



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Annual Report 2019–20

DMIRS



*Working
together is
success*

Acknowledgement of Country

We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of this land on which we deliver our services to the communities throughout Western Australia. We acknowledge their enduring connection to the lands, waterways and communities and pay respects to Elders and leaders past, present and emerging.

Australian ISSN Confirmation
Annual Report 2652-2128 (Online);
2652-211X (Print)

Cover photo: DMIRS staff member Priscilla from Safety Regulation Group working with Michelle from Strategic Business Innovation Group – demonstrating flexible and agile working in response to the COVID-19 environment of social distancing.

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Welcome

The Department of Mines, Industry Regulation and Safety is pleased to present our Annual Report for 2019–20

Considered one of the strongest and most efficient shapes, the hexagon appears in many areas of nature and life. Honeycombs created to store honey, interlocking columns of volcanic rock and the bond shape of certain molecules – the shapes within a hexagon perfectly interlock with no gaps. The result of this is that they require less materials to construct and have a lot of compressive strength.

Hex is a Greek prefix which means ‘six’. A regular hexagon has six sides that are all congruent, or equal in measurement and is convex, meaning all the points of the hexagon point outward.

The hexagonal design used throughout this report serves as an analogy of our commitment to ‘working together’ across our six Groups for the betterment of our stakeholders and the community.

It represents our people all working together, towards a shared purpose.

Three-part series



Our 2017–18 annual report, the first report after the 2017 Machinery of Government changes, focused on the first part of this quote: **coming together is a beginning**.

The next installment, our 2018–19 annual report focused on the second part of the quote: **Keeping together is progress**.

This year, the third part of the quote: **working together is success** is a celebration of our collaborative achievements.

Enabling legislation

The department was established under the *Public Sector Management Act 1994* on 1 July 2017.

Accessibility

We are committed to providing accessible services to our customers and stakeholders.

This report is available online and in alternative formats upon request.

Translator and Interpreter Services

For our customers and stakeholders from culturally and linguistically diverse backgrounds, you may prefer to contact the Translator and Interpreter Service on 13 14 50 and we will arrange an interpreter to communicate the report to you.

Feedback

We welcome feedback and questions on this annual report and encourage you to do so:

- ▶ in person: 100 Plain Street, East Perth;
- ▶ via email: spprr@dmirs.wa.gov.au; or
- ▶ via: surveymonkey.com/r/DMIRSAR2019-20

Statement of compliance



Hon Bill JOHNSTON MLA

Minister for Mines and Petroleum;
Energy; Industrial Relations



Hon John QUIGLEY LLB JP MLA

Attorney General;
Minister for Commerce

In accordance with section 63 of the *Financial Management Act 2006*, I hereby submit for your information and presentation to Parliament, the Annual Report of the Department of Mines, Industry Regulation and Safety for the year ended 30 June 2020.

The annual report has been prepared in accordance with the provisions of the *Financial Management Act 2006* and also fulfils obligations pursuant to section 73(3) of the *Building Services (Registration) Act 2011*; section 60 of the *Credit (Administration) Act 1984*; section 12A of the *Debt Collectors Licensing Act 1964*; section 175ZE *Electoral Act 1907*; section 33 of the *Electricity Act 1945*; section 10A of the *Employment Agents Act 1976*; section 13CA of the *Gas Standards Act 1972*; section 31 of the *Land Valuers Licensing Act 1978*; section 51 of the *Motor Vehicle Dealers Act 1973*; section 59E(7) and 59H(2) of the *Plumbers Licensing Act 1995*; section 135(2) of the *Real Estate and Business Agents Act 1978*; section 12 of the *Retirement Villages Act 1992*; and section 112(2) of the *Settlement Agents Act 1981*.

A handwritten signature in black ink, appearing to read 'DSM'.

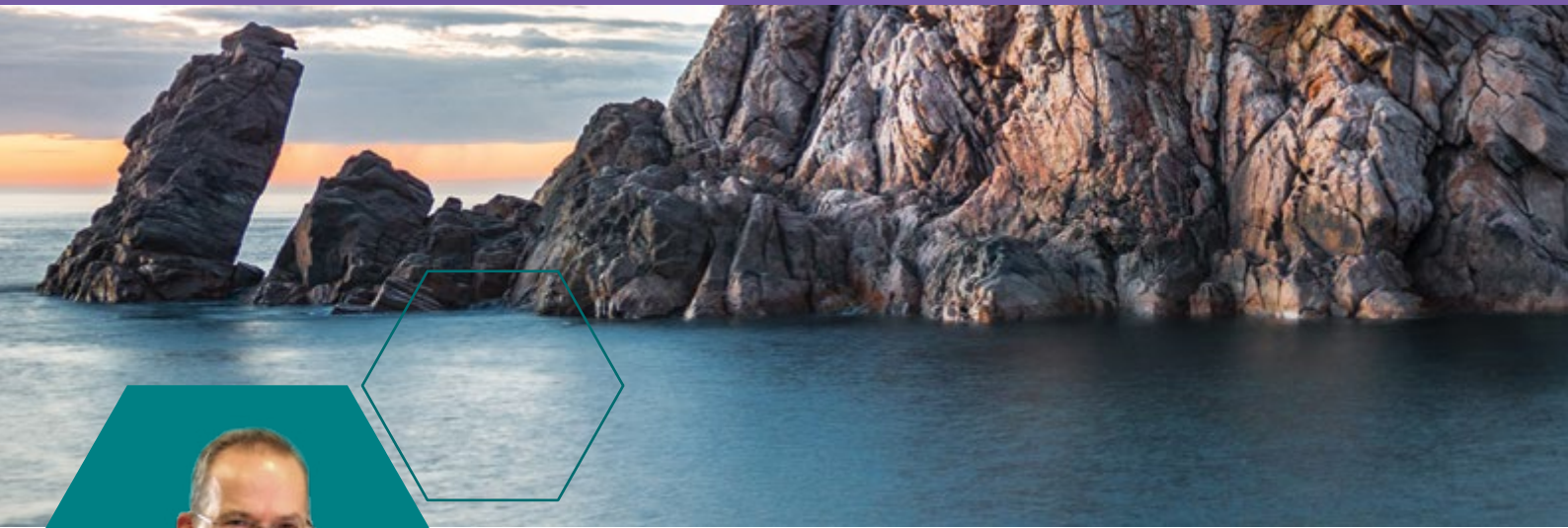
David Smith

Director General
16 September 2020



ABOUT US





Message from the Director General

Kaya Wandju

The 2019–20 year has been extraordinary.

Any reflection on the past 12 months will be dominated by the impact that COVID-19 has had on our world, our community and our workplace since its appearance as a global issue from January.

Here at DMIRS, during this period, we have put a high priority on providing a safe workplace and ensuring the protection of our workforce. Like other public service agencies we have aimed to do this while maintaining the key services that the Western Australian community and government expect and need from us.

As evidenced in this annual report on our activities, DMIRS continues to play a unique role in **supporting a safe, fair and responsible future for the Western Australian community, industry and resources sector.**

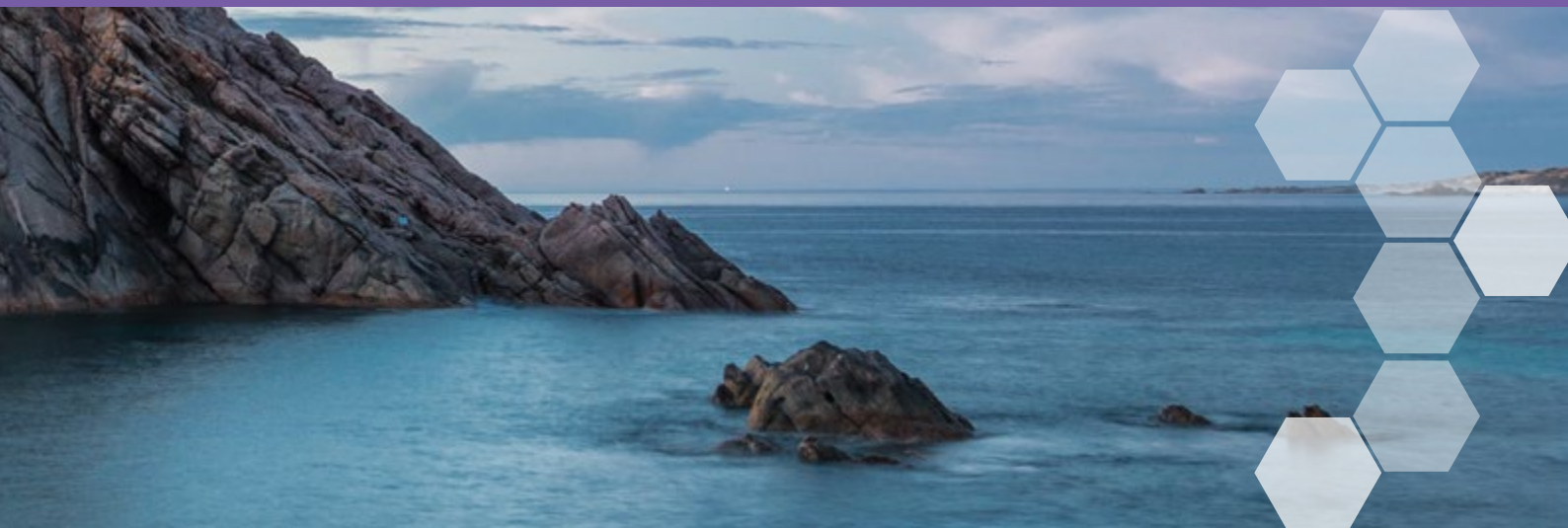
To do that, we work together across six diverse Groups: Industry Regulation and Consumer Protection, Safety Regulation, Resource and Environmental Regulation, Strategic Business Innovation, Service Delivery, and Corporate Services.

During the year, our department was expanded further with the establishment of Energy Policy WA, a standalone sub-department of DMIRS.

While we are a diverse and busy department, we all have a shared commitment to our purpose and values – **being responsive, forward thinking, fair, ethical, transparent and respectful** to enhance the way we work as a regulator, service provider and policy maker.

This has put us in good stead dealing with the impact of the pandemic. Like all Western Australians we were challenged to be more resilient, flexible and responsive to the evolving COVID-19 situation. By adapting our business model, I am happy to report that we have continued safely serving our customers and the community, albeit differently, during this unprecedented time, and kept our workforce safe.

