Current Assets</b>		<b>4,034</b>	<b>3,324</b>
<b>Non-Current Assets</b>			
Restricted cash and cash equivalents	17	165	135
Amounts receivable for services	15	1,052	931
Plant and equipment	18	463	400
Intangible assets	19	87	8
<b>Total Non-Current Assets</b>		<b>1,767</b>	<b>1,474</b>
<b>TOTAL ASSETS</b>		<b>5,801</b>	<b>4,798</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Provisions	21	1,838	1,524
Payables	22	326	309
<b>Total Current Liabilities</b>		<b>2,164</b>	<b>1,833</b>
<b>Non-Current Liabilities</b>			
Provisions	21	163	404
<b>Total Non-Current Liabilities</b>		<b>163</b>	<b>404</b>
<b>TOTAL LIABILITIES</b>		<b>2,327</b>	<b>2,237</b>
<b>NET ASSETS</b>		<b>3,474</b>	<b>2,561</b>
<b>EQUITY</b>			
Contributed equity	23	495	495
Reserves		19	19
Accumulated surplus		2,960	2,047
<b>TOTAL EQUITY</b>		<b>3,474</b>	<b>2,561</b>

See also the 'Schedule of Assets and Liabilities by Service' at page 6.

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

# DISCLOSURES AND LEGAL COMPLIANCE

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	CONTRIBUTED EQUITY	RESERVES	ACCUMULATED SURPLUS/ (DEFICIT)	TOTAL EQUITY
		\$000	\$000	\$000	\$000
<b>Balance at 1 July 2009</b>	23	495	19	1,426	1,940
Total comprehensive income for the year		-	-	621	621
<b>Balance at 30 June 2010</b>		<b>495</b>	<b>19</b>	<b>2,047</b>	<b>2,561</b>
<b>Balance at 1 July 2010</b>		495	19	2,047	2,561
Total comprehensive income for the year		-	-	913	913
<b>Balance at 30 June 2011</b>		<b>495</b>	<b>19</b>	<b>2,960</b>	<b>3,474</b>

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

# DISCLOSURES AND LEGAL COMPLIANCE

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	2010/11 \$000	2009/10 \$000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Service appropriation		10,444	10,754
Holding account drawdowns		370	60
<b>Net cash provided by State Government</b>		<b>10,814</b>	<b>10,814</b>
Utilised as follows:			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee benefits		(5,394)	(6,500)
Supplies and services		(1,518)	(1,643)
Accommodation		(2,508)	(2,609)
GST payments on purchases		(456)	(440)
Other payments		(89)	(86)
<b>Receipts</b>			
User charges and fees		82	76
Other receipts		-	288
GST receipts on sales		5	10
GST receipts from taxation authority		463	427
<b>Net cash provided by/(used in) operating activities</b>	<b>24(b)</b>	<b>(9,415)</b>	<b>(10,477)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of non-current physical assets		1	-
Purchase of non-current physical assets		(389)	(59)
<b>Net cash provided by/(used in) investing activities</b>		<b>(388)</b>	<b>(59)</b>
Net increase in cash and cash equivalents		1,011	278
Cash and cash equivalents at the beginning of period		2,864	2,586
<b>CASH AND CASH EQUIVALENTS AT THE END OF PERIOD</b>	<b>24(a)</b>	<b>3,875</b>	<b>2,864</b>

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

# DISCLOSURES AND LEGAL COMPLIANCE

## SCHEDULE OF INCOME AND EXPENSES BY SERVICE FOR THE YEAR ENDED 30 JUNE 2011

	SUPPORT TO THE WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION AND INDUSTRIAL MAGISTRATES COURT		CONCILIATION AND ARBITRATION BY THE WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION		TOTAL	
	2010/11 \$000	2009/10 \$000	2010/11 \$000	2009/10 \$000	2010/11 \$000	2009/10 \$000
<b>COST OF SERVICES</b>						
<b><u>Expenses</u></b>						
Employee benefits expense	2,578	3,073	2,771	2,964	5,349	6,037
Supplies and services	800	771	770	744	1,570	1,515
Depreciation and amortisation expense	185	221	29	27	214	248
Accommodation expenses	1,007	968	1,511	1,647	2,518	2,615
Other expenses	131	108	109	123	240	231
<b>Total cost of services</b>	<b>4,701</b>	<b>5,141</b>	<b>5,190</b>	<b>5,505</b>	<b>9,891</b>	<b>10,646</b>
<b><u>Income</u></b>						
User charges and fees	54	80	-	-	54	80
Other revenue	-	-	-	288	-	288
Gain on disposal of non-current assets	1	-	-	-	1	-
<b>Total income other than income from State Government</b>	<b>55</b>	<b>80</b>	<b>-</b>	<b>288</b>	<b>55</b>	<b>368</b>
<b>NET COST OF SERVICES</b>	<b>4,646</b>	<b>5,061</b>	<b>5,190</b>	<b>5,217</b>	<b>9,836</b>	<b>10,278</b>
<b>INCOME FROM STATE GOVERNMENT</b>						
Service appropriations	5,295	5,492	5,430	5,412	10,725	10,904
Assets assumed / (transferred)	-	-	-	(31)	-	(31)
Resources received free of charge	2	2	22	24	24	26
<b>TOTAL INCOME FROM STATE GOVERNMENT</b>	<b>5,297</b>	<b>5,494</b>	<b>5,452</b>	<b>5,405</b>	<b>10,749</b>	<b>10,899</b>
<b>SURPLUS FOR THE PERIOD</b>	<b>651</b>	<b>433</b>	<b>262</b>	<b>188</b>	<b>913</b>	<b>621</b>

The Schedule of Income and Expenses by Service should be read in conjunction with the accompanying notes.

# DISCLOSURES AND LEGAL COMPLIANCE

## SCHEDULE OF ASSETS AND LIABILITIES BY SERVICE AS AT 30 JUNE 2011

	SUPPORT TO THE WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION AND INDUSTRIAL MAGISTRATES COURT		CONCILIATION AND ARBITRATION BY THE WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION		TOTAL	
	2010/11 \$000	2009/10 \$000	2010/11 \$000	2009/10 \$000	2010/11 \$000	2009/10 \$000
<b>ASSETS</b>						
Current assets	2,047	1,831	1,987	1,493	4,034	3,324
Non-current assets	1,511	1,337	256	137	1,767	1,474
<b>Total assets</b>	<b>3,558</b>	<b>3,168</b>	<b>2,243</b>	<b>1,630</b>	<b>5,801</b>	<b>4,798</b>
<b>LIABILITIES</b>						
Current liabilities	1,033	945	1,131	888	2,164	1,833
Non-current liabilities	148	160	15	244	163	404
<b>Total Liabilities</b>	<b>1,181</b>	<b>1,105</b>	<b>1,146</b>	<b>1,132</b>	<b>2,327</b>	<b>2,237</b>
<b>NET ASSETS</b>	<b>2,377</b>	<b>2,063</b>	<b>1,097</b>	<b>498</b>	<b>3,474</b>	<b>2,561</b>

The Schedule of Assets and Liabilities by Service should be read in conjunction with the accompanying notes.

# DISCLOSURES AND LEGAL COMPLIANCE

## SUMMARY OF CONSOLIDATED ACCOUNT APPROPRIATIONS AND INCOME ESTIMATES FOR THE YEAR ENDED 30 JUNE 2011

	2010/11 Estimate \$000	2010/11 Actual \$000	Variance \$000	2010/11 Actual \$000	2009/10 Actual \$000	Variance \$000
<b><u>Delivery of Service</u></b>						
Item 114 Net amount appropriated to deliver services	8,637	8,634	(3)	8,634	8,775	(141)
Amount Authorised by Other Statutes - <i>Salaries and Allowances Act 1975</i>	2,091	2,091	-	2,091	2,129	(38)
<b>Total appropriations provided to deliver services</b>	<b>10,728</b>	<b>10,725</b>	<b>(3)</b>	<b>10,725</b>	<b>10,904</b>	<b>(179)</b>
<b>GRAND TOTAL</b>	<b>10,728</b>	<b>10,725</b>	<b>(3)</b>	<b>10,725</b>	<b>10,904</b>	<b>(179)</b>
<b><u>Details of Expenses by Service</u></b>						
Support to the WAIRC and Industrial Magistrates Court	5,164	4,701	(463)	4,701	5,141	(440)
Conciliation and Arbitration by the WAIRC	5,776	5,190	(586)	5,190	5,505	(315)
<b>Total Cost of Services</b>	<b>10,940</b>	<b>9,891</b>	<b>(1,049)</b>	<b>9,891</b>	<b>10,646</b>	<b>(755)</b>
Less total income	(80)	(55)	25	(55)	(368)	313
<b>Net Cost of Services</b>	<b>10,860</b>	<b>9,836</b>	<b>(1,024)</b>	<b>9,836</b>	<b>10,278</b>	<b>(442)</b>
Adjustments	(132)	889	1,021	889	626	263
<b>Total appropriations provided to deliver services</b>	<b>10,728</b>	<b>10,725</b>	<b>(3)</b>	<b>10,725</b>	<b>10,904</b>	<b>(179)</b>
<b><u>Capital Expenditure</u></b>						
Purchase of non-current physical assets	370	355	(15)	355	83	272
Adjustments for other funding sources	(370)	(355)	15	(355)	(83)	(272)
<b>Capital Appropriations</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DETAILS OF INCOME ESTIMATES</b>						
Income disclosed as Administered Income	-	-	-	-	-	-

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

Note 26 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2011 and between the actual results for 2010 and 2011.

# DISCLOSURES AND LEGAL COMPLIANCE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

## 1. Australian Accounting Standards

### General

The Department's financial statements for the year ended 30 June 2011 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' refers to Standards and Interpretations issued by the Australian Accounting Standards Board (AASB).

