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Minister for Consumer Affairs; Employment and Training
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197 St Georges Terrace
PERTH WA 6000



2000/2001 ANNUAL REPORT

In accordance with Section 62 of the Financial Administration and Audit Act 1985, I am pleased to present to you for your information and presentation to Parliament the Annual Report of the Department of the Registrar Western Australian Industrial Relations Commission, for the financial year ended June 30, 2001.

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

A handwritten signature in black ink that reads "John Spurling". The signature is written in a cursive, flowing style.

John Spurling
CHIEF EXECUTIVE OFFICER

31 August 2001

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Department of the Registrar, Western Australian Industrial Relations Commission

INTRODUCTION

The Department

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

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

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

Location

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

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

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

Contacts

The Department can be contacted as follows:

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

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

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Department of the Registrar, Western Australian Industrial Relations Commission

Purpose of the Department

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

The formal 'Mission Statement' is

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

WA Industrial Relations Commission

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

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

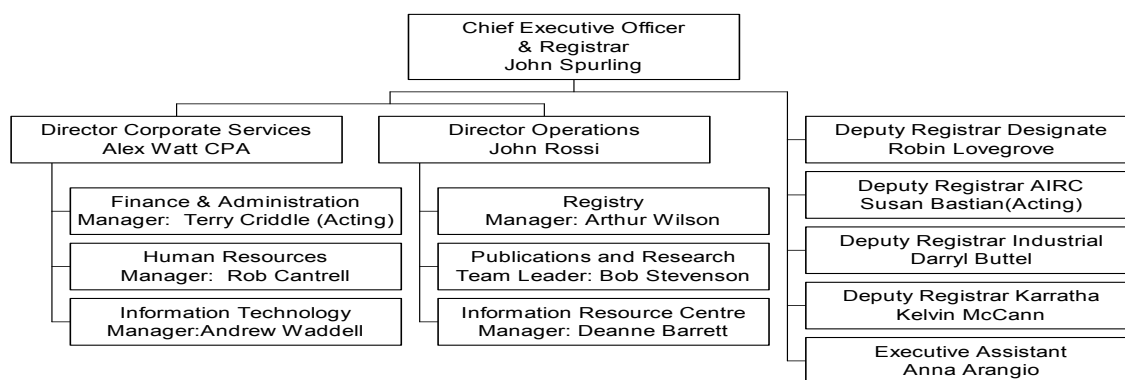
Funding

The Department and the Commission are funded from the State's Consolidated Fund. The appropriation for 2000/2001 was \$6.878m.

Staffing

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

Department of the Registrar, WA Industrial Relations Commission
as at 30 June 2001



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Department of the Registrar, Western Australian Industrial Relations Commission

Allocation of Permanent Staff

<u>Area</u>	<u>FTE</u>
Executive	3.0
Registry and Records	15.0
Publications & Research	9.0
Corporate Services	9.0
Library	2.0
Karratha	2.0
Chambers	9
TOTAL	49.0

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

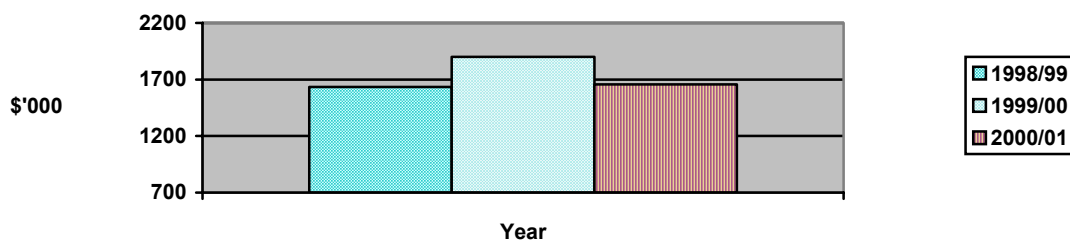
THE YEAR IN REVIEW

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

Registry

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

Recurrent Expenditure



1998/99 Average Staffing Level	14.3
1999/00 Average Staffing Level	17.5
2000/01 Average Staffing Level	19.7

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

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Since 1 July 1999, the Department of the Registrar has undertaken the registry services to the Australian Industrial Relations Commission, on contract. This has facilitated a (Federal and State) integrated registry service for clients dealing with either Commission.

A wide variety of information is available to assist customers who access the Commission from brochures relating to unfair dismissal, checklists for certified agreements and protocols in appearing before the Commission or Industrial Magistrate's Court.

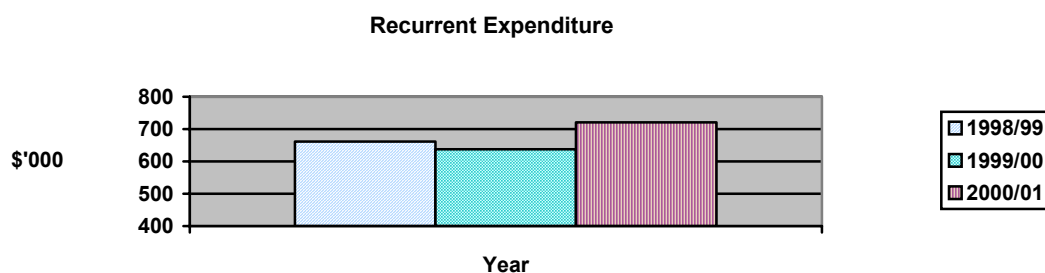
In consultation with the Commission, Registry officers are continually improving the information available to assist people dealing with the jurisdiction.

During the year, Registry hosted student-training programmes to allow school students to gain work experience by operating as a member of staff on a one day per week basis, for each school term. The purpose is to equip these students with basic work skills and provide an operational insight to the workplace.

Publications and Awards Services

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

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



1998/99 Average Staffing Level	9.6
1999/00 Average Staffing Level	7.7
2000/01 Average Staffing Level	8.8

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.

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W.A. INDUSTRIAL GAZETTE

During the year 15 editions of the Gazette were produced, including two editions for the State Wage Case, and one edition of Gazette Appendices.

All were produced on time in accordance with the Registrars' requirements.

A total of 4,775 pages were produced. State Law Publisher provided the printing at a cost per page of \$18.13 (ex GST). In 1995 State Law Publisher cost was \$40.50 per page and in 1996 through 1999 it was \$31 per page.

In February 2001, we ceased publishing Enterprise Bargaining Agreements in the Gazette and made them accessible on our website with search capability. Savings on costs associated with printing are estimated at \$60,000 per annum.

The Appendices edition for the period 29/06/2000 to 20/12/2000 was produced by 02/02/2001. This is three months earlier than our previously achieved benchmark. Earlier efforts to rationalize material published in Appendices continued to generate savings.

Appendices edition	No. of pages
29/06/00-21/12/00	168
24/12/99-28/06/00	147
Average	158
25/06/99-23/12/99	515
24/12/98-24/06/99	462
Average	489
25/06/98-23/12/98	468
22/12/97-24/06/98	499
Average	484

From the above table it can be seen that, over the last three years, there has been a substantial reduction in the number of pages in each edition. In 1998 and 1999 each edition cost \$12,600 whereas the most recent edition cost \$3,117. Annual savings of \$19,000 have been achieved. These savings have been invested in improving other Departmental services.

We continue to look for ways to reduce the overall materials and labour cost of producing the Gazette, whilst still providing a timely and valued service to the community. Examples of this include improving the availability of the Gazette to the public in electronic format on our internet site.

The assistance of the management and staff of the State Law Publisher throughout the year is valued and appreciated.