As is well shown in this Annual Report we have continued to perform and deliver our wide range of services, including key regulatory functions, and progressed many Government legislative and other reforms.



In recent months, we have also been contributing to the Government's plan for recovery of the Western Australian economy as COVID restrictions are eased. Our goal here is to lift the prosperity and well-being of all Western Australians, repositioning our State as a thriving and innovative place in which to live, work, visit and do business.

To reflect this changed focus for the department, and allow us to best manage DMIRS' continued contribution to service delivery and support, response and recovery we have developed a new *Strategic Plan – Response to the COVID-19 Environment*.

This annual report recognises and celebrates all of our achievements through 2019–20. These achievements that would not have been possible without the hard work and commitment of our people. I am incredibly proud of what we have achieved together – in our teams, across the department, and as part of the broader Western Australian public sector.

Every critical event creates opportunities, and over the coming year we will be focused on enhancing the changes we have made and working together to contribute to Western Australia's recovery phase.

We look forward to another dynamic year ahead as we continue to serve the Western Australian community in 2020–21.

David Smith
Director General

Executive summary

Welcome to the 2019–20 annual report for DMIRS.

This report details our progress from 1 July 2019 to 30 June 2020 towards the department’s purpose, presented in the context of our role as a regulator, service provider and a policy maker and our aligning government priorities.

We come to work every day to deliver the best outcomes for our customers and our stakeholders, and this report captures our commitment to them through the work we have achieved throughout the year.

We are committed to good governance and being accountable for our actions, and have linked our report to the good governance principles: strategy, culture, relations, performance and compliance and accountability (referenced on the [Public Sector Commission’s website](#)).



Our core value statement which describes the way we do our business, is that we lead with integrity, deliver on commitments, strive for excellence, and look for better ways of doing things.

In the **About us** section, you can find out more about who we are, what we value and what we do, with a synopsis of each business area within the department and how they contribute towards our purpose. You can gain some insight into the department’s 2019–20 year, through a message from our Director General, David Smith, who outlines from his perspective of the year in review.

Cross-agency co-operation and collaboration was a focus during the year, and was particularly integral throughout the COVID-19 pandemic and recovery effort. In this section, we detail how we have continued to build and strengthen our relationships with our diverse stakeholders over the year and the outcomes we have achieved by being committed to collaboration, through our contribution to whole-of-government and cross-agency projects.

We also outline the geographical scope of our activities, which are far reaching across Western Australia metropolitan and regional locations, and details our wide range of administered legislation stretching across departmental business areas, with 96 acts under our responsibility.

We discuss our performance management framework (Outcome Based Management) which is the formal mechanism allowing DMIRS to demonstrate accountability and transparency to Parliament, the public and our stakeholders.

Governance activities in relation to strategy, culture and relations are detailed in this section.



We constantly strive for excellence through anticipating and adapting to new and better ways of working to ensure we are best positioned to deliver on outcomes for our stakeholders.

Our performance details our most notable achievements over the year aligned with the priorities of Government and our approach as regulator, service provider and policy maker. During 2019–20, the COVID-19 pandemic challenged us to introduce new ways of delivering our services to continue to fulfil our commitments to our stakeholders, whilst adhering to advice from Government to protect the health of our staff and the community. Our flexibility, forward thinking approach and ability to respond with urgency supported the realisation of our key achievements during the year.

Noteworthy matters relating to our performance include the: targeted consultation on a draft bill to provide security of payment reform for the building and construction industry; development of new statutory guidelines for mining proposals and mine closure plans aimed to improve approval processes for mineral and energy resource activities; passing of laws in Parliament to protect children from toppling furniture; and development of new General Orders to assist private sector employment and public sector adaptive response to the COVID-19 environment.

An assessment of our effectiveness and efficiency is contained within a summary of the key performance indicator report, as well as other performance reporting.



We aim to be responsive, so that we can react with agility to the needs of our customers, and we are actively forward thinking, to ensure we can identify and support new and emerging trends. Our report this year demonstrates our commitment to these values.

Current and emerging issues and trends that impacted DMIRS during the year are covered in **Significant Issues and Trends** within this section. During 2019–20, the significant effects of the COVID-19 pandemic were felt across the Western Australian community and public sector, which required agility to adapt to new ways of working to continue to deliver services in an uncertain environment. Our values of being responsive and forward thinking guided us through the significant issues the department faced during the pandemic, and will continue to guide us on the road to recovery.

Other significant issues included in this section are: hand sanitisers and flammable goods; reforms to the building and construction industry; and asbestos removal licensing.



In everything we do, we lead with integrity and with accountability to ensure our stakeholders can count on us to deliver on our commitments and to fulfil their expectations.

Our key performance indicators, financial statements and other reporting obligations are provided in the **Disclosures and Legal Compliance** section. We outline our commitment to our people, through our adherence to public sector standards and our ethical, equal opportunity, occupational health and safety and record keeping obligations. You can also read about our strong governance activities in relation to compliance and accountability.



We are guided by our values of being ethical and transparent; the Appendices section outlines our statutory required reporting.

We outline our legislative required Act-specific reporting, as well as membership and remuneration of our boards and committees. The **Appendices** details our governance accountabilities for statutory reporting and aligns with our commitment to providing accurate information.

We have provided this report online as an interactive document. This approach is in keeping with the department's focus on maximising digital content delivery to limit the impact to the environment.

To engage with readers, we have also designed an innovative annual report snapshot (contained within **Our performance**), which summarises the key information from our report in an easily extractable, stand-alone document.

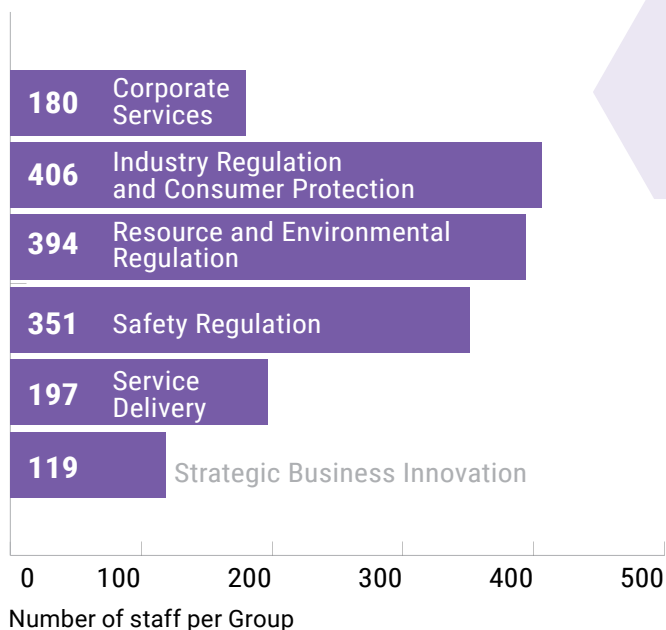
Thank you for taking the time to read about our contributions to the State during 2019–20.

DMIRS at a glance

Who are we?

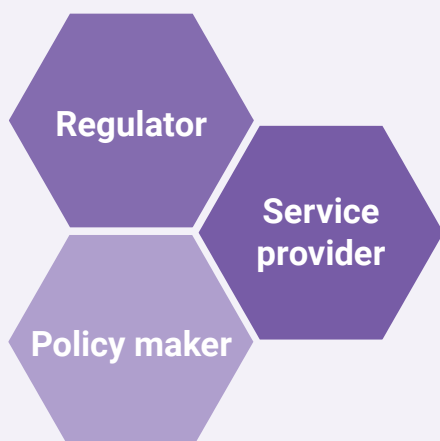
We are the Department of Mines, Industry Regulation and Safety – or DMIRS, formed on 1 July 2017. Our Director General and 1,647 staff are all working towards supporting a **safe, fair and responsible future for the Western Australian community, industry and resources sector.**

We are comprised of six Groups:



Our Strategic Intent approach:

To view the ways we maximised our impact as a regulator, service provider, policy maker refer pages [32](#) – [44](#).



Our focus:

Towards 2024, our former Strategic Plan provided the blueprint for our operations for the majority of the year. The strategic themes included: regulatory practice and reform (refer page [27](#), [32](#) – [37](#)), customer centric service (refer page [27](#), [38](#) – [41](#)) and skilled, diverse and flexible workforce (refer page [53](#)).

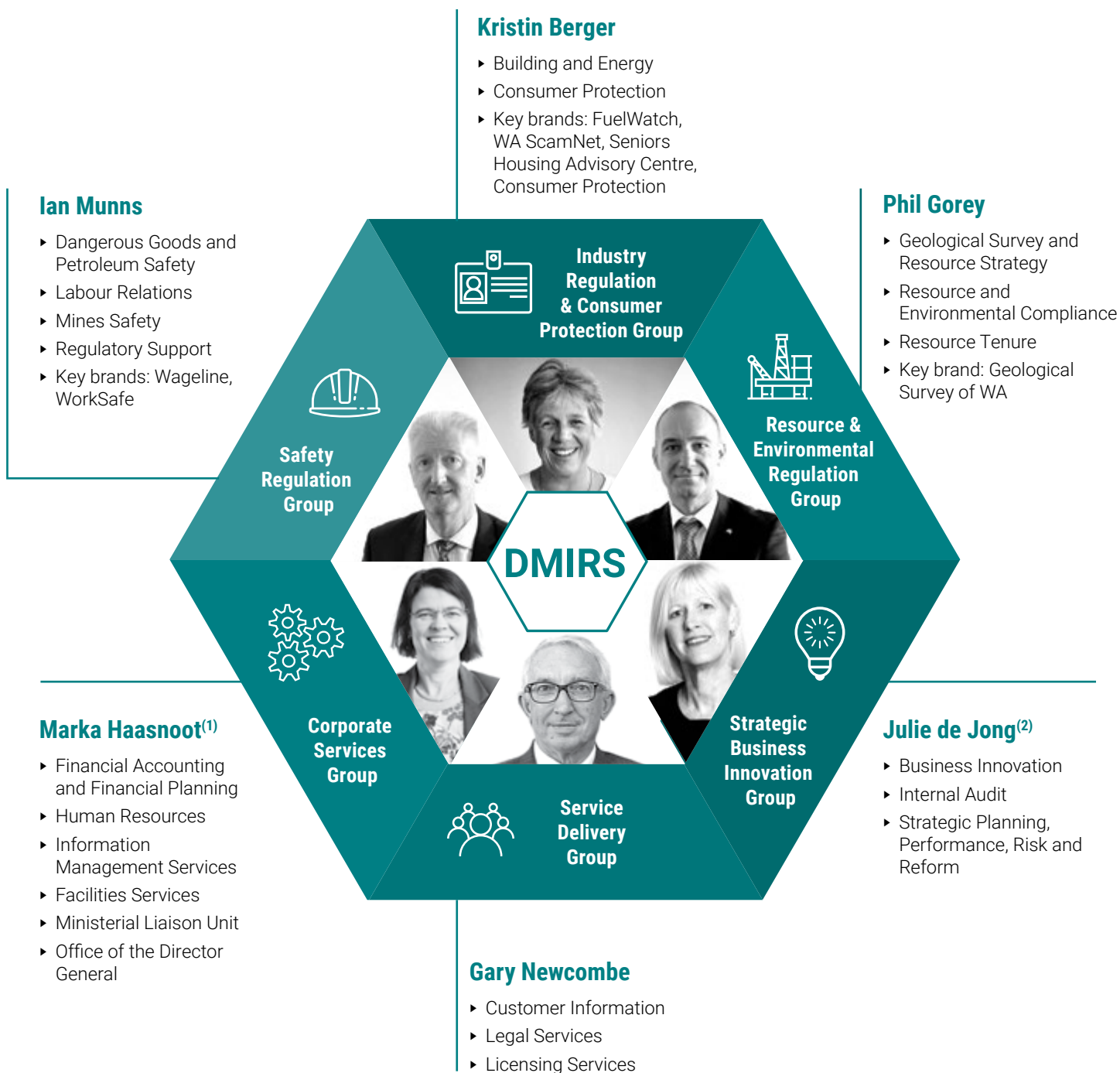
During the year, we had a change in focus. In response to COVID-19, the Premier outlined three focus areas for all public sector agencies:

1. Delivering critical frontline services and support functions
2. Driving the State's COVID-19 response
3. Preparing for Western Australia's economic and social recovery

To enable us to be dynamic, agile and prepared to respond with urgency, we launched a new DMIRS *Strategic Plan – Response to the – COVID-19 Environment* (refer page [30](#)).

Organisational chart

Group heads reporting to David Smith, Director General:



A new stand-alone sub-department of DMIRS named Energy Policy WA was formed during the year. Under the *Financial Management Act 2006*, Energy Policy WA has its own appropriation and division in the State Budget, and is responsible for the preparation of its own annual report to Parliament.

Notes:

⁽¹⁾ Marka Haasnoot acted as the Executive Director, Corporate Services Group, during the period substantive occupant Mick Banaszczyk was covering in the Strategic Business Innovation Group. Mick Banaszczyk retired on 10 December 2019, and Marka Haasnoot was appointed Executive Director Corporate Services on 8 April 2020.

⁽²⁾ Mick Banaszczyk acted as the Executive Director, Strategic Business Innovation Group, during the period substantive occupant – Julie de Jong was on secondment 27 May – 29 November 2019.

Our Groups



Safety Regulation Group

Safety Regulation oversees the regulatory and policy requirements of workers' health and safety in the resources and general industries sectors, and safety legislation for dangerous goods, including the State's major hazard facilities, and petroleum operations.

Safety Regulation is also responsible for the coordination, governance, and consistent management of public sector labour relations, and shapes and implements labour relations policy and legislative reform. It assists private sector employers and employees in understanding and achieving compliance with Western Australian employment laws.

Safety Regulation plays a significant part in building and strengthening Western Australia's economy, by ensuring that one of the State's most significant assets, its workforce, operates in a healthy and safe environment where worker's rights are protected.



Resource and Environmental Regulation Group

Resource and Environmental Regulation is responsible for the regulation of one of Western Australia's largest industry sectors, playing a critical role in building the State's economy and ensuring resources are developed in a sustainable and responsible manner.

Resource and Environmental Regulation oversees the regulatory and policy requirements of the resources sector in all areas with the exception of worker safety. This includes managing a system for mineral titles and approval of mining associated activities. This Group also delivers the department's geoscience functions, which provide geoscientific data to understand the States mineral and petroleum resources, reduce risk for explorers and increase the attractiveness of Western Australia as a destination of choice for resource companies.



Corporate Services Group

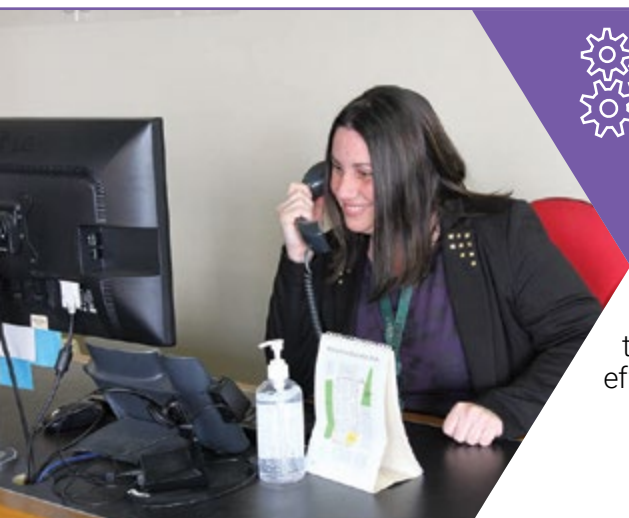
Corporate Services offers specialist advice, effective business systems and internal controls to assist the department in achieving its strategic and operational objectives. This includes financial services, human resources, corporate information, facilities, ministerial liaison and Office of the Director General.

Our Groups



Industry Regulation and Consumer Protection Group

Industry Regulation and Consumer Protection works towards ensuring that there is a fair trading environment for Western Australian consumers and traders, and that building, plumbing, gas and electricity services are safe. This Group ensures there is a fair, safe and equitable marketplace by applying the Australian Consumer Law and other trading and occupational legislation, as well as setting and enforcing the licensing and technical safety requirements, standards and legislation for the building, plumbing, gas and electrical industries.



Service Delivery Group

Working collaboratively across the department, Service Delivery maintains strong links with operational and industry areas, supplying and sharing relevant knowledge and information. Service Delivery delivers a range of services on behalf of DMIRS including licensing functions, legal services and customer information including communications. Service Delivery remains alert to opportunities to improve and evolve service delivery methods that are efficient, effective and keep pace with the advancement of technology.



Strategic Business Innovation Group

Strategic Business Innovation supports the department in building a high performance organisation and achieving its strategic and operational objectives. It does this by focusing on whole-of-department strategic capability, fostering innovative thinking, and maximising digital delivery. The Group is responsible for: creating vision and strategies; leading whole-of-government regulatory reform; providing specialist advice to add value and improve the department's operations; controls; and risk management.

Connecting with stakeholders



Strengthening relationships

Our people	<p>Guided by our values of being respectful, responsive, forward thinking, transparent, fair and ethical our 1,648 employees are the department's most valuable asset in delivering positive stakeholder connection.</p> <p>Our people 'lead with integrity, deliver on commitments, strive for excellence, and look for better ways of doing things'.</p>
Ministers	<p>Advising on operations and legislation, labour relations and providing recommendations for action on topics such as:</p> <ul style="list-style-type: none"> ▶ the public sector response to the COVID-19 environment; ▶ domestic violence reform; and ▶ wage theft.
Federal and State Governments and agencies	<p>Providing better services by addressing industry and market-wide challenges through cooperative action and joint legislative initiatives working collaboratively with agencies such as:</p> <ul style="list-style-type: none"> ▶ National Transport Commission; ▶ Comcare; ▶ Health and Disability Services Complaints Office; ▶ Department of Water and Environmental Regulation; and ▶ Electrical Regulatory Authorities Council.
Local Governments	<p>Enabling a two-way exchange of information, advice and cooperative action to support building and planning outcomes that benefit the Western Australian community on topics such as:</p> <ul style="list-style-type: none"> ▶ asbestos removal through conducting presentations to local government authorities; and ▶ development of proposed regulatory reforms for swimming pool safety barriers.
WorkSafe Western Australia Commissioner	<p>Providing support to the independent statutory role of WorkSafe Western Australia Commissioner in the completion of a range of functions as prescribed in the <i>Occupational Safety and Health Act 1984</i>.</p>
Public sector employees	<p>Supporting and representing public sector employees to ensure coordination, good governance and management of public sector labour relations and wages policy by:</p> <ul style="list-style-type: none"> ▶ performing functions outlined in Premier's Circular 2017/03; ▶ negotiating industrial agreements under Public Sector Wages Policy; and ▶ providing employers with industrial relations advice and support.
Statutory authorities and bodies	<p>Consulting with, and supporting, statutory authorities and bodies in the Minister's portfolio in the discharging of their statutory role such as:</p> <ul style="list-style-type: none"> ▶ engagement with UnionsWA on private sector industrial relations issues such as the two COVID-19 General Orders in 2020 and the State Wage Case; and ▶ provided technical advice and assistance to the Economic Regulation Authority in the performance of its functions. Similar arrangements are in place with the Energy Ombudsman.
Unions	<p>Working closely to support worker safety, understanding and working to resolve issues and concerns, and developing and negotiating industrial agreements.</p>
Non-government organisations, including dispute resolution providers	<p>Consulting to obtain feedback, staying informed and acknowledging joint issues and concerns. Where appropriate, acting jointly to deliver services, support compliance action and address regulatory issues with organisations such as:</p> <ul style="list-style-type: none"> ▶ Commission for Occupational Safety and Health ▶ Motor Trade Association of WA; and ▶ Tenancy WA.
Consumers and representative bodies	<p>Working with consumers and representative bodies to obtain an understanding of issues and concerns, and assist in the distribution of information to inform and protect consumers on topics such as:</p> <ul style="list-style-type: none"> ▶ quad bike safety; ▶ gift card laws; ▶ rights when buying a pet; and ▶ tenant options for securing furniture.
Business and industry representative bodies	<p>Working with individual businesses and representative bodies to support the fair and effective administration of laws and policies, and obtaining input to the development of those laws and policies such from the Small Business Development Corporation.</p>
Workers	<p>Providing information, advice and conciliation and investigation actions to assist in the achievement of workers' legal entitlements.</p>