The Department has adopted any applicable new and revised Standards and Interpretations 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*. No Australian Accounting Standards that have been issued or amended but not operative have been early adopted by the Department for the annual reporting period ended 30 June 2011.

## 2. Summary of significant accounting policies

### (a) General Statement

The financial statements constitute general purpose financial statements that have been prepared 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* and the Treasurer's Instructions are legislative provisions governing 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, except for land, buildings and infrastructure which have been measured at fair value.

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).

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

### **(c) Reporting Entity**

The reporting entity comprises the Department and there are no Related Bodies.

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.

### **(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 12 'Income from State Government' for further detail.

#### *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 2010-11 Budget Statements, the Department retained \$55,000 in 2011 (\$80,000 in 2010) from the following:

- proceeds from fees and charges
- one-off gains with a value less than \$10,000 derived from the sale of property other than real property
- other departmental revenue including GST input credits and GST receipts on sales

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

### *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) Plant and equipment**

#### *Capitalisation/expensing of assets*

Items of 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 plant and equipment costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income.

#### *Initial recognition and measurement*

All items of plant and equipment are initially recognised at cost. For items of 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 revaluation model is used for the measurement of artworks and historical cost for all other plant and equipment. The Department has a policy of revaluing artworks at fair value. Artworks are revalued every 5 years. The revaluation of the Department's artworks was last undertaken in 2008-09 by an independent valuer - Stafford Studios. All other items of plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

#### *Derecognition*

Upon disposal or derecognition of an item of 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 as described in note 18 'Plant and equipment'.

#### *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:

Plant and equipment	3 to 5 years
Computer equipment	3 to 4 years
Furniture and Fittings	4 to 5 years

Artworks controlled by the Department are classified as plant and equipment. They are anticipated to have indefinite useful lives. Their service potential has not, in any material sense, been consumed during the reporting period and consequently no depreciation has been recognised.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

### **(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 life. Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income. All acquired and internally developed 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:

Software <sup>(a)</sup>	3 to 5 years
Licences	3 to 5 years

<sup>(a)</sup> Software that is not integral to the operation of related hardware.

#### *Computer Software*

Software that is an integral part of the related hardware is treated as plant and equipment. Software that is not an integral part of the related hardware is treated 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**

Plant and equipment, 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. As the Department is a not-for-profit entity, unless an 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.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

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 property.

### **(j) Financial Instruments**

In addition to cash, the Department has two categories of financial instrument:

- Loans and 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.

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 and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value.

### **(l) Accrued Salaries**

Accrued salaries (see note 22 '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 net fair value.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

The accrued salaries suspense account (see note 17 'Restricted cash and cash equivalents') consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

### **(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 12 'Income from State Government' and note 15 '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 14 '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 22 '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 21 '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*

The liability for annual leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled. Annual leave not expected to be settled within 12 months after the reporting period 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,

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

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 the defer settlement of the liability for at least 12 months after the reporting period.

### *Long Service Leave*

The liability for long service leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Long service leave not expected to be settled within 12 months after the reporting period 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.

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. 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) administers public sector superannuation arrangements in Western Australia in accordance with legislative requirements. 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.

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.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

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). Both of these schemes are accumulation schemes. The Department makes concurrent contributions to GESB on behalf of employees in compliance with the *Commonwealth Government's Superannuation Guarantee (Administration) Act 1992*. These contributions extinguish the liability for superannuation charges in respect of the WSS and GESBS.

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 8 'Other Expenses' and note 21 'Provisions'.

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

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the WSS and the GESBS. The employer contribution paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

#### **(r) Resources Received Free of Charge or for Nominal Cost**

Resources received free of charge or for nominal cost that can be reliably measured are recognised as income at fair value. Where the resource received represents a service that the Department would otherwise pay for, a corresponding expense is recognised. 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.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

### 3. 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 for annual reporting periods beginning on or after 1 July 2010 that impacted on the Department.

2009-5	<p><i>Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 8, 101, 107, 117, 118, 136 &amp; 139].</i></p> <p>Under amendments to AASB 117, the classification of land elements of all existing leases has been reassessed to determine whether they are in the nature of operating or finance leases. As leases of land &amp; buildings recognised in the financial statements have not been found to significantly expose the Department to the risks/rewards attributable to control of land, no changes to accounting estimates have been included in the Financial Statements and Notes to the Financial Statements.</p> <p>Under amendments to AASB 107, only expenditures that result in a recognised asset are eligible for classification as investing activities in the Statement of Cash Flows.</p> <p>All investing cashflows reported in the Department's Statement of Cash Flows relate to increases in recognised assets.</p>
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#### 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'. Consequently, the Department has not applied early any of the following Australian Accounting Standards that have been issued that may impact the Department. Where applicable, the Department plans to apply these standards and interpretations from their application date:

AASB 2009-11	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 &amp; 1038 and Interpretations 10 &amp; 12].</i></p> <p>The amendment to AASB 7 requires modification to the disclosure of categories of financial assets. The Authority does not expect any financial impact when the Standard is first applied. The disclosure of categories of financial assets in the notes will change.</p>	1 Jan 2013
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# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

		<b>Operative for reporting periods beginning on/after</b>
<i>AASB 2009-12</i>	<i>Amendments to Australian Accounting Standards [AASBs 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 &amp; 1031 and Interpretations 2, 4, 16, 1039 &amp; 1052]</i>	1 Jan 2011
	<p>This Standard introduces a number of terminology changes. There is no financial impact resulting from the application of this revised Standard.</p>	
<i>AASB 1053</i>	<i>Application of Tiers of Australian Accounting Standards</i>	1 July 2013
	<p>This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements.</p> <p>The Standard does not have any financial impact on the Department. However it may affect disclosures in the financial statements of the Department if the reduced disclosure requirements apply. DTF has not yet determined the application or the potential impact of the new Standard for agencies.</p>	
<i>AASB 2010-2</i>	<i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements</i>	1 July 2013
	<p>This Standard makes amendments to many Australian Accounting Standards, including Interpretations, to introduce reduced disclosure requirements into these pronouncements for application by certain types of entities.</p> <p>The Standard is not expected to have any financial impact on the Department. However this Standard may reduce some note disclosures in financial statements of the Department. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	
<i>AASB 2011-2</i>	<i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements [AASB 101 &amp; AASB 1054]</i>	1 July 2011
	<p>This Amending Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

		<b>Operative for reporting periods beginning on/after</b>
AASB 2010-5	<p><i>Amendments to Australian Accounting Standards [AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023 &amp; 1038 and Interpretations 112, 115, 127, 132 &amp; 1042] (October 2010)</i></p> <p>This Standard introduces a number of terminology changes as well as minor presentation changes to the Notes to the Financial Statements. There is no financial impact resulting from the application of this revised Standard.</p>	1 Jan 2011
AASB 2010-6	<p><i>Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets [AASB 1 &amp; AASB 7]</i></p> <p>This Standard makes amendments to Australian Accounting Standards, introducing additional presentation and disclosure requirements for Financial Assets.</p> <p>The Standard is not expected to have any financial impact on the Department. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies</p>	1 July 2011
AASB 9	<p><i>Financial Instruments</i></p> <p>This Standard supersedes <i>AASB 139 Financial Instruments: Recognition and Measurement</i>, introducing a number of changes to accounting treatments.</p> <p>The Standard was reissued on 6 Dec 2010 and the Department is currently determining the impact of the Standard. DTF has not yet determined the application or the potential impact of the Standard for agencies.</p>	1 Jan 2013
AASB 2010-7	<p><i>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 &amp; 1038 and Interpretations 2, 5,10, 12, 19 &amp; 127]</i></p> <p>This Amending Standard makes consequential adjustments to other Standards as a result of issuing <i>AASB 9 Financial Instruments</i> in December 2010. DTF has not yet determined the application or the potential impact of the Standard for agencies.</p>	1 Jan 2013

# DISCLOSURES AND LEGAL COMPLIANCE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

		<b>Operative for reporting periods beginning on/after</b>
<i>AASB 1054</i>	<i>Australian Additional Disclosures</i>  This Standard, in conjunction with <i>AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project</i> , removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards.	1 July 2011
<i>AASB 2011-1</i>	<i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project [AASB 1, 5, 101, 107, 108, 121, 128, 132 &amp; 134 and Interpretations 2, 112 &amp; 113]</i>  This Amending Standard, in conjunction with <i>AASB 1054 Australian Additional Disclosures</i> , removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards.	1 July 2011

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>4. Employee benefits expense</b>		
Wages and salaries <sup>(a)</sup>	4,242	4,885
Superannuation – defined contribution plans <sup>(b)</sup>	588	599
Long service leave <sup>(c)</sup>	170	198
Annual Leave <sup>(c)</sup>	349	355
	5,349	6,037
<p>(a) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component.            (b) Defined contribution plans include West State and Gold State and GESB Super Scheme (contributions paid).            (c) Includes a superannuation contribution component.</p> <p>Employment on-costs such as worker’s compensation insurance are included at note 8 ‘Other expenses’.            The employment on-costs liability is included at note 21 ‘Provisions’.</p>		
<b>5. Supplies and services</b>		
Consumables	328	363
Repairs and Maintenance	399	205
Communications	149	178
Court Reporting	134	133
Equipment Purchases	84	95
Professional Services	339	383
Other	137	158
	1,570	1,515
<b>6. Depreciation and amortisation expense</b>		
<b>Depreciation</b>		
Furniture	22	48
Computer Hardware	130	138
Plant and Equipment	48	54
Total depreciation	200	240
<b>Amortisation</b>		
Intangible assets	14	8
Total amortisation	14	8
Total depreciation and amortisation	214	248
<b>7. Accommodation expenses</b>		
Lease	1,953	2,041
Outgoings expense	565	574
	2,518	2,615