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AWARDS

The Commission delivered two General Orders that required awards to be consolidated. Order number 654 of 2000 (State Wage Case) resulted in the re-calculation of all wage rates in the affected awards. Order number 1050 of 2000 affected Location Allowances provisions within private sector awards.

196 obsolete or superseded Enterprise Bargaining Agreements were identified and parties contacted by mail. Results are currently being collated.

Awards were maintained in consolidated form on the WAIRC's internet website at <http://www.wairc.wa.gov.au/awards/index.htm>. Weekly changes to Awards/Industrial agreements are maintained on the Internet to keep interested clients fully informed.

Awards staff electronically email copies of awards on request to users with internet access and have performed research tasks in relation to awards at times throughout the year.

Further examination and work to facilitate the upgrading of awards will continue during the latter half of 2001.

Orders of the Commission to vary award or agreements	225
Number of awards maintained	362
New Agreements processed	296
Number of new awards	1
Awards in force	362

GENERAL

During the year, staff from the branch relieved for various periods in other Sections including Registry, Corporate Services and Records and also assisted the Deputy Registrars.

As a result of the re-location of the branch to the 16th floor, staff have provided telephone call-centre assistance that has led to improved customer servicing.

Applications for Industrial Agreements, Awards and agreement and award variations have traditionally been filed in hard copy form with a subsequent electronic copy. For the purpose of consistency and efficiency a standardized format for these applications will be considered and with the cooperation of parties implemented.

Reports forming the statistical component of the Chief Commissioner's Annual Report were developed.

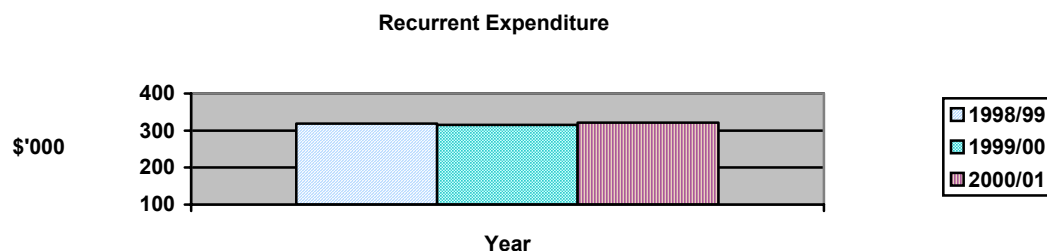
The Team Leader assumed first line responsibilities for Registry service to the Australian Industrial Relations Commission under the harmonization contract and participated in the hosting of school and other groups.

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Library

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



1998/99 Average Staffing Level	2.6
1999/00 Average Staffing Level	2.0
2000/01 Average Staffing Level	2.0

Initiatives undertaken in 2000/01 were -

- **IT Developments:**

Development of the Library's intranet page providing links to recent decisions, new legislation and reports.

An upgrade of the Library's catalogue software.

The creation of a key decisions database for members of the Commission accessible via the Library's intranet.

- **New Resources:**

Subscription to the PLEAS database and CaseBase CD ROM.

Promotional activities:

A successful Library & Information Week promotion that included a Library Quiz on the intranet, Library & Information Week intranet page, morning teas, jigsaw puzzle & free giveaways.

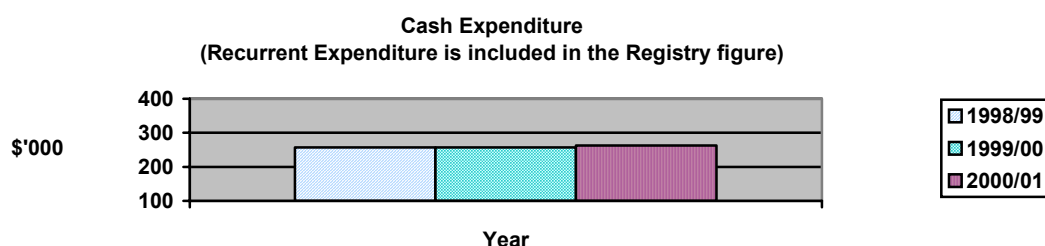
A significant change in staffing over the past 12 months has been the introduction of a successful job share arrangement with the Library Technician position. The Library conducted a 3 months trial prior to appointing a new staff member. Another major project involving the Library Manager was the research for the centenary edition of the Chief Commissioner's annual report.

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Regional Services

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



1998/99 Average Staffing Level	2.0
1999/00 Average Staffing Level	2.0
2000/01 Average Staffing Level	2.1

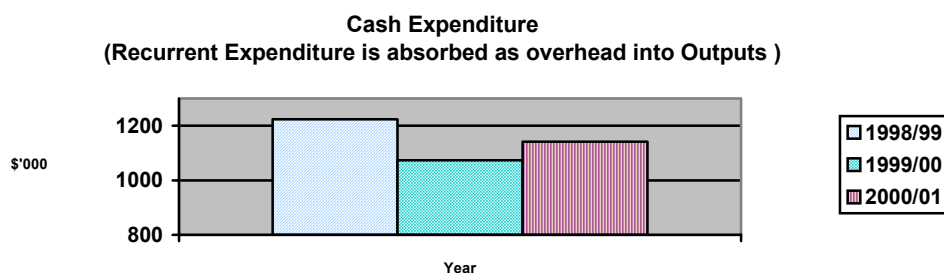
In the 2000/2001 year the Karratha office dealt with cases concerning alleged unfair dismissals or denied contractual entitlements initiated by applicants. The remaining cases dealt with Conferences, Boards of Reference, Public Service Arbitrator Conferences and the arbitration of Pilbara/Kimberley Institutions Grievance Procedure Dispute Referrals. The majority of documents lodged are applications for unfair dismissal that are subsequently forwarded to the Registry in Perth.

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

The office includes Registry, conference and hearing facilities for industry and members of the public. Our regional office uses local suppliers by preference.

Corporate Services

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



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1998/99 Average Staffing Level	12.3
1999/00 Average Staffing Level	12.3
2000/01 Average Staffing Level	13.3

Activities for 2000/2001 include:

- Support to the Electronic Registry Plan.
- Improvement to the on line knowledge base for staff use.
- Review of our employee relations policies
- Staff training and professional development
- Asset turnover and management.
- Electronic procurement.
- Deployment and modification of GST management systems.
- Appointment of new Internal Auditors.
- Significant improvements to our cost structure for Telecommunications.

Internet

www.wairc.wa.gov.au

Throughout the year there were several projects that improved access to information for both internal and external users of the commission. A number of automated reports are now published to the internet as well as an improved search facility that enables searching of all awards and decisions. It is anticipated that this technology can be applied to enable online searching of all decisions in the near future.

In order to facilitate the improved public access, our website is now hosted internally. This was achieved by an upgrade to our internet connection to enable higher speed access.

Our website is easy to navigate, pleasant to view and provides the information the user requires. A survey of our key customers found a 99% awareness of the website with 76% of respondents finding the design and speed of the site met their expectations.

The survey also found that 70% of our key customers would like to receive the Industrial Gazette in electronic format with nearly 50% saying that they would prefer electronic over the current paper format.

“Notes” for unrepresented parties appearing before a Full Bench or the Hon President were added as were an extensive list of Frequently Asked Questions (FAQ’s). These measures are designed to bring benefits to un-represented parties who may wish to appear before the Commission.

A six-month analysis was carried out in regard to the number of feedback and enquiries received through our website. A total of 325 emails were received, an average of 54 per month. Some 101 were referred onto the then

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Department of Productivity and Labour Relations whilst 68 were in connection with Awards and Publications enquiries.