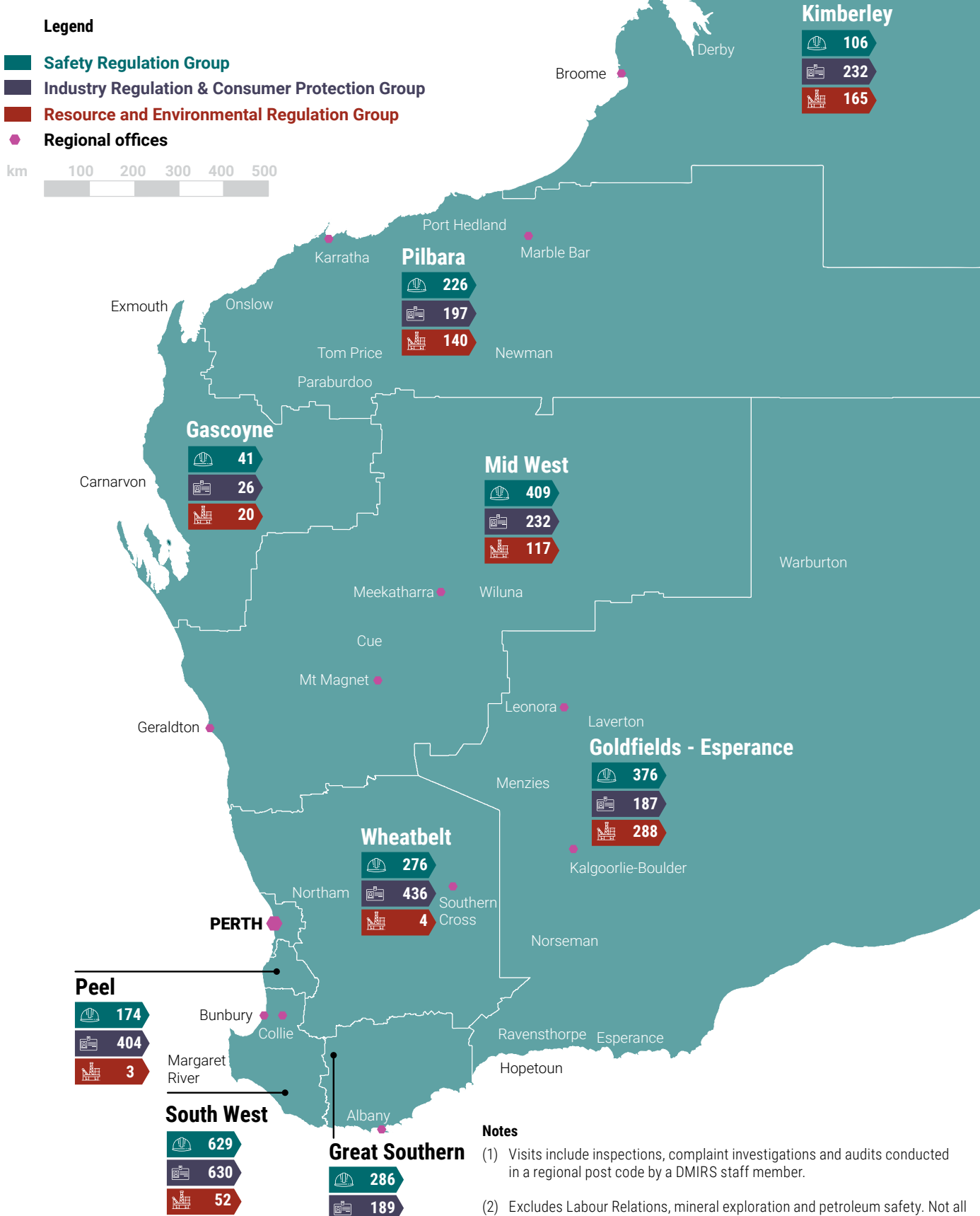
Strengthening relationships continued...

Stakeholder	Description
Workplaces including representative groups and international organisations	<p>Working closely to promote best practice in safety, environmental protection, heritage conservation and the resources sector demonstrated in our involvement with:</p> <ul style="list-style-type: none"> ▶ public consultation for guidance material (eg. safety alerts and bulletins); ▶ Work Health and Safety Excellence Awards; and ▶ WorkSafe Plan process - auditors and assessors of safety and health management systems.
Traditional owners, including native title parties	<p>Providing information, advice and mediation services to assist in achieving the best outcomes for all parties.</p> <p>For example, as part of the National Indigenous Consumer Strategy (NICS) the department took part in a working group; delivered a presentation to WA's financial counsellors; and distributed hundreds of Do Not Knock stickers to regional and remote Aboriginal communities in WA.</p> <p>The department also collaborated with various Aboriginal networks, the Mulga Mail and Noongar Radio to disseminate information to Aboriginal consumers.</p>
Landowners and pastoralists	<p>Seek understanding of issues and concerns, and providing feedback on how stakeholder input influences actions and decisions.</p>
Media	<p>Working with media outlets and representatives to distribute information about the department's activities that are intended to inform, protect and support the community, consumers, businesses and industry.</p> <p>For example, our officers appeared on the ABC Perth Drive radio program each week and on 6PR Perth Live radio each fortnight. There were additional radio segments on smaller commercial and community radio stations across metropolitan Perth and regional WA, including Curtin FM and Noongar Radio, as issues arose such as raising community awareness of the dangers of carbon monoxide poisoning in the regions.</p>
Research institutions, universities and schools	<p>Embracing opportunities to support innovation and research into policy and operational issues by collaborating with institutions such as the UWA Business School on delivery of the strategic workplace relations unit. Providing employment and training opportunities.</p>



Working together across WA

Our offices are located around Western Australia for the convenience of our customers. One of our priorities in *Towards 2024* is to **develop strong community partnerships to improve customer satisfaction with our metropolitan, regional and remote services**. To demonstrate the widespread provision of our services across the State, the number of visits⁽¹⁾ within the WA regions for Safety Regulation Group, Industry Regulation and Consumer Protection Group and Resource and Environmental Group is shown on the map below⁽²⁾.



Administered legislation

[Architects Act 2004](#)

[Associations Incorporation Act 2015](#)

[Auction Sales Act 1973](#)

[Barrow Island Royalty Trust Account Act 1985](#)

[Barrow Island Royalty Variation Agreement Act 1985](#)

[British Imperial Oil Company, Limited \(Private\) Act 1925](#)

[Building Act 2011](#)

[Building Services \(Complaint Resolution and Administration\) Act 2011](#)

[Building Services \(Registration\) Act 2011](#)

[Building Services Levy Act 2011](#)

[Business Names \(Commonwealth Powers\) Act 2012](#)

[Business Names Act 1962](#)

[Charitable Collections Act 1946](#)

[Chattel Securities Act 1987](#)

[Churches of Christ, Scientist, Incorporation Act 1961](#)

[Coal Miners' Welfare Act 1947](#)

[Commercial Tenancies \(COVID-19 Response\) Act 2020](#)

[Commercial Tenancy \(Retail Shops\) Agreements Act 1985](#)

[Competition Policy Reform \(Taxing\) Act 1996](#)

[Competition Policy Reform \(Western Australia\) Act 1996](#)

[Conspiracy and Protection of Property Act of 1900](#)

[Construction Contracts Act 2004](#)

[Construction Industry Portable Paid Long Service Leave Act 1985](#)

[Co-operatives Act 2009](#)

[Credit \(Administration\) Act 1984](#)

[Credit \(Commonwealth Powers\) \(Transitional and Consequential Provisions\) Act 2010](#)

[Credit \(Commonwealth Powers\) Act 2010](#)

[Credit Act 1984](#)

[Dangerous Goods Safety Act 2004](#)

[Debt Collectors Licensing Act 1964](#)

[Decimal Currency Act 1965](#)

[Disposal of Uncollected Goods Act 1970](#)

[Distress for Rent Abolition Act 1936](#)

[Dividing Fences Act 1961](#)

[Electricity Act 1945](#)

[Employment Agents Act 1976](#)

[Employment Dispute Resolution Act 2008](#)

[Energy Coordination Act 1994^{\(1\)}](#)

[Energy Safety Act 2006](#)

[Energy Safety Levy Act 2006](#)

[Fair Trading Act 2010](#)

[Finance Brokers Control Act 1975](#)

[Fremantle Buffalo Club \(Incorporated\) Act 1964](#)

[Gas Standards Act 1972](#)

[Gas Supply \(Gas Quality Specifications\) Act 2009^{\(2\)}](#)

[Growers Charge Act 1940](#)

[Hire-Purchase Act 1959](#)

[Home Building Contracts Act 1991](#)

[Industrial Relations Act 1979](#)

[Land Valuers Licensing Act 1978](#)

[Law Reform \(Common Employment\) Act 1951](#)

[Limited Partnerships Act 2016](#)

[Long Service Leave Act 1958](#)

[Metric Conversion Act 1972](#)

[Mines Safety and Inspection Act 1994](#)

[Minimum Conditions of Employment Act 1993](#)

[Mining \(Validation and Amendment\) Act 1986](#)

[Mining Act 1978](#)

[Mining On Private Property Act 1898](#)

[Mining Rehabilitation Fund Act 2012](#)

[Motor Vehicle Dealers Act 1973](#)

[Motor Vehicle Repairers Act 2003](#)

[New Tax System Price Exploitation Code \(Taxing\) Act 1999](#)

[New Tax System Price Exploitation Code \(Western Australia\) Act 1999](#)