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>8. Other expenses</b>		
Employment on-costs <sup>(a)</sup>	240	231
	<u>240</u>	<u>231</u>
<p>(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 21 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.</p>		
<b>9. User Charges and Fees</b>		
Document Lodgments	14	19
Transcript Sales	9	5
Miscellaneous	31	56
	<u>54</u>	<u>80</u>
<b>10. Other Revenue</b>		
Recoup from Department of the Attorney General	-	288
	<u>-</u>	<u>288</u>
<b>11. Gain on disposal of non-current assets</b>		
<i>Costs of Disposal of Non-Current Assets</i>		
Plant and equipment	-	-
<i>Proceeds from Disposal of Non-Current Assets</i>		
Plant and equipment	1	-
<b>Net gain</b>	<u>1</u>	<u>-</u>
<b>12. Income from State Government</b>		
Appropriation received during the year:		
Service appropriations <sup>(a)</sup>	10,725	10,904
The following assets have been assumed from (transferred to) other state government agencies during the financial year: <sup>(b)</sup>		
Plant and equipment	-	(31)
Total assets assumed / (transferred)	<u>-</u>	<u>(31)</u>
Resources received free of charge <sup>(c)</sup>		
Determined on the basis of the following estimates provided by agencies:		
Department of Treasury & Finance – Lease Expenses	6	5
State Solicitors Office – Legal Expenses	18	21
	<u>24</u>	<u>26</u>
	<u>10,749</u>	<u>10,899</u>

(a) Service appropriations are accrual amounts reflecting the full cost of services delivered. The appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.

(b) Discretionary transfers of assets between State Government agencies are reported as assets assumed/(transferred) under Income from State Government. Non-discretionary non-reciprocal transfers of net assets (i.e. restructuring of administrative arrangements) have been classified as Contributions by Owners (CBOs) under TI 955 and are taken directly to equity.

(c) Where assets or services have been received free of charge or for nominal cost, the Department recognises revenues equivalent to the fair value of the assets and/or 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 assets or expenses, as applicable. Where the contributions of assets or services are in the nature of contributions by owners, the Department makes an adjustment direct to equity.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11 \$000	2009/10 \$000
<b>13. Cash and cash equivalents</b>		
Bank Account	3,709	2,728
Cash on Hand	1	1
	<u>3,710</u>	<u>2,729</u>

### 14. Receivables

Trade debtors	-	47
GST receivable	60	73
	<u>60</u>	<u>120</u>

See also note 2(n) 'Receivables'.

### 15. Amounts receivable for services

Current	160	370
Non-Current	1,052	931
	<u>1,212</u>	<u>1,301</u>

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.

### 16. Other assets

Prepayments	104	105
	<u>104</u>	<u>105</u>

### 17. Restricted cash and cash equivalents

#### *Non-current*

Accrued salaries suspense account <sup>(a)</sup>	165	135
	<u>165</u>	<u>135</u>

(a) Amounts held in the suspense account are only used for the purpose of meeting the 27<sup>th</sup> pay in a financial year that occurs every 11 years.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11 \$000	2009/10 \$000
<b>18. Plant and equipment</b>		
<u>Plant and Equipment</u>		
At cost	427	383
Accumulated depreciation	(272)	(247)
	155	136
<u>Furniture</u>		
At cost	107	106
Accumulated depreciation	(77)	(54)
	30	52
<u>Computer Hardware</u>		
At cost	800	693
Accumulated depreciation	(528)	(487)
	272	206
<u>Artwork</u>		
At Fair Value <sup>(a)</sup>	6	6
	6	6
Total Non Current Assets	1,340	1,188
Total Accumulated Depreciation	(877)	(788)
Written Down Value	463	400

(a) Artwork is valued every 5 years. A valuation of the Department's work of art was undertaken in 2008-09 by independent valuer Stafford Studios.

Reconciliations of the carrying amounts of computers, plant, equipment and furniture at the beginning and end of the current financial year are set out below.

	Plant and Equipment \$000	Furniture \$000	Computer Hardware \$000	Artwork \$000	Total \$000
<b>2011</b>					
Carrying amount at start of year	136	52	206	6	400
Additions	67	-	196	-	263
Transfers	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluation increment	-	-	-	-	-
Depreciation	(48)	(22)	(130)	-	(200)
Carrying amount at end of year	155	30	272	6	463
	Plant and Equipment \$000	Furniture \$000	Computer Hardware \$000	Artwork \$000	Total \$000
<b>2010</b>					
Carrying amount at start of year	146	92	344	6	588
Additions	59	24	-	-	83
Transfers	(15)	(16)	-	-	(31)
Disposals	-	-	-	-	-
Revaluation increment	-	-	-	-	-
Depreciation	(54)	(48)	(138)	-	(240)
Carrying amount at end of year	136	52	206	6	400

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>19. Intangible assets</b>		
<u>Licences</u>		
At cost	53	-
Accumulated amortisation	(1)	-
	52	-
<u>Computer software</u>		
At cost	630	590
Accumulated amortisation	(595)	(582)
	35	8
Total Intangible Assets	683	590
Total Accumulated Amortisation	(596)	(582)
Written Down Value	87	8
<b>Reconciliations:</b>		
<u>Licences</u>		
Carrying amount at start of year	-	-
Additions	53	-
Amortisation expense	(1)	-
Carrying amount at end of year	52	-
<u>Computer software</u>		
Carrying amount at start of year	8	16
Additions	40	-
Amortisation expense	(13)	(8)
Carrying amount at end of year	35	8

### 20. Impairment of assets

There were no indications of impairment to plant, equipment and intangible assets at 30 June 2011. 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 2011 have either been classified as assets held for sale or written-off.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>21. Provisions</b>		
<b>Current</b>		
<i>Employee benefits provision</i>		
Annual leave <sup>(a)</sup>	644	672
Long service leave <sup>(b)</sup>	1,188	847
	<u>1,832</u>	<u>1,519</u>
<i>Other provisions</i>		
Employment on-costs <sup>(c)</sup>	6	5
	<u>1,838</u>	<u>1,524</u>
<b>Non-Current</b>		
<i>Employee benefits provision</i>		
Long service leave <sup>(b)</sup>	162	403
	<u>162</u>	<u>403</u>
<i>Other provisions</i>		
Employment on-costs <sup>(c)</sup>	1	1
	<u>163</u>	<u>404</u>
	<u>2,001</u>	<u>1,928</u>

(a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period	392	375
More than 12 months after the reporting period	252	297
	<u>644</u>	<u>672</u>

(b) 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 reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period	557	624
More than 12 months after the reporting period	793	626
	<u>1,350</u>	<u>1,250</u>

(c) 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 is included at note 8 'Other expenses'.

### Movements in Other Provisions

Movements in each class during the financial year, other than employee benefits, are set out below.

#### Employment on-cost provision

Carrying amount at start of year	6	8
Additional provisions recognised	1	(2)
Carrying amount at end of year	<u>7</u>	<u>6</u>

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>22. Payables</b>		
Trade payables	104	91
Accrued expenses	101	127
Accrued salaries	121	91
	326	309
<b>23. Equity</b>		
Equity represents the residual interest in the net assets of the Department. The Government holds the equity interest in the Department on behalf of the community. The asset revaluation surplus represents that portion of equity resulting from the revaluation of non-current assets.		
<b>CONTRIBUTED EQUITY</b>		
Balance at the start of the period	495	495
Balance at the end of the period	495	495
<b>RESERVES</b>		
<u>Asset revaluation surplus:</u>		
Balance at the start of the period	19	19
Net revaluation increment:		
Plant & Equipment - Artworks	-	-
Balance at the end of the period	19	19
<b>ACCUMULATED SURPLUS/(DEFICIT)</b>		
Balance at the start of the period	2,047	1,426
Result for the period	913	621
Balance at the end of the period	2,960	2,047
Total Equity at the end of the period	3,474	2,561

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>24. Notes to the Statement of Cash Flows</b>		
<b>(a) Reconciliation of cash</b>		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Cash and cash equivalents	3,710	2,729
Restricted cash and cash equivalents (refer to note 17)	165	135
	<u>3,875</u>	<u>2,864</u>

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

Net cost of services	(9,836)	(10,278)
<b>Non-cash items:</b>		
Depreciation and amortisation expense	214	248
Resources received free of charge	24	26
Net (gain)/loss on sale of Plant and equipment	(1)	-
Assets transferred to other Agencies	-	31
<b>(Increase)/decrease in assets:</b>		
Receivables <sup>(c)</sup>	136	(126)
Prepayments	1	(22)
<b>Increase/(decrease) in liabilities:</b>		
Current payables	(13)	(53)
Accrued salaries	30	37
Current provisions	315	(336)
Non-current provisions	(240)	(35)
Net GST receipts/(payments) <sup>(a)</sup>	(33)	34
Change in GST in receivables/payables <sup>(b)</sup>	(12)	(3)
Net cash provided by/(used in) operating activities	<u>(9,415)</u>	<u>(10,477)</u>

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

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

(c) 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.

### 25. Commitments

**(a) Lease commitments**

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

Non-cancellable operating lease commitments		
Not later than 1 year	24	76
Later than 1 year and not later than 5 years	-	23
	<u>24</u>	<u>99</u>

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
The Department is an occupier of premises in Perth. The Lessee for accommodation leases is the Hon. Minister for Works, with the Department of Treasury and 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 Treasury and Finance - Building Management and Works for lease payments and the cost of outgoings. The current accommodation lease contract expires in June 2012. The value of the non cancellable operating leases for which the Hon. Minister for Works is the lessee and the Department of the Registrar the occupier, is:		
Within 1 year	3,055	2,719
Later than 1 year and not later than 5 years	-	2,929
	3,055	5,648

### 26. Explanatory statement

Significant variations between estimates and actual results for income and expense as presented in the financial statement titled 'Summary of Consolidated Account Appropriations and Income Estimates' are shown below. Significant variations are considered to be those greater than 10% or \$200,000.