A 5-day Hearing List was developed and implemented. The next days "Hearing List" is available from 4.35pm daily. A link is also provided to the current days Australian Industrial Relations Commission Hearing list.

New features in the 'Registry' section of the website included information on making a claim in the Industrial Magistrate's jurisdiction, supported with on-line forms, and the ability to order Commission transcript online by email. A comprehensive list of all fees and charges was also added.

A list of 'Contacts' was provided to enable clients to ring and email both Sections and Commission Chambers directly. This has no doubt added to the efficiency of our call centre operations.

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

Core Business Systems-Registry

The Core Business System (CAMS) is showing its age and inability to keep up with new data demands. With this in mind, the CAMS database has been migrated to a new SQL 2000 installation with new functionality being built into the SQL 2000 database

We are currently working in house on a Chambers Tracking System project, which is designed to be the primary interface for all information in respect to matters which are before the Commission.

With limited funds for system development, the software is being coded in stages and will integrate the facilities currently available within the limited CAMS system. New functions which have recently been brought on-line, such as the medium neutral lodgement system.

Our objective is to slowly migrate all the existing functionality that is built into CAMS over to new products such as the Chambers Tracking System.

SOFTWARE

Changes to Microsoft's licensing schemes has necessitated a review of our current software usage as well as planned upgrades into the future.

Consequently a full audit of all our software usage has been undertaken to ensure strict licensing compliance. All software has been licensed up to the current version and maintenance agreements have been put into place to ensure that we will remain at the current versions in the foreseeable future.

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SERVERS/INFRASTRUCTURE

In December the organisation took delivery of two new Dell servers. These servers provide the primary file serving, email and intranet facilities for the organisation. The rollout of these new servers also saw the adoption of Windows 2000 as the primary network infrastructure. It is planned to replace other technology assets in the 2001/2002 financial year.

WIRELESS NETWORKING

One of the technologies introduced during the year was wireless networking. Commissioners with notebooks have been provided with Wireless connection to our network. This means that Commission members can move from courtroom to courtroom without the need to disconnect from the network. All data is transmitted and received in encrypted secure mode.

TOWARDS 2002

2002 will see the implementation of the "Docushare" document management system, the deployment of the Chambers Tracking System and the continued integration of the processes that lead to the publication of the electronic gazette.

Goods and Services Tax

From July 1 of 2000, the Goods and Services Tax was applied to acquisitions of the Department.

After evaluating our initial GST management system, the Department revised and introduced a modified management procedure. This procedure has been carefully monitored and has been found to be a robust solution to what is not necessarily a simple tax to administrate.

Anti-Corruption

During the year to 31 May 2001 this department did not make any reports under the above Act.

Subsequent to 31 May, 2000, matter A000252 was finalised.

Risk Management

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

During 2000/2001 critical risks were evaluated and managed through internal policy, communication and Business Continuity Planning. Consistent with Treasurer's Instruction 109, we periodically review risks in the workplace to determine their best management.

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Freedom of Information

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

Pricing policies on outputs

The Department has discretion to charge for services rendered subject to Ministerial approval.

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.

Government Purchasing Charter

In all our purchasing, the department strives to meet the Buying Wisely outcomes to ensure suppliers are given equal opportunity to do business with us and that assessment of any quotation or tender is fair, unbiased and professional. Performance of contract is jointly monitored with supplier and agency and unsuccessful suppliers have access to feedback.

For 2000/2001 I confirm that purchasing was made with the aim of fulfilling the key principles for achieving the best value for money for expenditure from taxpayer funds.

During 2000/01 no new contracts in excess of \$50,000 were undertaken.

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

Disability Service Plan

During the year, the Department engaged consultants to audit access to our facilities and services by people with disabilities.

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The Audit found that some access points require minor improvement, for which the agency submitted a minor works funding proposal to Government. This funding proposal was not successful.

The Audit found that the access to the building in which we lease our accommodation was not to the requisite standard. We have informed the building owner and sought feedback on how the access issues may be resolved.

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

Our plan has not been updated since the first plan. The focus of the Department is now on a cultural understanding of people with disabilities. In 2000/2001 extensive awareness training was provided to staff.

Electoral Act

Section 175ZE of the Electoral Act (1907) requires the Principal Officer of the agency to detail certain expenditures. This agency expended \$15,615 on newspaper advertising in respect of notices required by virtue of the operation of the Industrial Relations Act and job advertisements. All of this expenditure was paid to the Government contractor for media advertising.

Plan for Women's Outcomes

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

Publications

The Department publishes the WA Industrial Gazette on a monthly basis. Subscription to the Gazette is through the State Law Publisher. Additionally, our [website](#) publishes a wealth of useful information including the Department's Annual report and the Chief Commissioner's Report.

Client Focus

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

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Continuing initiatives introduced to assist our clients include the provision of electronic information, video conferencing for access by people in remote areas and flexible service arrangements.

Changes in Written Law

There were no significant changes in any written law that affected the Department during the financial year. The Goods and Service Tax legislation required material alteration to accounting procedures.

Ministerial Directives

No Ministerial directives were received during the financial year.

STAFF MATTERS

At a Glance

Fifty eight percent of the Department of the Registrar's 62 staff (this figure excludes members of the Commission and their Associates) employed at 30 June 2001 are women and 42 percent are men. Nine per cent of all employees work on a part-time basis and 22 percent are employed on fixed term contracts.

During the year the Department recruited ten permanent and contract staff. Five staff left the Department during the year.

56 percent of staff work under the terms and conditions of an industrial agreement and 44 percent are covered by a workplace agreement. In December 2000, the Department's third workplace agreement was approved and the 21 staff who signed the agreement received an upfront pay increase of three percent.

Equal Employment Opportunity

The Department recognises the importance of EEO principles and the management of diversity in maintaining an efficient and healthy working environment for all staff. Initiatives undertaken during the year included:

- The provision of workplace diversity awareness sessions to managers and staff to promote an understanding of diversity issues and behaviour that is free from discrimination.
- A review of the Department's Internal Grievance Policy.

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- Commissioning a disability access audit, which identified physical and sensory barriers to the public access areas of the Department and the WA Industrial Relations Commission.
- Disability awareness training provided to promote an understanding of disability issues within the community.

Public Sector Standards

The Department has policies, guidelines and processes in place to ensure compliance with the Public Sector Standards in Human Resource Management, Code of Conduct and Code of Ethics.

During the year the Department of the Public Sector Standards Commissioner conducted a systems review of the policies and procedures to assist the Department of the Registrar to comply with the Standards and General Principles of Official Conduct. The review found that the extensive code of conduct and policies and procedures in place reduced the risk of non-compliance with the Standards.

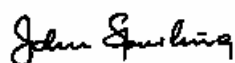
Compliance Reporting Requirements

The following is a statement of compliance

In the administration of the Department of the Registrar, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our Code of Conduct.

I have put in place procedures designed to ensure such compliance. 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 2001

Youth and Graduate Employment

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In 2000 the Department recruited a young person on a contract basis who had successfully completed a public sector traineeship with us. In June 2001 we employed another young person as part of the Public Sector Traineeship Programme.

The Department recruited two graduates on a contract basis from a list of suitable candidates provided by the Ministry of the Premier and the Cabinet through its Graduate Recruitment Programme.

Development of Staff

Training initiatives undertaken by the Department during the year included:

- Disability awareness training
- Workplace diversity and EEO awareness training
- Time management training
- Individual training undertaken by staff during the year was primarily technically oriented. Other training focused on HR skills, tax reform legislation and staff attendance at a number of conferences and seminars.