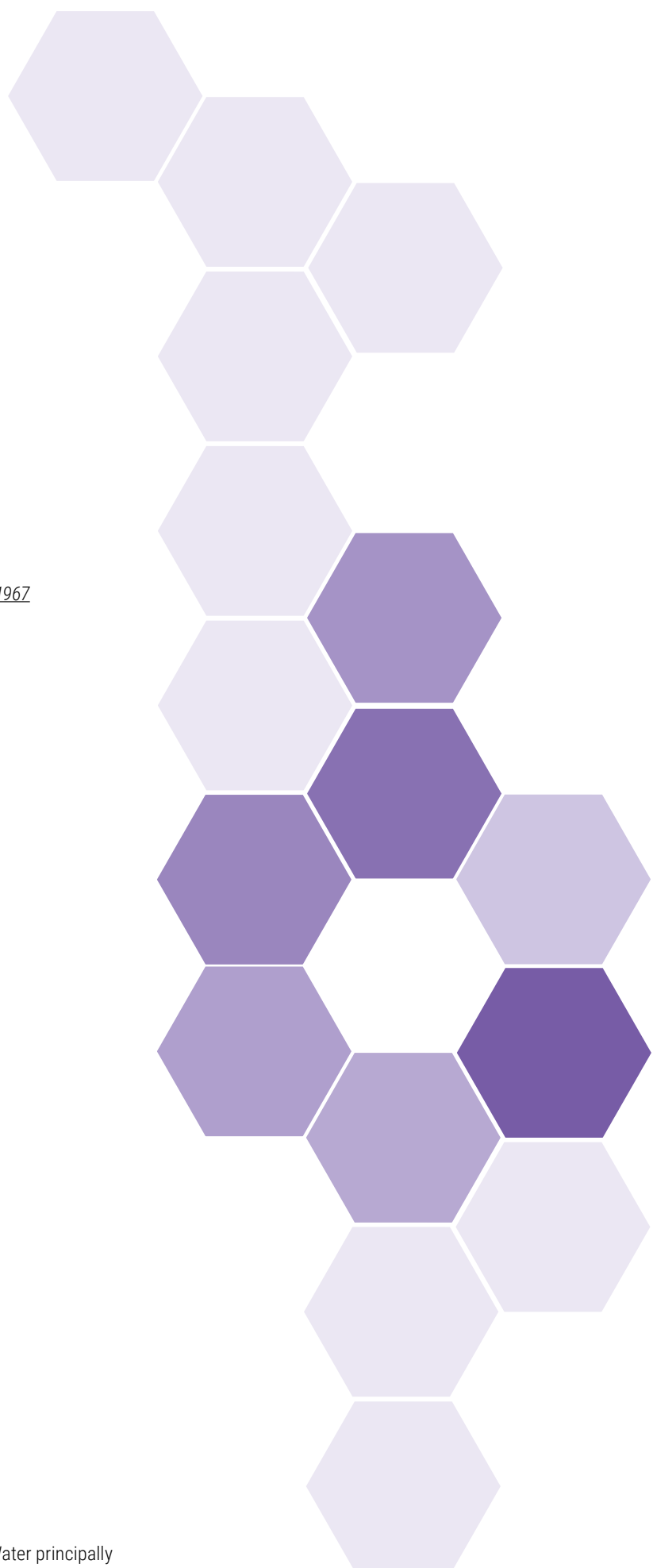
(1) Pt. 2 & 3 only; remainder of Act administered by the Minister for Energy principally assisted by Energy Policy WA

(2) Pt. 5 Div. 2 only; remainder of Act administered by the Minister for Energy principally assisted by Energy Policy WA

Occupational Safety and Health Act 1984
Occupational Safety and Health (Validation) Act 1998
Offshore Minerals (Registration Fees) Act 2003
Offshore Minerals Act 2003
Offshore Minerals (Consequential Amendments) Act 2003
Offshore Petroleum (Royalty) Act 2006⁽³⁾
Offshore Petroleum and Greenhouse Gas Storage Act 2006⁽³⁾
Personal Property Securities (Commonwealth Laws) Act 2011
Petroleum (Submerged Lands) Act 1982
Petroleum (Submerged Lands) Registration Fees Act 1982
Petroleum Act 1936
Petroleum and Geothermal Energy Resources (Registration Fees) Act 1967
Petroleum and Geothermal Energy Resources Act 1967
Petroleum and Geothermal Energy Safety Levies Act 2011
Petroleum Pipelines Act 1969
Petroleum Products Pricing Act 1983
Petroleum Retailers Rights and Liabilities Act 1982
Petroleum Titles (Browse Basin) Act 2014
Plumbers Licensing Act 1995⁽⁴⁾
Public and Bank Holidays Act 1972
Real Estate and Business Agents Act 1978
Residential Parks (Long-Stay Tenants) Act 2006
Residential Tenancies (COVID-19 Response) Act 2020
Residential Tenancies Act 1987
Retail Trading Hours Act 1987
Retirement Villages Act 1992
Sale of Goods (Vienna Convention) Act 1986
Sale of Goods Act 1895
Settlement Agents Act 1981
Street Collections (Regulation) Act 1940
Sunday Entertainments Act 1979
Transfer of Incorporation (HBF and HIF) Act 2009

(3) Administered on behalf of the Commonwealth

(4) Part 5A only, remainder of Act administered by the Minister for Water principally assisted by the Department of Water and Environmental Regulation



Performance management framework

Western Australia’s public sector performance management framework is referred to as Outcome Based Management (OBM). Our OBM reflects the department’s contribution towards these government goals:

Better Places:	A quality environment with liveable and affordable communities and vibrant regions
Strong Communities:	Safe communities and supported families

And towards our purpose of: Supporting a safe, fair and responsible future for the Western Australian community, industry and resources sector.

Outcome Based Management structure

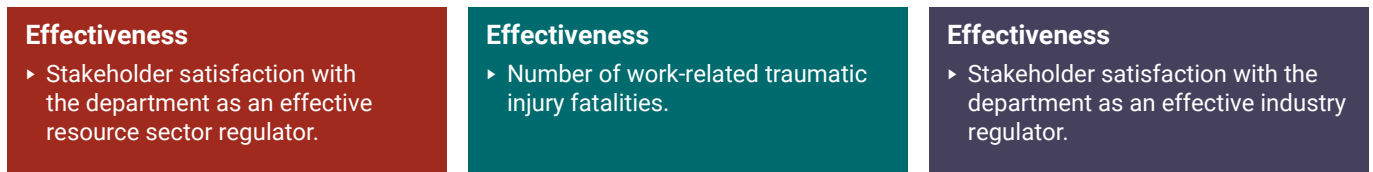
The following OBM Framework was endorsed by the Department of Treasury for the department’s budget reporting from 2018–19 and applied in 2019–20.

Government goals

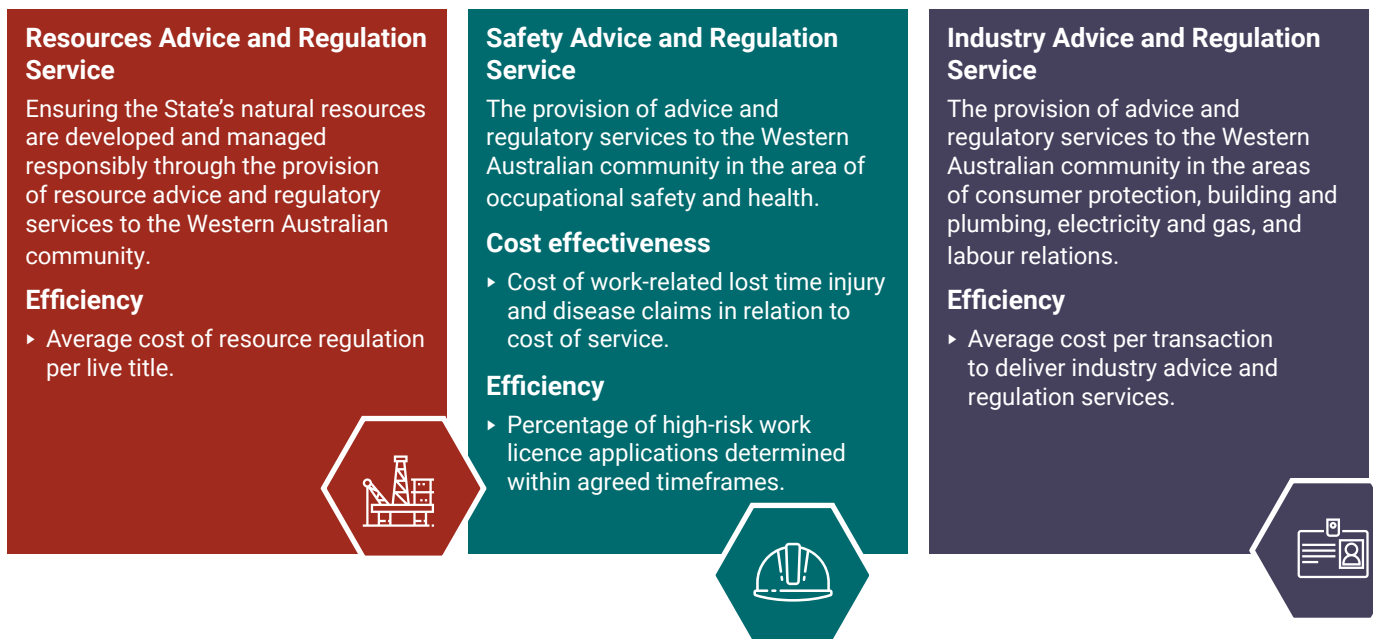


Outcome

Supporting a safe, fair and responsible future for the community, industry and resources sector.



Services



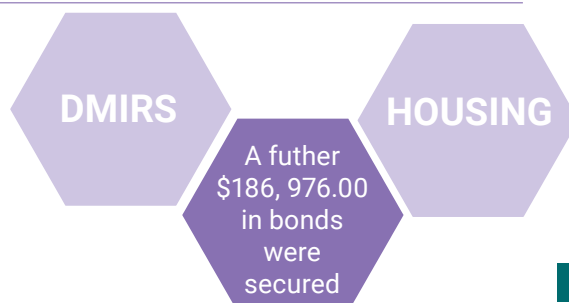
The OBM structure is designed to be outward-facing, reflecting information that is of value to the public. A single outcome was chosen to provide a shared focus for the department, and the three services are reflective of the department’s functions and substantially align to the department’s organisational structure. Each of the three effectiveness key performance indicators are aligned with one of three services, to ensure the effectiveness of our core business is measured against this one outcome statement. The delivery of our services are measured by three efficiency and one cost effectiveness indicator.

Shared responsibilities with other agencies

The department contributed to the delivery of several whole-of-government and cross-agency initiatives - each of which had shared accountabilities for their successful implementation.