#### Service Expenditure

Significant variances between estimate and actual for 2011

	2010/11 Estimate	2010/11 Actual	Variance
	\$000	\$000	\$000
Support to the WAIRC and Industrial Magistrates Court Conciliation and Arbitration by the Western Australian Industrial Relations Commission	5,164	4,701	(463) <sup>(a)</sup>
	5,776	5,190	(586) <sup>(b)</sup>

- (a) The variance in actual expenditure compared to the estimate is due to reduced employee benefit payments as some positions were not filled during the year.
- (b) The variance in actual expenditure compared to the estimate is primarily due to reduced accommodation expenditure and lower employee benefits payments.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

### Significant variances between actual results for 2010 and 2011

	2010/11 Actual \$000	2009/10 Actual \$000	Variance \$000
Support to the WAIRC and Industrial Magistrates Court	4,701	5,141	(440) <sup>(a)</sup>
Conciliation and Arbitration by the Western Australian Industrial Relations Commission	5,190	5,505	(315) <sup>(b)</sup>

(a) The decrease in expenditure is due reduced employee benefit payments as a result of payment for voluntary severances made in 2009/10, along with a decrease in salary expenditure for 2010/11 as some positions were not filled during the year.

(b) The decrease in expenditure relates to reduced employee benefit payments and reduced accommodation expenditure. Employee benefits reduced in 2010/11 as there were two less Commission positions. Accommodation expenditure reduced as a leased area formerly occupied by the Commission was vacated.

### **Total Revenue**

#### Significant variances between actual results for 2010 and 2011

	2010/11 Actual \$000	2009/10 Actual \$000	Variance \$000
Income	55	368	(313) <sup>(a)</sup>

(a) The decrease in income relates primarily to a recoup of funding from the Department of the Attorney General received in 2009/10. No further recoup of funding occurred in 2010/11.

### **Capital Expenditure**

#### Significant variances between actual results for 2010 and 2011

	2010/11 Actual \$000	2009/10 Actual \$000	Variance \$000
Purchase of non-current physical assets	355	83	272 <sup>(a)</sup>

(a) The increase in capital expenditure is due to a carryover of monies from 2009/10 of \$120,000 along with a planned increase in capital replacement for 2010/11.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

### 27. 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.

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.

#### (b) Categories of Financial Instruments

In addition to cash, the carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are as follows

	2010/11 \$000	2009/10 \$000
<b>Financial Assets</b>		
Cash and cash equivalents	3,710	2,729
Restricted cash and cash equivalents	165	135
Loans and receivables <sup>(a)</sup>	1,212	1,348
<b>Financial Liabilities</b>		
Financial liabilities measured at amortised cost	205	218

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

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

### (c) Financial Instrument disclosures

#### Credit Risk, Liquidity Risk and Interest Rate Risk Exposures

The following table discloses the Department's maximum exposure to credit risk, liquidity risk and interest rate risk. 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 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 hold any financial assets that had to have their terms renegotiated that would have otherwise resulted in them being past due or impaired.

	Non-Interest Bearing	Total
	\$000	\$000
<b>2011</b>		
<b><i>Financial Assets</i></b>		
Cash and cash equivalents	3,710	3,710
Restricted Cash and cash equivalents	165	165
Receivables <sup>(a)</sup>	-	-
Amounts receivable for services	1,212	1,212
	5,087	5,087
<b><i>Financial Liabilities</i></b>		
Payables	205	205
	205	205
<b>2010</b>		
<b><i>Financial Assets</i></b>		
Cash and cash equivalents	2,729	2,729
Restricted Cash and cash equivalents	135	135
Receivables <sup>(a)</sup>	47	47
Amounts receivable for services	1,301	1,301
	4,212	4,212
<b><i>Financial Liabilities</i></b>		
Payables	218	218
	218	218

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

#### Interest Rate sensitivity analysis

The Department is not exposed to interest rate risk as all financial assets and liabilities are non interest bearing.

#### 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.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>28. Remuneration of senior officers</b>		
<u>Remuneration</u>		
The number of senior officers, whose total of fees, salaries, superannuation and other benefits for the financial year, fall within the following bands are:		
\$		
90,001 – 100,000	-	1
110,001 – 120,000	1	-
120,001 – 130,000	-	2
130,001 – 140,000	1	-
140,001 – 150,000	1	-
210,001 – 220,000	-	1
240,001 – 250,000	1	-
The total remuneration of senior officers is:	632	566

The total remuneration includes the superannuation expense incurred by the Department in respect of senior officers. No senior officers are members of the Pension Scheme.

### 29. Remuneration of auditor

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

Auditing the accounts, financial statements and performance indicators	35	38
	35	38

### 30. Related bodies

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

### 31. Affiliated bodies

The Western Australian Industrial Relations Commission (WAIRC) is an affiliated body in that it received administrative support of \$5,190,000 (2010: \$5,505,000) 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*.

# DISCLOSURES AND LEGAL COMPLIANCE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

	2010/11	2009/10
	\$000	\$000
<b>32. Supplementary financial information</b>		
(a) Write Offs		
During the financial year \$1,923 (2010: \$1,077) of public property was written off the Department's public property register under the authority of:		
The Accountable Authority	2	1
The Minister	-	-
Executive Council	-	-
	<u>2</u>	<u>1</u>
(b) Losses through theft, default or other causes		
Losses of public property through theft or default	2	2
Amounts recovered	2	2
	<u>-</u>	<u>-</u>
(c) Gifts of Public Property		
Gifts of public property provided by the Department	-	-
	<u>-</u>	<u>-</u>

### 33. Contingent Liabilities and Assets

The Department has no known contingent liabilities or assets.

### 34. 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

### **CERTIFICATION OF KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2011**

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 of the Registrar, Western Australian Industrial Relations Commission for the financial year ended 30 June 2011.



John Spurling  
Accountable Authority  
15 July 2011

# DISCLOSURES AND LEGAL COMPLIANCE

## 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.*

Our Agency level desired outcome: *The prevention and resolution of industrial relations matters* supports the Government goal: *Financial and Economic Responsibility.*

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 below 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.

Government Goal	Agency Level Desired Outcome	Services
Financial and Economic Responsibility 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.	The prevention and resolution of industrial relations matters	Service 1: Support to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.  Service 2: Conciliation and Arbitration by the Western Australian Industrial Relations Commission.

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.

# DISCLOSURES AND LEGAL COMPLIANCE

## 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 the necessary resources to achieve its purpose.

The quality of the service provided by the departmental officers 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.

The quality and efficiency of the services provided by the staff assists or impedes the Commission in performing its role. Persons wishing to use the services of the Commission seek information from staff as to procedures and processes. This information provided must be relevant, accurate and delivered in a timely manner to ensure the Commission is able to perform its role more effectively.

The Department sought feedback from those parties who have dealings with us throughout the year using a survey. The survey was conducted through mail outs as well as by seeking responses from individuals who attended our office. The purpose of the survey was to obtain feedback from external parties on the quality of the service we provide.

The survey sample consisted of 89 parties or persons including individuals, representative bodies of employers, employees and government agencies. Of those surveyed, 76 responded. This gives a maximum associated sample error of +/- 4.32 per cent at the 95 per cent confidence interval. This means we are 95 per cent confident that the sample results are representative of the population within a +/- 4.32 per cent range.

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.

# DISCLOSURES AND LEGAL COMPLIANCE

## KEY PERFORMANCE INDICATORS

### TIMELINESS

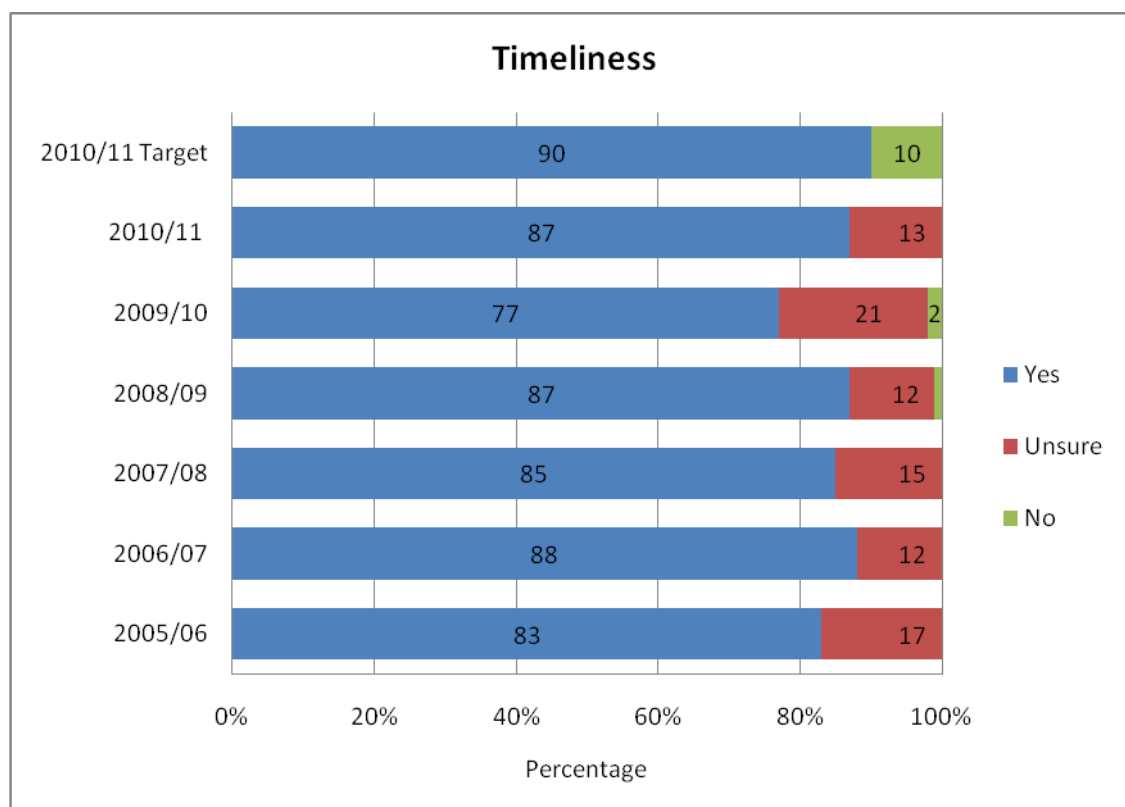


Figure 1

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 but not so as to impede the role of the Commission.