Health Safety and Welfare

The Department had four new workers compensation claims during the year one of which resulted in lost time from work. One of the claims involved rehabilitation intervention which resulted in significant changes being made to the employee's physical work environment.

Flexible Working Arrangements

The Department provides a range of flexible work and leave arrangements including:

- ability to purchase an additional four weeks leave per annum;
- the provision of leave for family, cultural, ceremonial and personal emergencies;
- provision to take graduated retirement;
- paid parental leave;
- emergency services leave and defence force training leave;
- home based work; and
- flexible working hours.

Redeployment and Redundancy Management

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

Four staff were registered for redeployment and the Department is progressing redeployment action in relation to all of its registered redeployees.

Enterprise and Workplace Agreements

During the year a new Workplace Agreement was introduced with those staff party to the agreement receiving a 3% pay rise. Negotiations with the Civil Service Association were not completed before negotiations for a Government (centralised) pay rises began. The current Enterprise Agreement expired in November 2000.

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APPENDICES

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

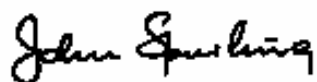
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Appendix A

CERTIFICATION OF PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2001

I hereby certify that the attached performance indicators are based on proper records and fairly represent the performance of the Department of The Registrar, Western Australian Industrial Relations Commission for the financial year ended 30 June 2001.



John Spurling
ACCOUNTABLE OFFICER
15 August 2001

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Auditor General

To the Parliament of Western Australia

DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2001

Scope

I have audited the key effectiveness and efficiency performance indicators of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2001 under the provisions of the Financial Administration and Audit Act 1985.

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

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

The Department's outcome "A process for the prevention and resolution of industrial relations conflict" and Output 2 "Conciliation and Arbitration by the Western Australian Industrial Relations Commission" relate to the Commission established under the Industrial Relations Act 1979. As the Commission is an affiliated body and not subject to the operational control of the Department, key performance indicators are not reported for the Commission by the Department.

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

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators are relevant to the outcome "Employers, employees and unions have a means of resolving industrial relations matters" of the Department of the Registrar, Western Australian Industrial Relations Commission. The indicators are appropriate for assisting users to assess the Department's performance and fairly represent the indicated performance for the year ended June 30, 2001.

D D R PEARSON
AUDITOR GENERAL
September 21, 2001

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

PERFORMANCE MANAGEMENT

The Outcome is *"Employers, employees and unions have a means of resolving industrial relations matters"*

The Department manages one output:

Output 1. Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.

Description: To provide effective and efficient support to the Western Australian Industrial Relations Commission which allows that tribunal to provide the community with an efficient means of preventing or resolving industrial relations matters.

For 2000/2001, the Total Cost of this output is \$3.500m

A second output was named in the 2000/01 estimates, namely:

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

Description: To provide a forum for dealing with the prevention and resolution of conflict in respect of industrial matters, the mutual rights of employees and employers, the rights and duties of organisations of employers and employees and related matters. The Commission provides for a conciliation and arbitration process to settle disputes.

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

As defined in section 3 of the Financial Administration and Audit Act (1985) and Treasurer's Instruction 951, the Commission is an Affiliated Body of the Department and serviced by the Department. The Commission is financially dependent on the Department but not subject to its operational control. For 2000/2001 the Total Cost of this Output is \$4.454m.

The Department does not report on the performance of the Commission and therefore Output 2 is not reported as a Key Performance Indicator.

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

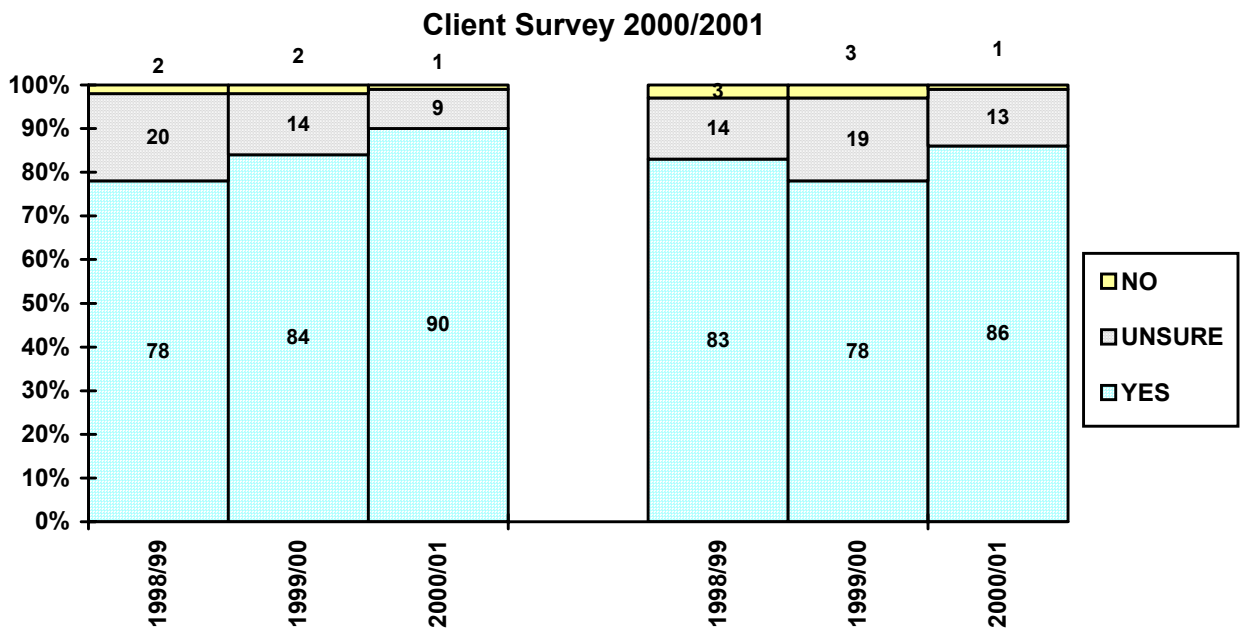
Performance Indicators

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

Effectiveness Indicator.

Indicator 1 Responsiveness to client needs.

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



Satisfaction

Relevance of Information

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

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

The survey population consisted of approximately 158 key customers, representing Employer bodies, Employee organizations, Lawyers and Advocates and Government Agencies. Of those surveyed, 91 responded. The sampling error is 6.7% at the 95% confidence level.

Annual Report 1999-2000

Department of the Registrar, Western Australian Industrial Relations Commission

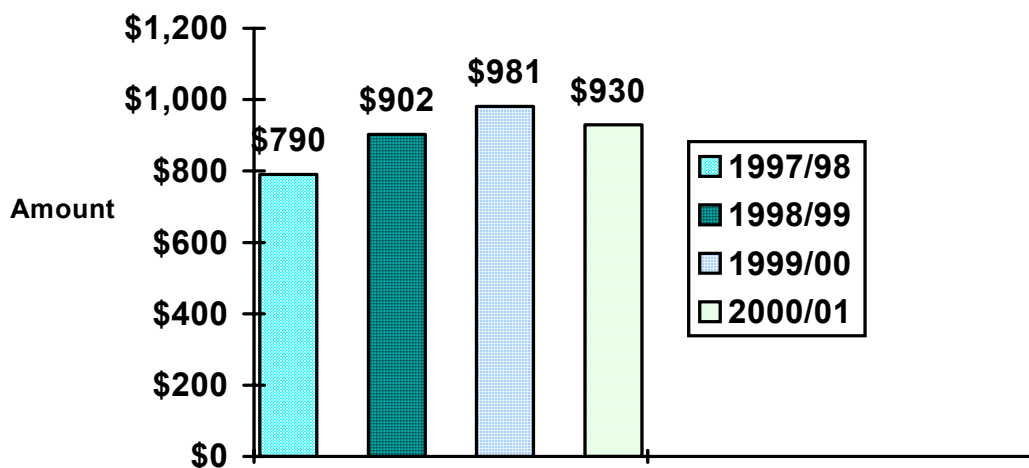
EFFICIENCY INDICATOR

Indicator 2. Registration and Recording of Applications

Expenditure per application processed.