Resource Agreement – cross-agency initiatives

Initiative	Working together with
<p>Roadmap for Reform – Streamline WA initiative</p> <p>Outcome: To make it easier to do business in Western Australia by improving all aspects of State regulation including legislation, culture, regulatory practice and administration.</p>	<p>Department of Planning, Lands and Heritage, Department of Water and Environmental Regulation, Department of Treasury and Department of Biodiversity, Conservation and Attractions</p> <p>Engaged and collaborated: with government, private and community sectors to identify and progress reform initiatives related to improving the mining environmental approvals process, the establishment of tourism attractions and regulatory practice and culture.</p>
<p>Roadmap for Reform – Our Priorities: Sharing Prosperity</p> <p>DMIRS was part of the cross-agency and portfolio collaboration in three of the six outcome areas of the Government's Our Priority: Sharing Prosperity reform to deliver better social, economic and environmental outcomes for the State.</p> <p>Outcome: contributed by providing support and leadership on the outcome activity groups.</p> <p>The Premier announced on 26 March 2020 that this program would be put on hold indefinitely.</p>	<p>Department of Biodiversity, Conservation and Attractions (DBCA), Department of Training and Workforce Development (DTWD) and other State Government agencies</p> <p>A liveable environment</p> <p>Collaborated: with DBCA on the 29 areas identified. Work will continue for at least the rest of 2020 on this program</p> <p>Regional prosperity</p> <p>Proceeded: with our own program to increase regional employment through the establishment of a Regional Licence Processing Centre in Collie, which will create 10 new, permanent FTEs in Collie.</p> <p>A Strong Economy</p> <p>Participated: in the prioritisation of initiatives to support the creation of jobs and training places for Western Australia. This work is ongoing as part of COVID-19 recovery to facilitate job growth.</p>
<p>Roadmap for Reform – Functional Area Leadership</p> <p>Outcome: Sector-wide leadership that drives coordination and collaboration for the functions of workplace safety, health and injury management.</p>	<p>Public Sector Commissioner, WorkCover WA, Insurance Commission of WA, Mental Health Commission and UnionsWA</p> <p>Progressed: with the formation of a Public Sector network. Information sessions have been conducted with further outputs being developed. It is planned that this network will play an instrumental role in the upcoming development of a code that will be applicable across many industries but of particular relevance to the Public Sector. Community of practice events were postponed due to COVID-19 however DMIRS has shared its OSH policies and procedures in relation to COVID-19 with PSC and other agencies.</p>
<p>Fatigue and Isolated Drivers in the Commercial Vehicle Sector</p> <p>Outcome: A workplace operated in a safe and healthy manner.</p>	<p>WA Police and Main Roads WA</p> <p>Enabled: WorkSafe inspectors to carry out 336 inspections (target of 250 proactive stops). Enforcement rate was 22 per cent, with issue of 8 improvement notices, and 74 verbal directions.</p>
<p>Cross matching tenant bond data</p> <p>Outcome: Improved level of compliance with the <i>Residential Tenancies Act 1987</i> and improvements in the repayments of bonds loans given to tenants.</p>	<p>Department of Communities (Housing)</p> <p>Conducted: significant education and enforcement action, including numerous infringement notices and a prosecution to date.</p> <p>Facilitated: bond assistance loans to the value of \$301,664.56 lodged with the Bond Administrator as a result of this project.</p> <p>Identified: additional tenancy bonds that had not been lodged for unrelated properties and a further \$186,976.00 in bonds were secured with the Bond Administrator.</p>

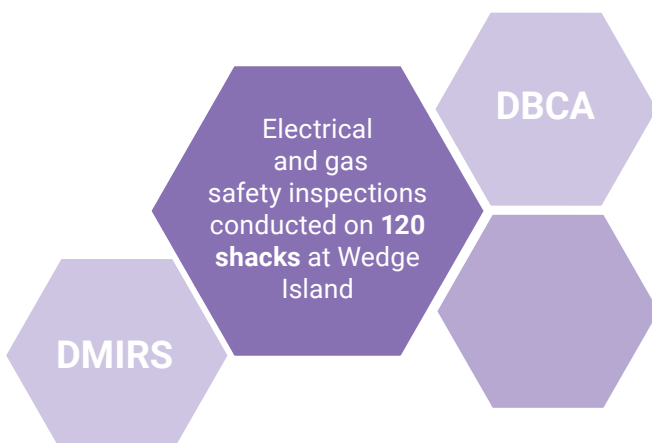


Working together across the Western Australian public service

As a continued priority for the department DMIRS has focused throughout the year on cross-agency projects to improve collaboration and deliver better outcomes, through the sharing of knowledge and expertise.

Cross-agency initiatives across the WA Public Service continued...

Initiative	Working together with
<p>Premier's focus areas for COVID-19 response and recovery Outcome: Preparing for Western Australia's economic and social recovery.</p>	<p>State Emergency Controller, State Recovery Controller, and Government agencies</p> <p>Participated: on the State Emergency Coordination Group and the Public Sector Leadership Council in delivering the WA Recovery Plan 2020.</p>
<p>Prepared the <i>Commercial Tenancies (COVID-19) Act 2020</i>; and <i>WA Code of Conduct</i>. Outcome: to ban evictions for commercial tenants during the pandemic and assist commercial tenants and their landlords in their negotiations.</p>	<p>Small Business Development Corporation</p> <p>Developed: the WA Code of Conduct, an information and education strategy, including dedicated webpages and informational videos, to increase the awareness of the new legislation and code for small business.</p>
<p>State-wide cladding audit Outcome: to assist relevant WA public sector agencies to scope audits of their respective public buildings for identification of combustible cladding.</p>	<p>Several State Government departments, agencies and public universities including the Department of Health, Department of Justice, Curtin University of Technology and VenuesWest</p> <p>Reviewed: a total of 1,914 publicly owned buildings, with 27 buildings identified as requiring some form of remedial action. We continue to monitor and report on the progress of remediation work on the buildings identified.</p>
<p>Collaborated on bush-fire policy reform Outcome: to implement reforms for bush-fire policy within Western Australia by introducing more nuance and taking a more holistic approach to the designation of bushfire prone areas and the extent of the potential impact on communities.</p>	<p>Department of Planning, Lands and Heritage and Department of Fire and Emergency Services</p> <p>Implemented: recommendations from the 'Bushfire Planning and Policy Review: A Review into the Western Australian Framework for Planning and Development in Bushfire Prone Areas' and provide DPLH ongoing input to the State's evidence to the Royal Commission into National Natural Disaster Arrangements.</p>
<p>Investigation into individual claiming to hold a formal psychology qualification and 10 years' experience. Outcome: reduce the risk to the public of fraudulent behaviour.</p>	<p>WA Police (WAPOL)</p> <p>Conducted: investigation into the individual for making false or misleading statements and public naming by DMIRS. Following the public warning, WAPOL charged the individual with fraud and using evidence acquired by DMIRS gained a successful prosecution outcome including redress for the victim.</p>
<p>Electrical and gas safety inspections of shacks located at Wedge Island Outcome: to ensure that all properties with stand-alone electricity (exceeding 50 volts ac or 120 volts dc) or gas installations were in a safe condition and met the minimum safety standards of the relevant regulations.</p>	<p>Department of Biodiversity, Conservation and Attractions (DBCA)</p> <p>Conducted: electrical and gas safety inspections of over 120 shacks located at Wedge Island.</p>



Cross-agency initiatives across the WA Public Service continued...

Initiative	Working together with
<p>Plan for Our Parks Outcome: to boost Aboriginal jobs, biodiversity, conservation and nature-based and cultural tourism.</p>	<p>Department of Biodiversity, Conservation and Attractions, Department of Premier and Cabinet, Department of Planning, Lands and Heritage, Department of Primary Industries and Regional Development, State Solicitors Office, and Department of Treasury Created: five million hectares of new national and marine parks.</p>
<p>Developed and reviewed Administrative Agreements Outcome: improved interactions between the agencies in relation to mining and petroleum exploration and development activities and public reserves, native flora, fauna and ecological communities.</p>	<p>Department of Biodiversity, Conservation and Attractions (DBCA) and Department of Water and Environmental Regulation (DWER) Under development: an administrative agreement with DBCA. Reviewed: administrative agreements with the DWER.</p>
<p>Abandoned Mines Program Outcome: to enable relevant WA public sector agencies to undertake their activities safely</p>	<p>DBCA, Department of Planning, Lands and Heritage (DPLH) and State Solicitors Office Remediated: abandoned mines shafts located at Donnybrook and Northampton to enable DBCA and DPLH to undertake activities safely.</p>
<p>Delivered the South West Native Title Settlement Agreement and the Yamatji Nation Southern Regional Agreement Outcome: to provide significant economic and social benefits to the Noongar and Yamatji people.</p>	<p>Department of Planning, Lands and Heritage, State Solicitors Office and Department of the Premier and Cabinet Assembled: the land package commitments by Government for the purpose of registration of the Indigenous Land Use Agreements.</p>
<p>Enforced compliance with Part 7 of the Children and Community Services Act (the Act). Outcome: to ensure that children under 15 years of age are only engaged to perform work in accordance with Part 7 of the Act</p>	<p>Department of Communities Resulted: in no significant investigations undertaken during the financial year.</p>
<p>Developed the Western Australia Cyclone Preparedness Guide, to inform property owners about tropical cyclones and their effect on buildings. Outcome: to provide recommendations about steps which property owners can undertake before the cyclone season to minimise damage to their property from severe winds and rain during a cyclone.</p>	<p>Department of Fire and Emergency Services and Geoscience Australia Developed: a guide for property owners.</p>