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.

This area has only been included as a key effectiveness indicator since 2005/06.

# DISCLOSURES AND LEGAL COMPLIANCE

## KEY PERFORMANCE INDICATORS

### ACCURACY AND RELEVANCE

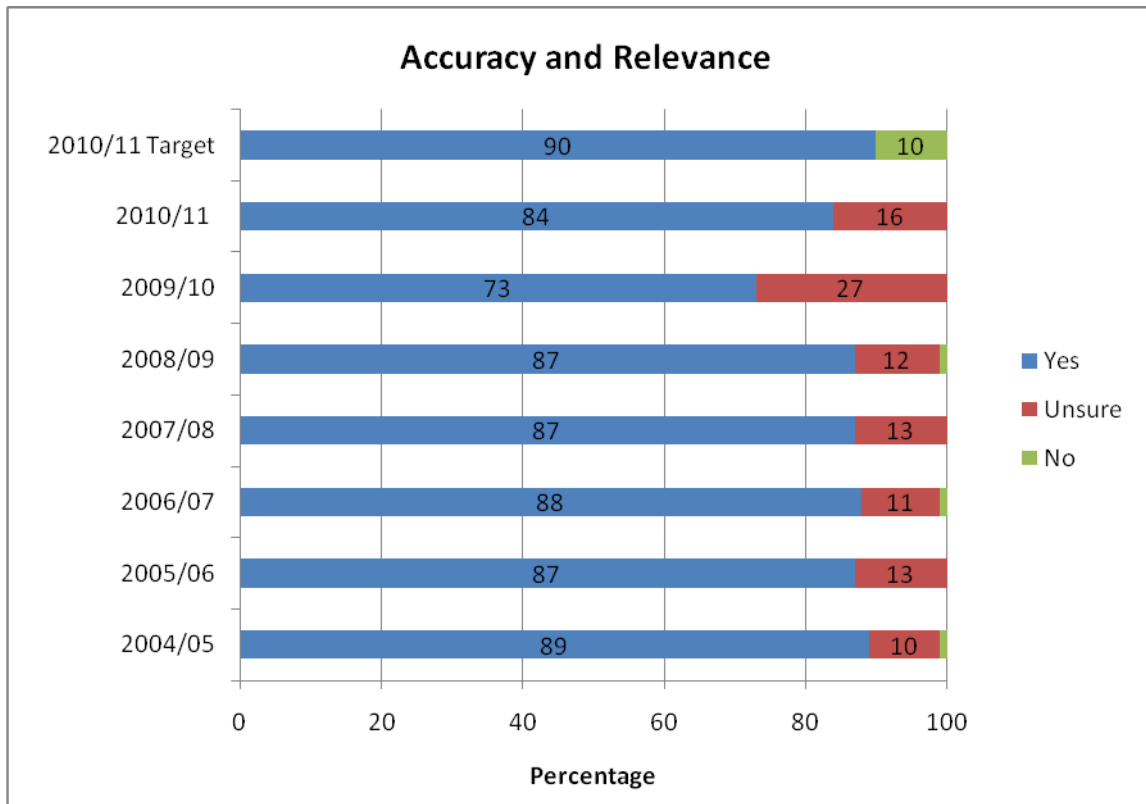


Figure 2

The ability to conduct our business accurately is crucial in enabling the Commission to effectively perform its role, so it is imperative that we have the highest 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.

# DISCLOSURES AND LEGAL COMPLIANCE

## KEY PERFORMANCE INDICATORS

### RESULTS FOR TIMELINESS AND ACCURACY AND RELEVANCE

The survey results for both Timeliness (Refer Figure 1) and Accuracy and Relevance (Refer Figure 2) indicate a significant improvement on the previous year in the satisfaction level of our clients.

The level of satisfaction for Timeliness has improved by 10% and for Accuracy and Relevance 11% from the previous year.

The improvement in these results is consistent with ongoing 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.*

For 2010/11, the total cost of this service is \$4.701m. In 2009/10 the cost of this service was \$5.141m.

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.

# DISCLOSURES AND LEGAL COMPLIANCE

## KEY PERFORMANCE INDICATORS

### 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.

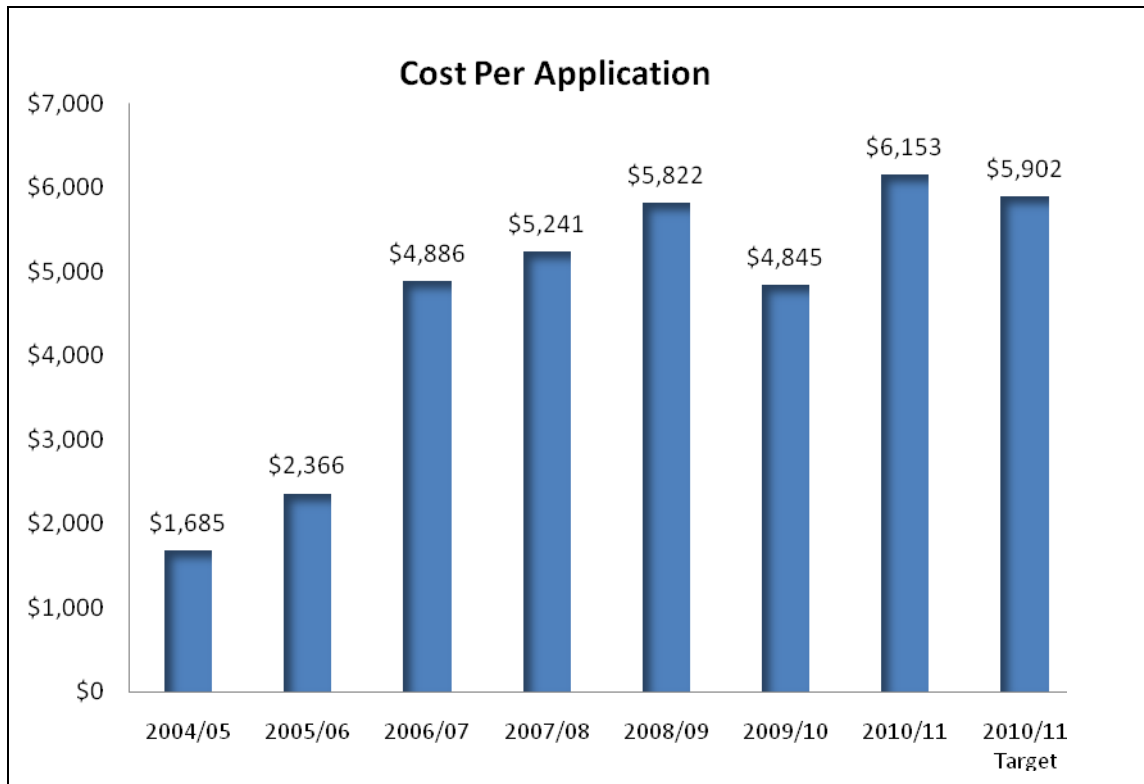


Figure 3

The ongoing changes in Commonwealth legislation since 2006 has impacted the number of applications dealt with by the State jurisdiction.

The increased cost per application for 2010/11 against 2009/10 and the 2010/11 target is primarily the result of a decrease in the number of applications received during the year as illustrated in the table below:

	Cost of Service 1	Number of Applications	Cost per Application
<b>2009/10</b>	\$5.141m	1,061	\$4,845
<b>2010/11</b>	\$4.701m	764	\$6,153
<b>2010/11 Target</b>	\$5.164m	875	\$5,902

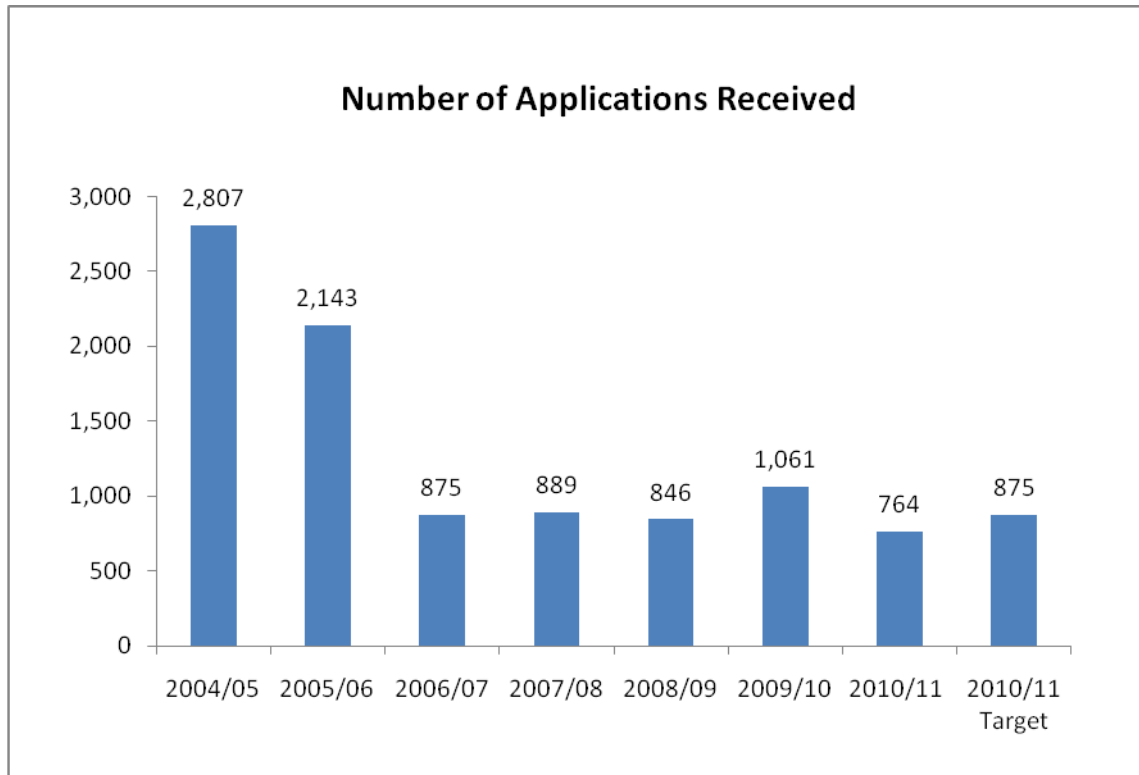
Notwithstanding the number of applications received, there has to be a minimum level of infrastructure in place to receive and process even a few applications