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

Cost Per Application



Note: For 1997-98, 1998-99 and 1999-00 the costs per application have been amended from those previously audited and reported to provide comparative figures occasioned by a change in Outputs on 1 July 2000. Previous figures were 1997-98 \$459, 1998-99 \$564 and 1999-00 \$672.

The above graph measures cost efficiency per application received. During 1997/98 4,115 applications and complaints were received, in 1998/99 3,487, in 1999/2000 3,313 and 2000/01 3,768. This graphical presentation uses a cost base of the "Total Cost". This cost base is adjusted to reflect the change in Output structure from the 1999/00 to 2000/01, for comparative purposes.

Had the 2000/2001 calculation been based on the total cost of service, less fee for service revenue from the Commonwealth, the 2000/2001 cost per application would be \$ 865 and in 1999/2000 -\$867.

Annual Report 2000-2001

Department of the Registrar, Western Australian Industrial Relations Commission

OUTPUT MEASURES 2000/2001

(These do not form part of the performance indicators)

	QUALITY	QUANTITY	TIMELINESS	(ACCRUAL BASED) COST
Output 1	% Files returned for corrective action Target: 1% Actual: 1%	Number of applications received. Target: 3600 Actual: 3768	Extent to which services are provided within time standards Target: 100% Actual: 99%	Cost per application received Target: \$1,011 Actual: \$930
	Customer Complaints received Target: 1 Actual: 2		Mean time taken to process variations for the 50 most used awards Target: 24 Hours Actual: 24 to 48 Hours	

Annual Report 2000-2001

Department of the Registrar, Western Australian Industrial Relations Commission

Appendix B

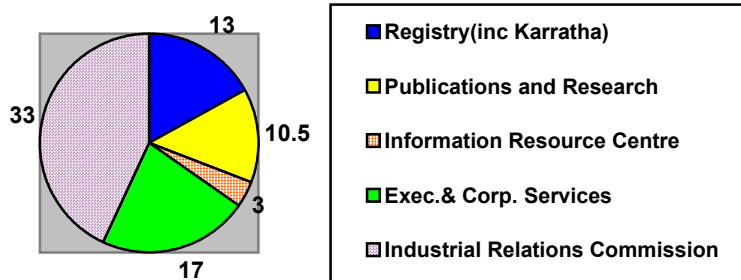
MANAGEMENT

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

Personnel

The agencies approved staffing level (AASL) for 2000/2001 was 76.5 FTE's (full-time equivalents). This figure includes members of the Commission. Figure 1 shows the distribution of the AASL within the Commission.

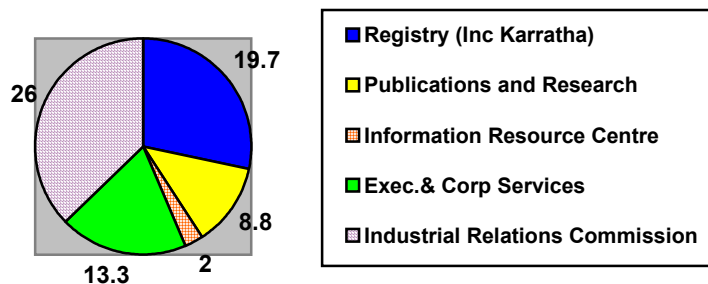
Figure 1 - Distribution of Approved Average Staffing Levels



The average staffing level (ASL) for the year was 69.8 FTE's and the distribution within the agency is shown in Figure 2.

During the year ten positions (10) were advertised and or filled compared to twenty five (25) positions in 1999-2000.

Figure 2 - Distribution of ASL (Actual)



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

Annual Report 2000-2001

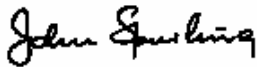
Department of the Registrar, Western Australian Industrial Relations Commission

Appendix C

CERTIFICATION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2001

The accompanying financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2001 and the financial position as at 30 June 2001.

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



John Spurling
ACCOUNTABLE OFFICER



Alexander Watt CPA
PRINCIPAL ACCOUNTING OFFICER

15 AUGUST 2001

Annual Report 2000-2001

Department of the Registrar, Western Australian Industrial Relations Commission



Auditor General

To the Parliament of Western Australia

DEPARTMENT OF THE REGISTRAR, WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2001

Scope

I have audited the accounts and financial statements of the Department of the Registrar, Western Australian Industrial Relations Commission for the year ended June 30, 2001 under the provisions of the Financial Administration and Audit Act 1985.

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

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

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

Audit Opinion

In my opinion,

- (i) the controls exercised by the Department of the Registrar, Western Australian Industrial Relations Commission provide reasonable assurance that the receipt and expenditure of moneys and the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Output Schedule of Expenses and Revenues and Summary of Consolidated Fund Appropriations and Revenue Estimates and the Notes to and forming part of the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions, the financial position of the Department at June 30, 2001 and the results of its operations and its cash flows for the year then ended.

DD R PEARSON
AUDITOR GENERAL
September 21, 2001

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Statement of Financial Position

as at 30 June 2001

	Note	2000/01 (\$'000)	1999/00 (\$'000)
CURRENT ASSETS			
Cash	15	105	282
Restricted Cash	16	114	95
Prepayments	17	99	83
Accounts Receivable	19	103	47
Total current assets		<u>421</u>	<u>507</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	18	<u>213</u>	<u>250</u>
Total assets		<u>634</u>	<u>757</u>
CURRENT LIABILITIES			
Accrued salaries	20	98	89
Payables	22	111	246
Provisions	21	1,596	1,525
Total current liabilities		<u>1,805</u>	<u>1,860</u>
NON-CURRENT LIABILITIES			
Provisions	21	<u>253</u>	<u>199</u>
Total non-current liabilities		<u>253</u>	<u>199</u>
Total liabilities		<u>2,058</u>	<u>2,059</u>
EQUITY			
Accumulated Deficit	24	(1,424)	(1,302)
Total Equity deficit		<u>(1,424)</u>	<u>(1,302)</u>
Total liabilities and equity		<u>634</u>	<u>757</u>

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

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Statement of Financial Performance

For the year ended 30 June 2001

	Note	2000/01 (\$'000)	1999/00 (\$'000)
COST OF SERVICES			
<i>Expenses from ordinary activities</i>			
Employee costs	4	4,621	4,208
Superannuation	5	598	624
Depreciation and amortisation	6	149	187
Supplies and Services	7	1,450	1,584
Accommodation expenses	8	1,136	791
Net loss on Disposal of Assets	9		1
Interest Expenses			8
<i>Total cost of services</i>		7,954	7,403
<i>Revenues from ordinary activities</i>			
User charges and fees	10	340	506
Other revenue from ordinary activities			
<i>Total revenues from ordinary activities</i>		340	506
Net cost of services		7,614	6,897
REVENUES FROM GOVERNMENT			
Appropriations	11	6,878	6,371
Resources received free of charge	13	16	27
Liabilities assumed by the Treasurer	14	598	624
<i>Total revenues from Government</i>		7,492	7,022
CHANGE IN NET ASSETS		(122)	125