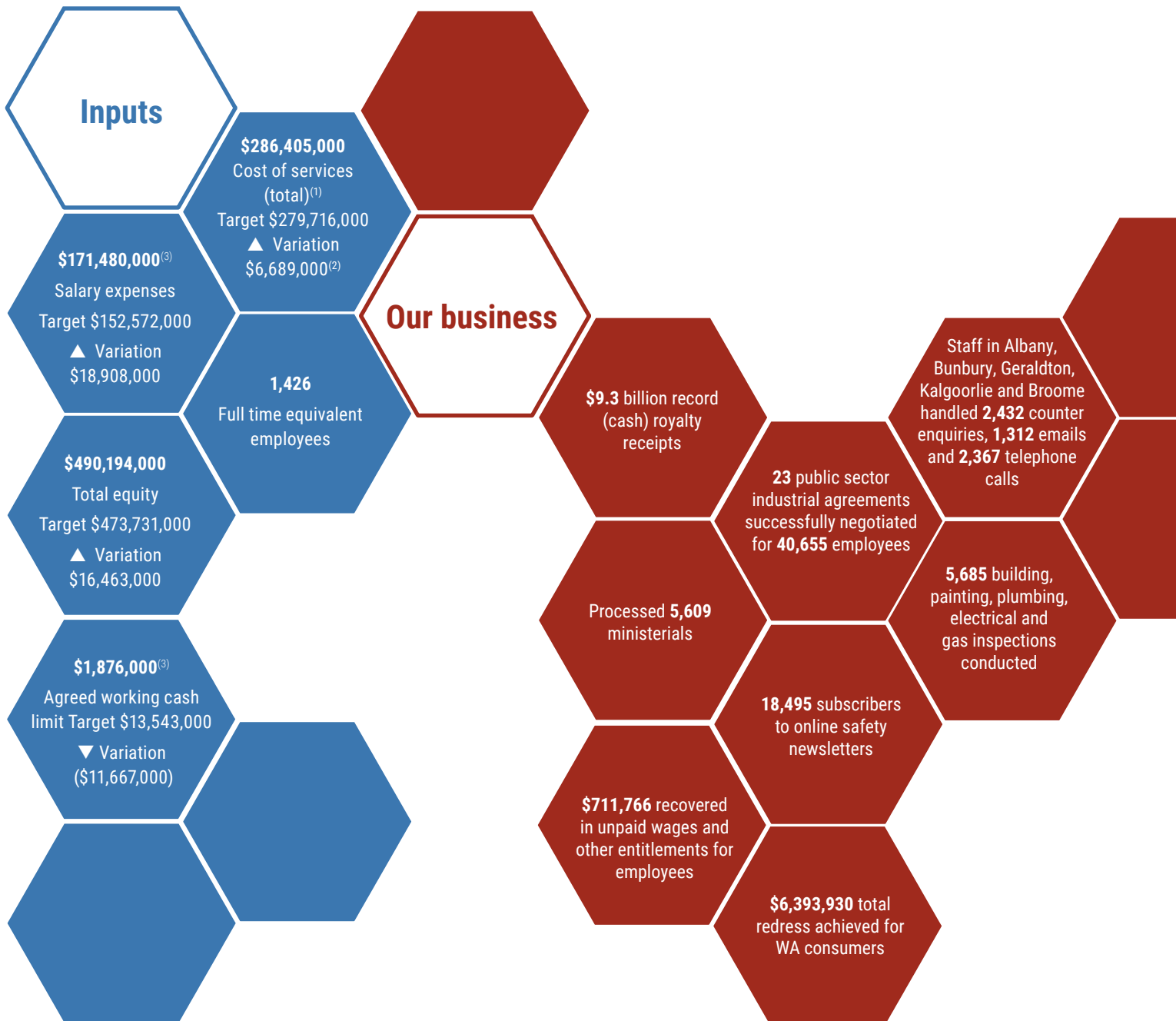




PERFORMANCE



Snapshot of our performance



Notes:

- (1) Net cost of services – Actual \$113,600,000, Target \$104,510,000 and Variation (\$9,090,000).
- (2) For explanation of variance between Actual and Target refer to note 8.12 of the Financial Statements.
- (3) Working cash actuals are reflected in the department's balance sheet, for explanation of variance refer to note 8.12 of the Financial Statements.

Accessible guidance on Reporting wage theft was developed to provide assistance to employees to resolve underpayment and unpaid leave, to report these occurrences anonymously and seek help

There was a significant **decrease in late royalty payments** due to strict compliance measures resulting in an additional **\$280 million** being collected during 2019–20

23 late royalty payments ▼ 56% from 30 June 2019

Snapshot of performance: customer centric service

Reviewed how we produced some licensing cards resulting in a reduction from \$10–\$15 to \$2 per card

An accessible campaign “**Your house, My home**” was run to promote the review period of the *Residential Tenancies Act 1987*. **245** consultation submissions were received by members of the community

Released an online resource to assist workplaces to understand **how human and organisational factors can affect how safely workers are able to do their jobs**

Launched an online hub with information to **protect and promote positive mentally healthy workplaces** for managers and workers including a self-audit tool and technical guide.

Finalised over 117,000 licence applications. 81% were finalised with in agreed time frames

WA Parliament passes laws to protect children from toppling furniture

Snapshot of performance: regulatory practice and reform

Over 4,000 employees have accessed the WA long service leave calculator launched in May 2020

Work Health and Safety Bill 2019 introduced to WA Parliament

Completed audit of privately-owned buildings with combustible cladding

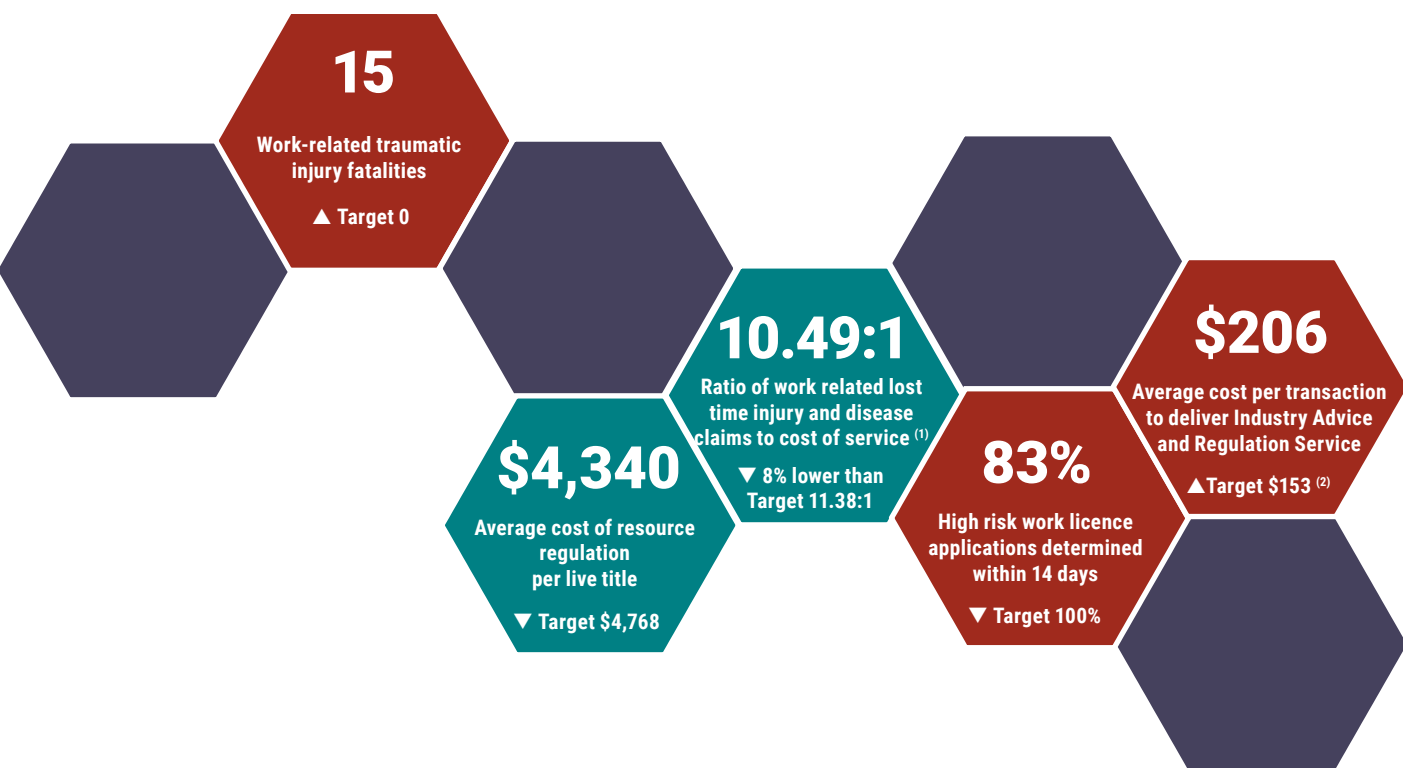
The Ticket Scalping Bill 2018 was considered by the Standing Committee on Legislation which reported in September 2019

Performance measures - snapshot

The department measures its performance through key performance indicators within our approved performance management framework. These KPIs assist in assessing achievement of outcomes and efficiency of services.

The stakeholder satisfaction was planned to be conducted for the second year, with the main purpose of the survey to ascertain the overall level of satisfaction with the department as an effective regulator in the resource and industry sectors. However, due to the COVID-19 emergency it was not considered appropriate to conduct the survey during a period when many of the department's stakeholders were being adversely impacted by trading and social restrictions. An exemption from reporting the results of KPI 1 and 3 was approved by the Under Treasurer.

KPI results have been summarised below, and for further information refer to the KPI Report on page 77 – 85.



Notes:

(1) The cost of Safety Advice and Regulation Service.

(2) The target for this KPI was based on a methodology which has since been refined, so the result is not comparable to the target.

Key

Performance indicator results are assessed in relation to a set target. The result is indicated by the colour of the hexagon and the direction of the arrow:

- ▾ Did not meet target
- ▾ Exceeded target
- ▴ or ▾ indicates direction of variance
- ▶ met target (variance ± 5%)

Case study



Microbialites Handbook sets new standard for the study of these unique fossils

A new DMIRS' publication summarising more than 50 years of geoscience research on Western Australia's microbialites is setting a new standard for the study of some of Earth's oldest fossils.

The department worked with the University of California Santa Barbara to develop GSWA Bulletin 147 Handbook for the study and description of microbialites.

The authors used the unique geology of Western Australia, which is known for its rich record of living and fossil microbialites, to study these life forms in conjunction with scientists from various disciplines. The handbook holds significance for researchers exploring early life here on Earth, and those working on modern examples.

The new publication also sets a benchmark for universal terminology and descriptive methodology for the study of microbialites, which includes stromatolites like those from the Shark Bay World Heritage site. This information provides specialist geologists and paleontologists worldwide with new field research tools and guidelines, which will influence and advance the study of these fascinating and distinctive formations for years to come.

Response to the COVID-19 pandemic

Launched the new DMIRS Strategic Plan – Response to the COVID-19 Environment

The COVID-19 pandemic has meant substantial health, social and economic challenges for the Western Australian community and resulted in significant changes for the department, requiring greater agility to continue to deliver services while adhering to advice from Government to protect the health and safety of our staff and the wider community. The uncertainty of the COVID-19 pandemic means we have had to adapt to new ways of working and continue to evolve to be more resilient, flexible and responsive during this environment.

In response to the pandemic, the Premier outlined new areas of priority for the Public Sector to help Western Australia on the road to recovery. The recovery phase aims to return Western Australia to a thriving, resilient and innovative community where we live, work and do business efficiently and effectively.

The Premier outlined three areas of focus for all Public Sector agencies:

1. Delivering critical frontline services and support functions;
2. Driving the State's COVID-19 response; and
3. Preparing for Western Australia's economic and social recovery.