# DISCLOSURES AND LEGAL COMPLIANCE

## KEY PERFORMANCE INDICATORS

### NUMBER OF APPLICATIONS RECEIVED

Figure 4 shows the number of applications received for each reporting period since 2004/05. The details of these applications are part of the Annual Report of the Chief Commissioner of the Western Australian Industrial Relations Commission.



**Figure 4**

A total of 764 applications were received for 2010/11. This was 111 less applications than our 2010/11 estimate of 875 and 297 less applications compared to the actual number received in 2009/10.

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.

# DISCLOSURES AND LEGAL COMPLIANCE

## KEY PERFORMANCE INDICATORS

### **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 DIRECTIVES

No Ministerial directives were received during the financial year.

## OTHER FINANCIAL DISCLOSURES

### PRICING POLICIES ON SERVICES

All pricing and costing is undertaken in accordance with Public Sector Commission Circulars.

### CAPITAL WORKS

The Department's ongoing asset replacement plan addresses the turnover of technology and resources that are at the end of their useful life. The planned outcome is that the continued investment in strategic information technology will continue to yield effective information systems to meet modern community expectations and that Court facilities and services continue to provide an appropriate environment for the resolution of industrial issues.

This year under our capital works program we upgraded our storage area network to replace ageing equipment, upgraded our tape backup solution and installed and upgraded our core Cisco network. This enabled us to develop further our disaster recovery solution.

In addition to this we also invested in mobile court solutions, that as well as being used in a live environment enabled us to further enhance our disaster recovery solution for court hearings; this enables us to operate from any location should we have any problems with our current location.

We have also replaced our aging CCTV system to enhance security in the courts, and upgraded our video cameras in our two main courts.

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER FINANCIAL DISCLOSURES

### EMPLOYEES

As at 30 June 2011 the Department had a headcount of 42 staff, of which 6 are temporary or contract staff. This figure does not include the Acting President and her Associate and the five members of the Western Australian Industrial Relations Commission and their Associates.

The objective has been to multi skill staff within Registry Services, which includes the operational areas of Awards, Publications, Records, Employer Employee Agreements and Registry. The department has developed a team of employees with knowledge and experience across the full service areas.

Staff numbers have remained constant during the year with the management of workload absorbed where possible using existing staff. Through this reporting period the department had 3 staff resign, 2 transfer to other agencies and 2 cessation of contracts. Short term contact staff were recruited to cover periods of Parental leave and Leave without Pay.

The following table provides a breakdown of the categories of employment for staff as at June 30, 2011 compared to the same time in 2010.

EMPLOYEE CATEGORY	NUMBER OF STAFF*	
	AT JUNE 30 2010	AT JUNE 30 2011
Full time staff	35	35
Part time staff	6	7
Trainees	1	0
<b>Total</b>	<b>42</b>	<b>42</b>
Seconded to other agencies	3	0

*\*Headcount figure only not an FTE figure*

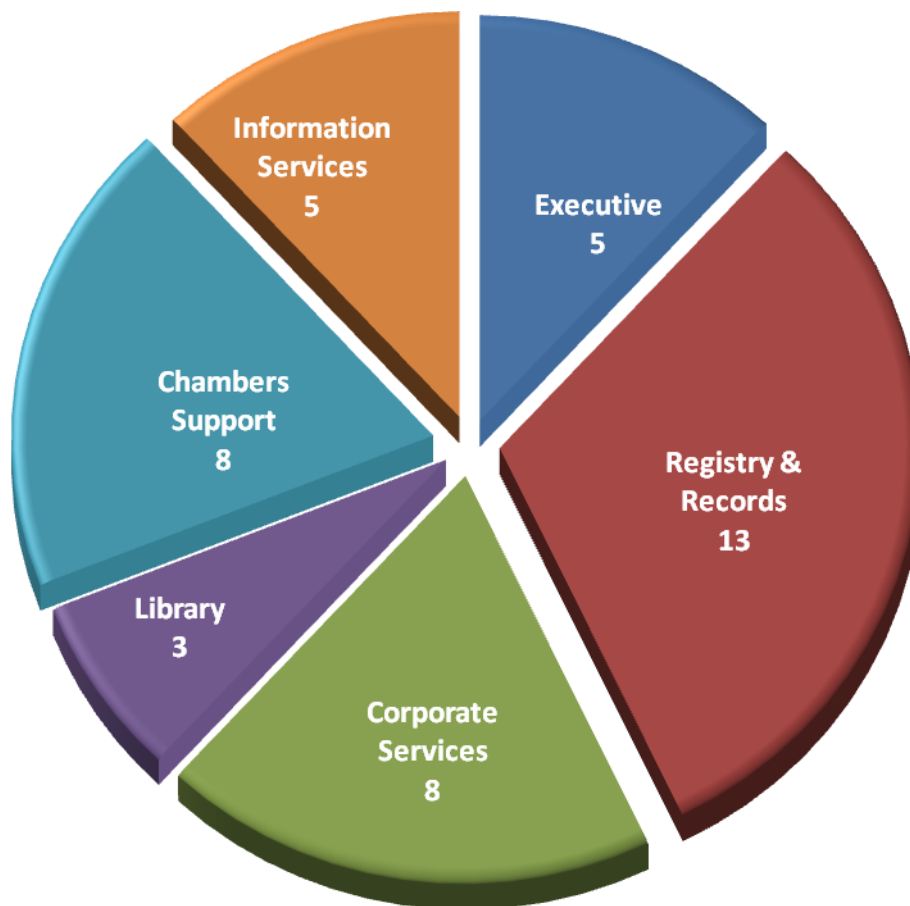
The average Full Time Equivalent (FTE) staffing numbers for the Department for the financial year was 39.

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER FINANCIAL DISCLOSURES

The following chart shows the distribution of staff throughout the Department.

**Staff head-count by area.**



### EMPLOYMENT CONDITIONS

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

# DISCLOSURES AND LEGAL COMPLIANCE

## EMPLOYMENT AND INDUSTRIAL RELATIONS

### EQUITY AND DIVERSITY

The Department is committed to developing an equitable and diverse work force by supporting diversity groups in their employment opportunities.

The Equal Employment Opportunity (EEO) and Diversity Plan details the targets in the Department's Management Plan and measures the general performance against the benchmarks set by the State Government.

The plan outlines the policy for an inclusive workplace, free of harassment, bullying and intimidation. The EEO Committee reports to the CEO on the following:

- Ensuring that employment practices and policies are free of bias
- Implementing strategies to ensure equity and diversity in the workplace and
- Initiatives to increase EEO awareness in the organisation.

Our equity index is impacted by the high percentage of women in our workforce, 83% of level 1, 2 and 3 positions are occupied by women. Our high equity index with regard to women in management is also impacted by the high number of women generally. As a result, women in management at tiers 2 and 3 are at 89%.

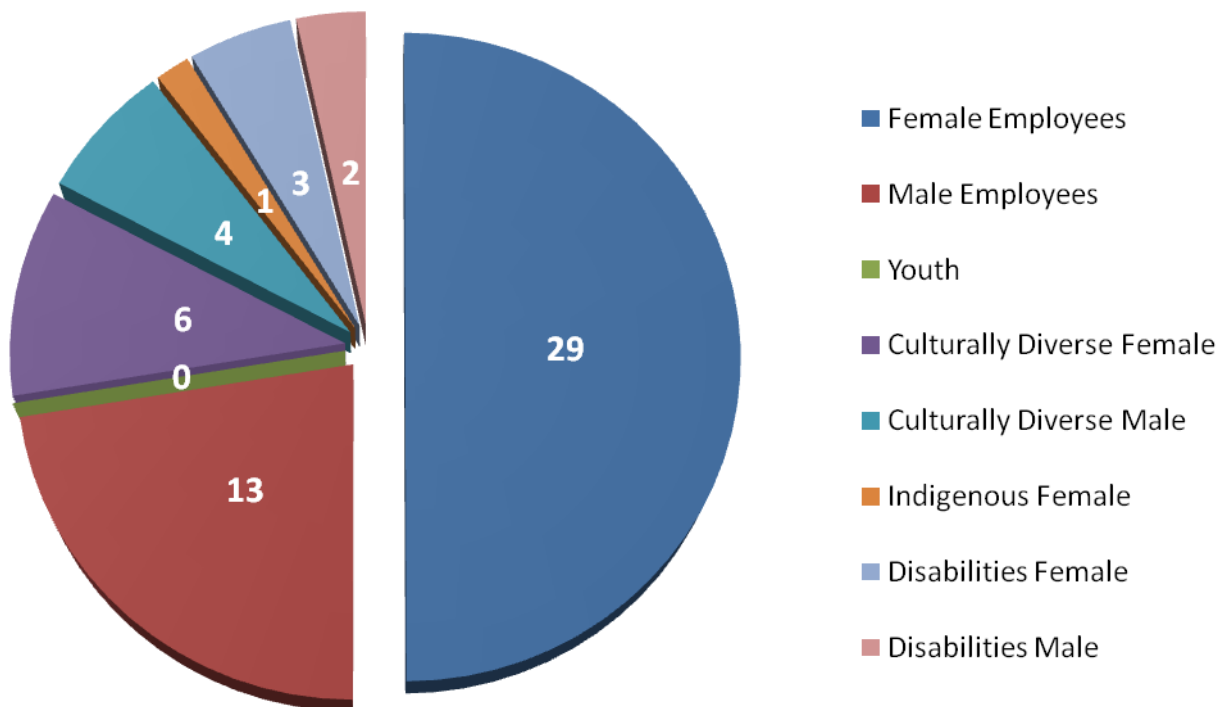
DIVERSITY GROUP	2011	
	AGENCY TARGET	AGENCY RESULT
Women represented in management	55.0%	89%
Women represented in the Department	55.0%	69.0%
People from culturally diverse backgrounds in the workforce	10.2%	14.3%
Indigenous Australians in the workforce	3.2%	2.4%
People with disabilities	4.2%	11.9%