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

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Statement of Cash Flows for the year ended 30 June 2001

	Note	2000/01 (\$'000) Inflows (Outflows)	1999/00 (\$'000) Inflows (Outflows)
CASH FLOWS FROM GOVERNMENT			
Recurrent appropriations		6,838	6,256
Capital appropriations		40	115
Net cash provided by Government		6,878	6,371
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee Costs		(4,507)	(4,408)
Supplies and Services		(1,521)	(1,661)
Interest Paid			(8)
Accommodation		(1,192)	(732)
GST Payments on Purchases		(247)	
GST Payments to taxation authority		(5)	
Receipts			
Sale of goods and services			528
User charges and fees		393	
GST receipts on sales		28	
GST receipts from taxation authority		164	
Net cash provided by (used in) operating activities	25	(6,887)	(5,921)
CASH FLOWS FROM/(USED IN) INVESTING ACTIVITIES			
Purchase of non-current physical assets		(149)	(51)
Proceeds from the sale of physical non-current assets			2
Net cash provided by/(used in) investing activities		(149)	(49)
CASH FLOWS USED IN FINANCING ACTIVITIES			
Payment for Finance Lease			(134)
Net cash used in financing activities			(134)
Net increase/(decrease) in cash held		(158)	267
Cash assets at the beginning of the financial year		377	110
Cash assets at the end of the Financial Year.		219	377

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

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Output Schedule of Expenses and Revenues for the year ended 30 June 2001

Note	Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.		Conciliation and Arbitration by the Western Australian Industrial Relations Commission.		Totals	
	2000/01	1999/00	2000/01	1999/00	2000/01	1999/00
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cost of Services						
Expenses from ordinary activities						
Salaries	2,033	1,577	2,588	2,631	4,621	4,208
Superannuation	263	173	335	451	598	624
Depreciation	66	90	83	97	149	187
Supplies and Services	638	1043	812	541	1,450	1,584
Accommodation expenses	500	361	636	430	1,136	791
Loss on disposal of Assets				1		1
Interest expense		5		4		8
Total cost of services	3,500	3,249	4,454	4,154	7,954	7,403
Revenues from ordinary activities						
Transcript Sales	(42)	(27)			(42)	(27)
Document Lodgement	(41)	(40)			(41)	(40)
Sundry	(15)	(17)		(10)	(15)	(27)
Australian Industrial Reg 27(c) fees	(242)	(375)			(242)	(375)
Workers comp recoups		(37)				(37)
Total revenue from ordinary activities	(340)	(496)		(10)	(340)	(506)
NET COST OF SERVICES	3,160	2,753	4,454	4,144	7,614	6,897
REVENUES FROM GOVERNMENT						
Appropriations	(3,026)	(2,795)	(3,852)	(3,576)	(6,878)	(6,371)
Resources received free of charge	(7)	(15)	(9)	(12)	(16)	(27)
Liabilities assumed by the Treasurer	(263)	(181)	(335)	(443)	(598)	(624)
Total revenues from Government	(3,296)	(2,991)	(4,196)	(4,031)	(7,492)	(7,022)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	136	(238)	(258)	113	122	(125)

The Output schedule of Expense and Revenues should be read in conjunction with the accompanying notes

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Summary Of Consolidated Fund Appropriations And Revenue Estimates For Year Ended June 30, 2001

	2000/01			1999/00		
	Estimate \$'000	Actual \$'000	Variation \$'000	Estimate \$'000	Actual \$'000	Variation \$'000
RECURRENT						
Details of Appropriations						
Amount required to fund outputs for the year	7,299	7,160	(139)	6,053	6,684	631
Less Retained Revenue - Section 23A of the Financial Administration and Audit Act Item 67 - Amount provided to fund outputs for the year	(679)	(421)	258	(79)	(528)	(449)
	6,620	6,739	(119)	5,974	6,156	182
Amount Authorised by Other Statutes - Salaries and Allowances Act 1975	99	99		94	100	6
Total Recurrent Services	6,719	6,838	(119)	6,068	6,256	188
CAPITAL						
Item 155 - Amount provided for Capital Services for the year	40	40		115	115	0
Total Capital Services	40	40		115	115	0
GRAND TOTAL	6,759	6,878	(119)	6,183	6,371	188
DETAILS OF EXPENDITURE						
Recurrent						
Outputs						
Services to the WAIRC and Industrial Magistrates Court	3,295	3,293	2	2,633	2,828	195
Conciliation and Arbitration by the Western Australian Industrial Relations Commission	4,045	4,174	(129)	3,449	3,621	172
Total	7,340	7,467	(127)	6,082	6,449	367
Less Retained Revenue	(679)	(580)	(99)	(79)	(528)	(449)
Adjustment for cash balances and other funding sources	58	(158)	216	65	335	270
TOTAL	6,719	6,729	(10)	6,068	6,256	188
Capital						
Capital Expenditure	40	149	(109)	115	115	0
GRAND TOTAL OF APPROPRIATIONS	6,759	6,878	(119)	6,183	6,371	188

Notes

(1) Explanations of variations between the current year estimates and actual results, and the actual results compared with the immediately preceding year, are set out in note 27 of the Annual Report.

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

1 Departmental objectives and funding

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

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

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

2 Significant accounting policies

The following accounting policies have been adopted in the preparation of the financial statements. Unless otherwise stated these policies are consistent with those adopted in the previous year.

(a) General Statement

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

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

(b) Basis of accounting

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

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

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

(c) Appropriations

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

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

(d) Net Appropriation Determination

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

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

Retained revenues may only be applied to the outputs specified in the 2000-2001 Budget Statements.

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

(e) Operating Account

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

(f) Depreciation of non-current assets

All non-current assets of value greater than \$1,000, having a limited useful life are systematically depreciated to reflect the consumption of the service potential embodied in those assets. Depreciation has been charged on a straight line basis using the following average lives: Artwork is a heritage asset and as such is not depreciated.

Furniture:

Furniture and fittings 5 years – 15 years

Plant & Equipment 5 years

Computer equipment 3 years - 6 years

These rates are reviewed annually.

(g) Provisions

Annual leave

This entitlement is recognised at current remuneration rates and is measured at the amount unpaid at the reporting date in respect to employees' service up to that date.

Long service leave

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

This method of measurement of liability is consistent with requirements of Australian Accounting Standard AAS 30 "Accounting for Employee Entitlements."

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

Superannuation

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

The superannuation expense comprises the following elements:

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

(The superannuation expense does not include payment of pensions to retirees as this does not constitute part of the cost of services provided by the Department in the current year. The total unfunded liability for pensions and transfer benefits assumed by the Treasurer at 30 June, 2001 in respect of current employees is \$ 2,534 m (2000-01 \$2,360m).

(h) Leases

The Department's right and obligations under finance leases, which are leases that effectively transfer to the Department substantially all of the risks and benefits incident to ownership of the leased items, are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments.

The assets are disclosed as equipment under lease, and are amortised to the operating statement over the period during which the Department is expected to benefit from use of the leased assets. Minimum lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

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

(i) Receivables, Payables, Accrued Salaries Suspense and amounts due to the Treasurer.

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

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

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

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

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

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

(j) Net Fair Values of Financial Assets and Liabilities

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

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

(k) Prepayments:

Departmental policy in respect of prepayments is to accrue only those payments that fall within the guidelines of AAS 5.