# DISCLOSURES AND LEGAL COMPLIANCE

## EMPLOYMENT AND INDUSTRIAL RELATIONS

The Department has performed satisfactorily against our Equal Opportunity Employment Management Plan; and against prior Public Sector targets. The table above shows that we have exceeded our agency targets. Recruitment has not been a priority as we continue with our strategy of managing staff vacancies from within the agency wherever possible.

Similar to the demographic in the public sector generally more of our women are part-time than men and they still form a greater percentage of workers at the lower end of the salary structure. The equity index is an indication of the overall distribution of women across salary ranges.



We are committed to developing an inclusive work environment that ensures equal employment opportunity and fosters a culture that values diversity and empowers individuals.

# DISCLOSURES AND LEGAL COMPLIANCE

## EMPLOYMENT AND INDUSTRIAL RELATIONS

### TRAINEES

The Department continued to support the Trainee program which has proved to be very successful and rewarding for both the Department and the trainees. The trainees work in various areas of the Department to gain the widest possible range of experience.

Each trainee is assigned a staff member as their mentor to assist them in the workplace and provide them with support outside of their immediate work area.

This year our trainee successfully completed their Certificate III in Business and has gone on to further employment within the business community.

The department will continue to support this initiative and provide access to young people in gaining relevant on the job skills and experience in the workplace and attain administrative qualifications that are transferrable within the wider community.

# DISCLOSURES AND LEGAL COMPLIANCE

## EMPLOYMENT AND INDUSTRIAL RELATIONS

### CAREER AND PERSONAL DEVELOPMENT

The Performance Development Program continues to provide direction for employee's learning pathways and career development.

The department continues to support the career and personal development of staff and the performance development system provides a means of identifying and focusing training needs for an individual. Staff resources have been dedicated to sourcing training initiatives and to managing the training opportunities for individuals. Staff are provided the opportunity to study part-time in line with departmental policy and attend training courses, seminars and conferences.

### TRAINING AND DEVELOPMENT

There was a particular focus on Ethics and Accountability awareness training during the year and all staff have had the opportunity to attend this training

In addition to individual training requirements, other training this year included:

- In house seminar on Indigenous Cultural
- First Aid Officers were provided with the opportunity to refresh their training and to retain their qualification; and
- Managers and supervisors undertook OSH manager training.

### STAFF HEALTH AND WELLNESS

The Department places a strong emphasis on promoting health and wellness for all staff and continues to run a general Wellness Program. This includes the promotion of a healthy lifestyle including work-life balance.

The program focuses on a range of life aspects, including career development and personal health and wellbeing. The program is endorsed by the Chief Executive Officer and will remain part of the corporate culture of the Department of the Registrar.

# DISCLOSURES AND LEGAL COMPLIANCE

## EMPLOYMENT AND INDUSTRIAL RELATIONS

### EMPLOYEE ASSISTANCE PROGRAM

The Department has an Employee Assistance Program in place through an external provider. The program allows employees and their immediate family to discuss any work or personal difficulties they may be experiencing with a professional counsellor. Information on the program is readily available and accessible via the Intranet and regularly promoted to all staff.

The policy was reviewed and guidelines for confidentiality and access was endorsed and duly promoted to all staff with full details of the EAP provider chosen by the department.

# DISCLOSURES AND LEGAL COMPLIANCE

## GOVERNANCE DISCLOSURES

### CONTRACTS WITH SENIOR OFFICERS

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

### DIRECTORS INSURANCE

Directors and Officers Liability for 2010/11 financial year was arranged through Riskcover. Total cost of the premium was \$4,692.77 with Directors and Senior Officers contributing 1% to the premium.

### RISK MANAGEMENT AND BUSINESS CONTINUITY

Risk management is an integral part of the Department's operations with a management plan that outlines the key risk management strategies, plans and procedures. Additionally, a disaster recovery plan and associated processes have been created to mitigate against any major interference to our technology systems.

The Business Continuity Plan is monitored by our Risk Management Committee and is under continual review to ensure we are prepared to continue critical business operations should an adverse event occur.

The Information Technology section of the Department is responsible for safeguarding the Office's business continuity in the event of a disaster. Our business continuity plan includes the activation of a backup system in the event of a primary system failure. The offsite data recovery system ensures that all the Departments servers can be accessed and operational in the event of an incident.

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

### ADVERTISING

#### ELECTORAL ACT 1907 – SECTION 175ZE

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 2010/11 was

Advertising Agencies		Nil
Market Research Organisations		Nil
Polling Organisations		Nil
Direct Mail Organisations		Nil
Media Advertising Organisations	State Law Publisher	\$2,444.45
	Adcorp	\$3,911.16
	Seek on Line	\$195.00
<b>TOTAL EXPENDITURE</b>		<b>\$6,550.61</b>

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

### DISABILITY ACCESS AND INCLUSION PLAN

The Department of the Registrar is seeking to provide an inclusive and accessible environment for our clients, staff and visitors with disabilities, in line with the principles and objectives of the Disability Services Act 1993. Our Disability Access and Inclusion Plan (DAIP) aims to support people with disabilities by improving access to information, services and facilities. It identifies strategies and initiatives to assist in achieving the following outcomes:

**Outcome 1** - *People with disabilities have the same opportunities as other people to access our services and any events we organise.*

**Outcome 2** - *People with disabilities have the same opportunities as other people to access our buildings and other facilities.*

**Outcome 3** - *People with disabilities receive information in a format that will enable them to access it as readily as other people are able to access it.*

**Outcome 4** - *People with disabilities receive the same level and quality of service from our staff as other people receive from our staff.*

**Outcome 5** - *People with disabilities have the same opportunities as other people to make complaints to the Department of the Registrar.*

**Outcome 6** - *People with disabilities have the same opportunities as other people to participate in any public consultation by the Department of the Registrar.*

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

### DISABILITY ACCESS AND INCLUSION PLAN OUTCOMES

Further work has continued during the year in terms of implementing strategies outlined in the Department's DAIP.

- This year saw further refinement of the audio induction hearing loop system which was introduced into the court last year to assist hearing impaired clients to better access and communicate with the Industrial Relations Commission. This system enables quality and non distorted sound to be delivered directly to a hearing impaired person's hearing aid.
- An audit of the premises to determine compliance with access and mobility standards was undertaken by a consultant in late 2009/10. The audit report was not finalised until the current financial period. The report assessed the premises as providing reasonable access for people with a disability but noted that due to the age of the building and changes in building codes and accessibility standards, there were elements of non compliance.
- This included door widths being too narrow, inadequate circulation space to door openings at passageways, light switches and power points not at the correct height and the unisex toilet being too small.
- The majority of shortfalls identified in the report is structural in nature and require a major refurbishment programme to implement. Existing tenancy arrangements and financial resourcing will also impact on the implementation of some of the recommendations. The Department will continue to make improvements to assist accessibility and mobility wherever possible. However it is unlikely that any full scale refurbishment programmes will be undertaken in the near future.

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

- The building which is occupied by the Department is nearly 40 years old and while it has undergone refurbishments over time, some of its facilities are dated. One of the strategies identified in the DAIP is to lobby building owners with a view to enhancing the overall accessibility to our premises particularly in relation to lifts, inclusion of accessible buttons and auditory directions. The Department has raised concerns regarding accessibility and mobility issues in relation to the ground floor entry on a number of occasions at tenant building management meetings over the years.
- It is therefore pleasing to report that the building owners have recently completed a major refurbishment of the entry and lobby areas of the building having regard for current standards and building codes in relation to accessibility. Improvements were made to existing ramps, entries and approaches to the building to facilitate access. Accessible toilet facilities are now also available on the ground floor. Tactile paving was also improved around the building surrounds. A new elevator system is currently being installed which will include a range of accessibility features using voice and light signals to assist hearing or visually impaired passengers. The system can assign fewer people to the elevator to allow room for a wheelchair and delay door closing to allow more time for entry and exit.
- In the interests of better supporting people with a disability in relation to Outcome 3 - access to information in the DAIP, work has commenced on a strategy to replace all of our public facing websites over the next twelve months. Redevelopment of the websites will ensure compliance with the government standards issued for government websites. The websites will also meet World Wide Web Consortium (W3C) standards, which is recognised world wide.