(l) Statement of Cash Flows

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

(m) Comparatives

Where appropriate, figures for 1999-00 have been reclassified to conform with the current year's presentation.

(n) Resources Received Free of Charge

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

3 Activities/Outputs of the Department

Information about the Department's activities/outputs, and the expenses and revenues which are reliably attributable to those activities/outputs is set out in the Activities/Outputs Schedule. Information about expenses, revenues, assets and liabilities administered by the Department are given in the Schedule of Administered Expenses and Revenues, and the Schedule of Administrated Assets and Liabilities.

The Department manages two outputs:

The outputs that support attainment of the above outcome are:

Output 1: Services to the Western Australian Industrial Relations Commission and Industrial Magistrates Court.

Description: To provide effective and efficient support to the Western Australian Industrial Relations Commission which allows that tribunal to provide the community with an efficient means of preventing or resolving industrial relations matters.

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

Description: To provide a forum for dealing with the prevention and resolution of conflict in respect of industrial matters, the mutual rights of employees and employers, the rights and duties of organisations of employers and employees and related matters. The Commission provides for a conciliation and arbitration process to settle disputes.

Annual Report 2000 - 2001

Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

		2000/01 (\$'000)	1999/00 (\$'000)
4	Employee Costs		
	Salaries	4,235	3,826
	Change in leave entitlements	125	128
	Leave payments	261	254
		4,621	4,208
5	Superannuation		
	Total notional expense for the year (liability assumed by Treasurer)	598	624
6	Depreciation/Amortisation		
	Furniture	2	3
	Computer hardware	106	42
	Plant and Equipment	41	33
	Subtotal	149	78
	Amortisation of Leasehold Assets		109
	Total Depreciation / Amortisation	149	187
7	Supplies and Services expenses		
	Expenses incurred during the year	1,434	1,560
	Written-off as bad debts		0
	Resources received free of charge	16	24
		1,450	1,584
8	Accommodation expenses		
	Expenses incurred during the year	1,136	788
	Resources received free of charge		3
		1,136	791
9	Net loss on disposal of non-current assets		
	Assets disposed of:		
	Plant and Equipment		1
	Computer hardware		
			1
	Gross proceeds on disposal		2
			2
10	User Charges and Fees (retained as part of net funding arrangements)		
	Miscellaneous	15	32
	Transcript sales	42	27
	Document lodgements	41	39
	Workers compensation recoups-current year		26
	Workers compensation recoups-prior year		11
	Australian Industrial Registry-service fees	242	375
		340	506

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Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

		2000/01 (\$'000)	1999/00 (\$'000)
11	Revenues (to) from Government		
	Consolidated Fund		
	Recurrent	6,739	6,156
	Capital	40	115
	Special Acts	99	100
		6,878	6,371
12	Trust Accounts		
	None held.		
13	Resources received free of charge		
	Services and Supplies	16	24
	Accommodation expenses		3
		16	27
	Resources received free of charge have been determined on the basis of the following estimates provided by the agencies listed		
	Ministry for Justice		
	- Legal Expenses		9
	Office of the Auditor General		
	- external audit services	16	15
	Dept of Contract and Management		
	Services-contract Services		
	Government Property Office		
	-property management services		3
	Treasury Department		
	- cost of banking services		
		16	27
14	Liabilities assumed by the Treasurer		
	Superannuation	598	624
15	Cash		
	Operating Account	99	276
	Cash on hand.	6	6
		105	282
16	Restricted cash		
	Accrued Salaries Suspense Account	114	95
17	Pre-payments		
	Prepayments	99	83

Accrued salaries suspense account is represented by a cash balance and is therefore equivalent to the net fair value. The amount is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years

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Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

		2000/01 (\$'000)	1999/00 (\$'000)
18	Property, Plant and Equipment		
	During 1999/00 the Department applied a new policy in respect to accounting for non current assets. The non current asset balances at 30 June 2000 include only those assets whose purchase price is equal to or greater than \$1,000		
	Plant and Equipment		
	At cost	221	131
	Accumulated depreciation	<u>126</u>	<u>65</u>
		<u>95</u>	<u>66</u>
	Furniture and Artwork		
	At cost (Artwork \$5,000)	35	35
	Accumulated depreciation	<u>18</u>	<u>16</u>
		<u>17</u>	<u>19</u>
	Computer Hardware		
	At cost	658	235
	Accumulated depreciation	<u>557</u>	<u>197</u>
		<u>101</u>	<u>38</u>
	Leased Equipment		
	At cost		399
	Accumulated amortisation		<u>272</u>
			<u>127</u>
	Total Non Current Assets	915	800
	Total Accumulated depreciation/amortisation	<u>(702)</u>	<u>(550)</u>
	Written down value as at June 30	<u>213</u>	<u>250</u>

Reconciliations of Non Current Assets

	Plant and Equipment \$'000	Furniture & Artwork \$'000	Computer Hardware \$'000	Leased Equipment \$'000	Total \$'000
Carrying Amount at start of year	66	19	38	127	250
Additions	19		93		112
Transfers –					
At cost	47		352		
Accumulated Dep'n	(19)		(253)	(399)	
At Cost	23		(23)	272	
Net Transfer between classes	51		76	(127)	
Depreciation	(41)	(2)	(106)		(149)
Carrying amount at year end	<u>95</u>	<u>17</u>	<u>101</u>	Nil	<u>213</u>

During the year, assets previously disclosed as "Leased Equipment" became "owned assets" at lease expiry. To reflect the Departments ownership of these assets the historic value and accumulated amortisation were transferred to owned asset classes.

19	Receivables		
	Current		
	Trade Debtors	12	47
	GST Receivables	<u>91</u>	<u>47</u>
		<u>103</u>	<u>47</u>
20	Accrued salaries		
	Amount owing for the 6 working days to June 30 2001. (2000 – 6 days)	<u>98</u>	<u>89</u>

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Department of The Registrar, Western Australian Industrial Relations Commission

Notes to the Financial Statements 30 June 2001

			2000/01 (\$'000)	1999/00 (\$'000)
21	Provisions			
		Current liabilities		
		Liability for annual leave	732	741
		Liability for long service leave	864	784
			1,596	1,525
		Non-current liabilities		
		Liability for long service leave	253	199
		Total Provisions	1,849	1,724
22	Payables			
		Trade Creditors	8	137
		Accrued Expenses	103	111
			111	246
23	Lease commitments			
		<i>Non-cancellable operating lease commitments</i>		
		Not later than 1 year	53	30
		Later than 1 year and not later than 2 years	34	16
		Later than 2 years and not later than 5 years	33	14
		Later than 5 years	120	60
			120	60
24	Equity			
		Liabilities exceed assets for the Department and there is therefore no residual interest in the assets of the Department. This deficit arises through expenses such as depreciation and accrual of employee entitlements for leave not involving the payment of cash in the current period being recognised in the operating statement. Funding for the Department is entirely through appropriation on a cash basis. This situation reverses when appropriated cash is used to purchase assets or to pay out accrued liabilities		
		Accumulated deficiency		
		Opening Balance	(1,302)	(1,427)
		Change in net assets resulting from operations (Excluding Administered Assets held)	(122)	125
		Closing Balance	(1,424)	(1,302)
25	Reconciliation of net cash provided by (used in) operating activities to net cost of services			
		For the purposes of the Statement of Cash Flows 'cash' is deemed to include cash on hand and restricted cash. Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
		<i>Net Cash provided by (used in) operating activities</i>	(6,887)	(5,921)
	Non Cash items	Depreciation	(149)	(187)
		Profit/(loss) on disposal of non-current assets		(1)
		Resources received free of charge	(16)	(27)
		Liabilities assumed by the Treasurer	(598)	(624)
		Doubtful debts expense		
	Assets	Increase/(decrease) in accounts receivable	(31)	39
		Increase/(decrease) in prepayments	10	83
	Liabilities	(Increase)/decrease in accrued salaries	(9)	(32)
		(Increase)/decrease in liability for employee entitlements	(125)	(189)
		(Increase)/decrease in accrued expenses	112	(38)
	GST	Change in GST receivables /payables	79	
		<i>Net Cost of Services</i>	(7,614)	(6,897)

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Notes to the Financial Statements 30 June 2001

Note Receivable/payable in respect of sale or purchase of non current assets are not included in the reconciliation.

		2000/01 (\$'000)	1999/00 (\$'000)
26	Remuneration and retirement benefits of senior officers		
	Remuneration		
	The number of Senior Officers whose total of fees, salaries and other benefits received, or due and receivable, for the financial year, who fall within the following bands are:		
	\$	2000/01	1999/00
	70,001 - 80,000	2	2
	80,001 - 90,000	1	1
	90,001 - 100,000		0
	101,001 - 110,000		1
	120,001 - 130,000	1	
	The total remuneration of senior officers is:	353	349
	Retirement benefits		
	Notional contribution to Gold State Superannuation Scheme and Westate Superannuation Scheme:	42	36

27 Additional Financial Instrument Disclosure

		Weighted effective rate	average interest rate	Floating interest rate	Fixed interest rate maturities	Non interest bearing	Total
	%				1 year or 1 to 5 Over less years years \$'000 \$'000 \$'000 \$'000	5	\$'000
							\$'000
30 June 2001							
<i>Financial Assets</i>							
Cash resources						219	219
Accounts receivable						103	103
Total financial assets		0	0	0	0	322	322
<i>Financial Liabilities</i>							
Accrued expenses						111	111
Accrued salaries						98	98
Lease liabilities							
Employee entitlements						1,849	1,849
Total financial liabilities		0	0	0	0	2,058	2,058
Net financial assets (liabilities)		0	0	0	0	(1,736)	(1,736)
30 June 2000							
<i>Financial Assets</i>							
Cash resources						377	377
Accounts receivable						47	47
Total financial assets		0	0	0	0	424	424
<i>Financial Liabilities</i>							
Accrued expenses						246	246
Accrued salaries						89	89
Lease liabilities				134			
Employee entitlements						1,724	1,724
Total financial liabilities		0	0	134	0	2,059	2,059
Net financial assets (liabilities)		0	0	(134)	0	(1,635)	(1,635)
Credit risk exposure							

All financial assets are unsecured.

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Notes to the Financial Statements 30 June 2001

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

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Notes to the Financial Statements 30 June 2001

28 Explanatory Statements

The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriations and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into Consolidated Fund, all on a cash basis.

The following explanations are provided in accordance with Treasurer's Instruction 945, significant variations are those greater than 10% or \$500,000

	2000/01 (\$'000) Estimate	2000/01 (\$'000) Actual	Variation (\$'000)
--	---------------------------------	-------------------------------	-----------------------

(a) Changes in Operating Account Balances

There were no significant variations to operating account balances

(b) There were no significant variations where actual expenditures exceeded or were less than an expenditure item in the annual estimates for the financial year or where actual expenditures exceeded or were less than an estimated expenditure item authorised by other statutes for the financial year..

(c) Significant variations where actual revenues exceeded or were less than estimates for the financial year.

Output 1 – Services to the Industrial Relations Commission	(487)	(374)	113
Reduced revenue to allow for reduced obligations in respect of fee for service arrangements with the Australian Industrial Registry.			

(d) Significant variations between actual outputs for the financial year and the corresponding outputs of the immediately preceding financial year..

	1999/00 (\$'000)	2000/01 (\$'000)	Variation (\$'000)
Output 1	3249	3500	251
Output 2	4154	4454	300
Variation to actual outputs this year to last year reflects increases to accommodation rental costs.			

Related Bodies

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

Affiliated Body

The Western Australian Industrial Relations Commission (WAIRC) is an affiliated body in that it received administrative support of \$4,454,000 (2000-\$4,154,000) from the Department. The WAIRC is not subject to operational control by the Department.

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

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

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	2000/01 (\$'000)	1999/00 (\$'000)
29 Losses of public monies and public or other property through theft or default:	Nil	Nil
Amount Recovered	N/A	N/A
Insurance Claims outstanding	Nil	Nil
Losses written off (as detailed below)	Nil	Nil
Public and other property, revenue and debts due to the State, written off in accordance with Section 45 of the Financial Administration and Audit Act by:		
Accountable Officer	Nil	Nil
The Minister	Nil	Nil
The Executive Council	Nil	Nil
Gifts of Public Property	Nil	Nil
 Note 29 Schedule of Administered Items:		
	2000/01 (\$'000)	1999/00 (\$'000)
ADMINISTERED EXPENSES AND REVENUES		
EXPENSES		
Bad and Doubtful Debts		0
Payments to Treasury	7	8
Total Administered Expenses	7	8
REVENUES		
Payments of fines	(9)	(11)
Total Administered Revenues	(9)	(11)
ADMINISTERED ASSETS AND LIABILITES		
ASSETS		
Accounts receivable	26	24
Less Provision for doubtful debts	(20)	(20)
Total Administered current assets	6	4
Non-Current		
Total Administered Non-Current Assets		
	Total Administered Assets	6
LIABILITES		
Current		
Accounts payable		
Total Administered Current Liabilities		
Non-current		
Total Administered Non-Current Liabilities		
	Total Administered Liabilities	4

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Appendix D

RELEVANT WRITTEN LAW

1. ENABLING LEGISLATION

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

2. OTHER ACTS

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

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

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

- Construction Industry Portable Paid Long Service Leave Act 1985.

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

3. LEGISLATION ADMINISTERED

The Department of the Registrar does not administer any legislation.

4. LEGISLATION IMPACTING ON DEPARTMENTAL ACTIVITIES

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

- Financial Administration and Audit Act 1985
- Public Sector Management Act 1994
- Salaries and Allowances Act 1975
- Equal Opportunity Act 1984
- Occupational Safety and Health Act 1984
- Workplace Agreement Act 1993
- Minimum Conditions of Employment Act 1993
- Industrial Relations Act 1979
- Library Board of Western Australia Act 1951
- Disability Services Act 1993; and

In the financial administration of the Department, we have complied with the requirements of the Financial Administration and Audit Act 1985 and every other relevant written law, and exercised controls which provide reasonable assurance that the receipt and expenditure of moneys and the

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acquisition and disposal of public property and incurring of liabilities have been in accordance with legislative provisions.

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

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

- Industrial Relations Commission Regulations 1985;
 - Public Sector Standards;
 - Public Service Administrative Instructions;
 - State Supply Policy;
 - Treasurer's Advance Authorisation;
 - Treasurer's Instructions, and written law affecting agencies and activities subject to audit by the Auditor General.
-
- Circulars to Chief Executive Officers (Circulars to Ministers);
 - Code of Ethics;
 - Industrial Arbitration Act (W.A. Industrial Appeal Court) Regulations 1980;
 - Industrial Relations (Industrial Magistrates Courts) Regulations 1980;

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Appendix E

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

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