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

- There are a number of strategies identified in the DAIP which are on ongoing including:
  - Ensuring events run by the Department addressed issues of accessibility in forward planning.
  - Encouraging staff to advise of any access barriers encountered by our clients and visitors and actively working to resolve these problems.
  - Updating the website with current information to assist people with disabilities to access our services and facilities.

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

### COMPLIANCE WITH PUBLIC SECTOR STANDARDS AND ETHICAL CODES

The Department is committed to achieving high standards in monitoring and ensuring compliance with the public sector standards, the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct.

The following is an overview of the Department's activities with respect to compliance with public sector standards and ethical codes:

- Induction material is provided to all new staff and includes information pertaining to the Standards, Public Sector Code of Ethics and the Department Codes of Conduct. Links to all these Standards are available for all staff on the Department's Intranet.
- The Department's Code of Conduct has recently been reviewed and sent out to all staff and is available on the Intranet. The Code of Conduct elaborates on the Public Sector Code of Ethics and outlines the responsibilities of staff in discharging their official duties. Our Code of Conduct contains an acknowledgement form that staff are required to sign to acknowledge they have read the code of conduct and understand their responsibilities in complying with it.
- A comprehensive guide is also provided to all staff in regards to the area of information technology, covering aspects of acceptable computer and internet usage, including remote access to the Department's computer network. All staff members are required to sign the Acceptable Use policy as part of their induction process.
- Information regarding Public Sector Standards is included with each recruitment package and selection panels are aware of these Standards.
- The Human Resources Manager provides a monitoring and advisory role to all managers in relation to all aspects of human resource management including compliance with the standards.

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

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

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.

I have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the statement made above is correct.

The applications made for breach of standards review and the corresponding outcomes for the reporting period are:

Number lodged:	Nil
Number of breaches found, including details of multiple breaches per application:	Nil
Number still under review:	Nil



John Spurling

Chief Executive Officer

31 August 2011

# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

### RECORD KEEPING PLANS

The Department's Record Keeping Plan (RKP) is to maintain and preserve a record of all matters that are dealt with by the Western Australian Industrial Relations Commission. Commission and Department records are maintained both in hard copy and electronically in TRIM, the corporate electronic document and records management system.

As part of the Department's review of the Record Keeping Plan (RKP), an independent Records Management consultant was engaged to undertake a Records Management Health Check.

This was to evaluate the Department's current records management practices and systems against the State Records Commission's Principles and Standards.

The report made a number of recommendations to assist the Department in improving its corporate records programme to more effectively meet its business needs and ensure compliance with legislative requirements. This year has seen progress in developing and implementing a number of recommendations including review, redevelopment and promulgation of improved records management policy, procedures and user guides.

Employees are more aware of their individual record keeping responsibilities and obligations in relation to the creation, capture and keeping of corporate records through increased awareness raising. This has been complemented with the provision of structured training for all staff in HP TRIM Context with the introduction of TRIM 7.0



# DISCLOSURES AND LEGAL COMPLIANCE

## OTHER LEGAL REQUIREMENTS

### PUBLIC INTEREST DISCLOSURE

The *Public Interest Disclosure Act 2003* (PID) facilitates the disclosure of public interest information by providing protection for those who make disclosures. It provides for disclosed matters to be investigated and appropriate action to be taken. Disclosures can be made where there is a belief that there is something is wrong with the way a government official, public authority or government contractor is acting, has acted or may be going to act, which is of public interest.

The information must be specific to improper conduct, offences under State law, unauthorised use or mismanagement of public resources or conduct involving risk to public health, public safety or the environment.

During the year, further awareness raising was undertaken with staff and the Department's Intranet site was updated to include additional information and reference materials.

No public interest disclosures were received during 2010/11.

### FREEDOM OF INFORMATION

The *Freedom of Information Act 1992* (FOI Act), which came into effect on 1 November 1993, created a general right of access by the public to documents held by State and Local government agencies. The FOI Act requires agencies to make available details regarding the information they hold. It also enables persons to ensure that personal information about themselves, held by government agencies, is "...accurate, complete, up to date and not misleading..."(see Section 3 Objects and intent of the FOI Act).

The Department's function is to provide administrative support to the Western Australian Industrial Relations Commission. As the Commission is a court of record, the majority of information held by the Department of the Registrar is available for viewing and/or copying. Therefore, it may not be necessary to make an application under the FOI Act to access information. It is recommended that prior to lodging an application, an initial telephone or written enquiry be made.

No FOI applications were received during 2010/11.

# DISCLOSURES AND LEGAL COMPLIANCE

## GOVERNMENT POLICY REQUIREMENTS

### OCCUPATIONAL SAFETY, HEALTH AND INJURY MANAGEMENT

The Department of the Registrar is committed to ensuring the safety and health of all staff members. This year our OSH Systems were audited by an accredited external assessor and a new OSH Management System was designed to make the improvements which were identified by the audit.

The new OSH Management System ensures that all the departments' safety systems and procedures are effectively maintained and relevant to all staff. The system is easily accessible to all staff via the intranet and includes all the departmental policies, induction, training, reporting mechanisms and safety reporting. The OSH committee meets regularly to discuss initiatives and improvements across the department.

Ergonomic assessments are provided by an external consultant to all staff on an as need basis and all new employees are offered an individual assessment on commencement. Following the consultant's report any equipment required to ensure workstations and systems are safe and comfortable for staff are acquired.

### OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

Our Occupational Safety and Health Committee (OSH) committee is the formal mechanism through which employees are advised of OSH matters and to which they can seek support, clarification or direction.

The Occupational Health and Safety committee has membership from across the agency and meets regularly to discuss initiatives and improvements for the health and safety of employees.

The functions of the committee include:

- Undertake appropriate consultation with management on all OSH matters.
- Advise and makes recommendations to management on planning and implementation of OSH strategic directions.
- Review new OSH legislative requirements and standards and recommend compliance measures.
- Recommend procedural changes and improvements to fulfill legislative requirements and ensure continuous improvement.
- Consider the safety and health impact of changes to departmental practices and make recommendations, as required.

# DISCLOSURES AND LEGAL COMPLIANCE

## GOVERNMENT POLICY REQUIREMENTS

### OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE

The Department of the Registrar is committed to ensure the safety and health of all staff. The department's Occupational Safety and Health Policy is to:

- Comply with relevant occupational safety and health legislation
- Identify potential hazards associated with work tasks which may expose employees to workplace injury and disease
- Take effective action to mitigate identified hazards and control associated risks
- Communicate and consult with employees in relation to health and safety issues within the workplace
- Provide employees with access to safety information, training, equipment and supervision appropriate to the hazards that are likely to encounter
- Maintain a workplace with safe plant, equipment and systems of work
- Continuously improve the standard of occupational safety and health for all employees
- Implement and maintain injury management systems and practices which comply with worker's compensation and rehabilitation legislation, and promote the achievement of injury management objectives and a successful return to work

The Department achieves its responsibility under the act by operating in accordance with occupational safety and health legislation, regulations, approved codes of practice and WorkSafe Plan, by making all employees and contractors aware of their OSH responsibilities through access to OSH information and training and by encouraging senior management to take leadership in OSH matters with a common view to improve OSH outcomes.

# DISCLOSURES AND LEGAL COMPLIANCE

## GOVERNMENT POLICY REQUIREMENTS

### COMPLIANCE WITH INJURY MANAGEMENT REQUIREMENTS

The Department ensures compliance with the injury management requirements of the *Workers' Compensation and Injury Management Act 1981* through a systematic approach to injury management that combines expert assistance from external providers. The department is committed to supporting any employee who sustains an injury or suffers an illness. All attempts will be made to encourage and support the return to employment of any affected employees.

The Department had no new workers compensation claims this year.

The Department with the support of supervisors and human resource staff:

- Promotes the expectation that it is normal practice to return, as soon as practicable.
- Encourages early intervention in injury management.
- Ensures there is early and accurate medical assessment and management of each case of injury, work related or not.

The Department's Occupational Safety and Health Management system together with the Injury Management system was accessed by an external accredited assessor. The recommendation made by the assessor was integral in the development of the new OSH Management system implemented across the department.

# DISCLOSURES AND LEGAL COMPLIANCE

## GOVERNMENT POLICY REQUIREMENTS

### PERFORMANCE AGAINST TARGETS

The following table outlines our 2010/11 performance against targets:

INDICATOR	TARGET 2010/11	OUR PERFORMANCE
Number of fatalities	Zero	Zero
Lost time injury/diseases (LTI/D) incidence rate	Zero or 10% reduction on previous years	Zero
Lost time injury severity rate	Zero or 10% improvement on previous years.	Zero
Percentage of injured workers returned to work within 28 weeks	100%	n/a
Percentage of managers trained in occupational safety, health and injury management responsibilities	Greater than or equal to 50%	100%

# DISCLOSURES AND LEGAL COMPLIANCE

## GOVERNMENT POLICY REQUIREMENTS

### RECONCILIATION ACTION PLAN

The Department is committed to reconciliation between Indigenous and non-Indigenous Australians. It is acknowledged that more needs to be done to ensure Indigenous Australians enjoy the same advantages and opportunities as all Australians, both in employment and within our wider society. The Department's Reconciliation Action Plan (RAP) provides the framework to assist towards overcoming indigenous disadvantage. The plan seeks to implement practical and affordable initiatives including improving employment opportunities, ensuring our service delivery is culturally sensitive and promoting a greater understanding of indigenous culture.

During the year a number of initiatives were implemented in accordance with the RAP. These included:

- Cultural awareness training for staff.
- Promotion of days of Indigenous significance such as NAIDOC Week.
- Exploring employment opportunities within the Department for Indigenous people including work experience/trainee programmes.
- Consultation with indigenous employees to assess levels of satisfaction with their working life and seeking input regarding possible areas of improvement.
- The identification and promotion of learning and developing opportunities for Indigenous employees.





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