To enable us to be dynamic, agile and prepared to respond with urgency to the COVID-19 pandemic recovery, we launched a new DMIRS Strategic Plan – Response to the COVID-19 Environment (Strategic Plan). In support of the direction of Government, the department made the decision to shift focus away from its current plan *Towards 2024* for the time being, to give priority to the new Strategic Plan for the recovery phase.

The new Strategic Plan was designed as a high-level framework to capture and drive the important work of the department and to allow us to quickly adapt our business model and planning, from the time the Premier announced the focus areas to the end of the recovery phase. In line with this, the department has reviewed and prioritised planned and future activities to be forward thinking and responsive, in order to play a role in Western Australia's social and economic recovery.

Using the department's new Strategic Plan as a blueprint, a snapshot of achievements in response to the COVID-19 pandemic have been mapped below:

1.

**Delivery of critical
frontline services and
support functions**

Our offices continued to operate throughout the COVID-19 pandemic, with no face-to-face services to safeguard our staff and customers. Alternative arrangements were put in place so customers were not inconvenienced. Safety measures were implemented before our counters were reopened to the public.

Changes to administrative processes were initiated to allow stakeholders the flexibility to meet requirements despite the difficulties that operating through the COVID-19 pandemic presented.

2.

Driving the State's COVID-19 response

- ▶ Adapting our business model by implementing measures to protect employee safety and health and the wider community.
- ▶ We are continuing to strengthen collaboration with other agencies with the development of two new General Orders (refer page 35) and a new form of COVID-19 leave (refer page 44).
- ▶ Chaired a National COVID-19 Urgent Response Group (refer page 48).
- ▶ Supporting Government relief measures such as the response to residential and commercial tenancies (refer page 37), administered residential rent relief grants (refer page 40) and mandatory conciliation for residential tenancies (refer page 40).
- ▶ Implementing Government's COVID-19 initiative to provide 12 months of relief from business and licensing fees for small and medium-sized businesses.
- ▶ Produced guidance on the safe use of electrical and gas equipment when working from home.
- ▶ Adopted various temporary measures relating to applications for suspension and extensions to work commitments required on petroleum titles.
- ▶ Took a supportive and educational approach to enforcing compliance.
- ▶ Prepared the *Commercial Tenancies (COVID-19 Response) Act 2020* and *Residential Tenancies (COVID-19 Response) Act 2020* (refer page 37).
- ▶ Since January 2020, the WorkSafe and Mines Safety Directorates have collectively received over 800 COVID-19 related enquiries.
- ▶ Responding to an increase of 18 per cent of the number of consumer complaints (refer page 49).
- ▶ Extending provisions and granting exemptions to assist incorporated associations and co-operatives (refer page 48).

3.

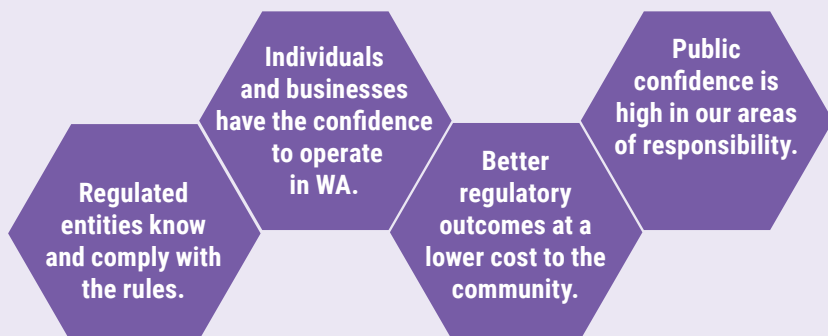
Preparing for Western Australia's economic and social recovery

- ▶ Tenement holders can apply for COVID-19 expenditure exemptions as part of the financial relief measures (refer page 49).
- ▶ Reviewed the safe operations of companies manufacturing hand sanitisers and highly flammable goods (refer page 34).
- ▶ Amendments to 22 sets of regulations across DMIRS are being drafted. The amendments are expected to be in place from early October 2020 to allow for the 12 month discount and for proportionate refunds, where fees have already been paid during the 12 month period.
- ▶ Accelerate exploration investment in the resources sector – additional investment to the Exploration Incentive Scheme to boost exploration opportunities and provide next generation geoscience information for Western Australia's resources sector.
- ▶ Other strategic measures to facilitate the long term recovery of the resources sector and the Western Australian economy (refer page 49).

Our key achievements

Regulator:

The following are key indicators of our success as a regulator:



Work Health and Safety Bill

During 2019–20 progress was made in relation to the adoption of the national model Work Health and Safety (WHS) laws in Western Australia, with the State Government introducing its Work Health and Safety Bill 2019 (WHS Bill) to the Parliament in November 2019.

The Government's intention is for the WHS Bill to provide a comprehensive and modernised structure for the administration of WHS laws in Western Australia. The underlying duty of care principles in the WHS Bill are consistent with existing occupational safety and health laws.

DMIRS supported the extensive consultation process to develop the WHS Bill. The consultation involved the Ministerial Advisory Panel for Workplace Safety Reform and its tripartite stakeholder representation and public consultation and information sessions. DMIRS officers have continued to provide extensive resources to the Government in refining the WHS Bill during the Parliamentary process.

Community consultation to support the Government develop its proposals for the Western Australia WHS regulations also required considerable DMIRS resources and expertise. To facilitate the three month community consultation process which ended in November 2019, DMIRS developed a consultation package and provided a number of community forums around regional Western Australia and the Perth metropolitan area. The package and forums provided information about the consultation process and encouraged stakeholders to make submissions.

The three sets of regulations proposed in the consultation package apply to workplaces generally in Western Australia, the mines sector, and the petroleum and geothermal energy sector.

The Minister for Mines and Petroleum; Energy; Industrial Relations is now considering the submissions received from stakeholders.



Release of new statutory guidelines for mining proposals and mine closure plans

New Statutory Guidelines for mining proposals and mine closure plans form part of the Government's broader range of reform initiatives to improve the approvals process for mining environmental approvals. The department reviewed the mandatory requirements for mining proposals and mine closure plans in response to industry feedback. The information from the existing Mining Proposal Guidelines (2016), Mine Closure Plan Guidelines (2015) and Small Operations Mining Proposal and Mine Closure Plan Pro Forma was restructured into the Statutory Guidelines and supporting guidance material so that each document in the package has a clear purpose and intent of how it is considered in the regulatory process.

The revised statutory guidelines prepared by the department took effect from Tuesday 3 March 2020 and are supported by an Environmental Objectives Policy and two guidance documents that provide further information on how to prepare a mining proposal and mine closure plan.

Parliament passes laws to protect children from toppling furniture

In March 2020, laws to allow renters to fix furniture to walls to prevent death or injury to children from toppling furniture passed through State Parliament.

The Consumer Protection Legislation Amendment Act 2019 amends the Residential Tenancies Act 1987 and means landlords must allow tenants who submit a request, to attach furniture to a wall to prevent a child, or a person with a disability, from being hurt or killed.

These important changes come after the tragic death of 21-month-old Reef Kite who was killed by a falling chest of drawers at his family's rental home in 2015. An inquest heard the furniture had not been secured to the wall because permission was not granted.

Amending tenancy law, in light of Reef's preventable death, was a recommendation of the Western Australian Coroner's report, delivered in November 2017.

"As well as the tragic death of Reef Kite in a rental home, toppling furniture has resulted in the deaths of at least 22 young children across Australia since 2001. I'm pleased the McGowan Government has been able to get these common-sense changes through Parliament to prevent injury and death in WA rental homes in future," the Hon. John Quigley MLA, Minister for Commerce stated.

The Act also makes a series of amendments to improve the administration of a range of occupational licensing schemes. These changes will assist real estate and settlement agents to better understand their obligations and manage their licensing applications online, as well as giving consumers improved access to property industry insurance and compensation schemes.



Minister Quigley with Dee Quartermaine, whose nephew Reef Kite was killed by a chest of drawers falling on him at a rental home in Yokine in 2015

Completion of Beldon electrical accident investigation

DMIRS concluded its investigation into the electrical accident that seriously injured a 12-year-old girl at a Beldon property in March 2018 and publicly released its report detailing the findings on 27 September 2019.

The [report](#) found that:

- ▶ the accident resulted from the failure of a neutral conductor that formed part of the aerial service cable which supplies electricity to the property;
- ▶ the 'open circuit neutral' fault occurred inside the mains connection box (MCB) attached to the roof of the property;
- ▶ the failure of the neutral conductor caused metallic parts connected to the electrical earthing system at the property, including the garden tap, to become electrically live, up to 230 volts; and
- ▶ the neutral conductor of the aerial service cable failed after it was subjected to prolonged heating.

Due to the damaged condition of the MCB, the investigation could not determine the exact cause of the heating and whether it started on the aerial service side or the consumer side of the MCB.

The release of the report received significant media coverage. Consumers were reminded about the importance of reporting electric shocks promptly to the network operators. Following the recommendations from the Director of Energy Safety, the Government approved a broader media campaign to urge consumers to report electric shocks (refer shocks and tingles campaign page [36](#)).

Hand sanitisers and flammable goods

During the COVID-19 pandemic, hand sanitisers were initially in short supply and businesses, such as breweries, distilleries and cleaning product manufacturers assisted by manufacturing sanitiser products.

Our DMIRS Dangerous Goods inspectors reviewed the safe operations of companies manufacturing these highly flammable goods.

As a result, business received guidance about safe flammable liquids handling which led to an increased understanding of hazardous atmospheres and flammability, building design and electrics necessary for the production of flammable liquids, and compliant packaging and labelling. Consumers were also alerted via the media about the safety hazards of alcohol-based hand sanitiser. Other state and federal safety regulators took similar actions.

State wide cladding audit

This year, we completed our audit of privately-owned buildings with combustible cladding. The audit was in response to the Grenfell Tower fire in London in June 2017 and an earlier fire in 2014 at the Lacrosse building in Melbourne.

The audit covered all Building Code of Australia Class 2, 3, 4 and 9 buildings over two-storeys, built or refurbished after 1 January 2001. These classes of buildings are considered high-risk as they typically include places; where people sleep (apartments, hotels and caretaker accommodation); that house vulnerable occupants (hospitals, nursing homes and child-care centres); or cater for high-occupancy events (entertainment venues and public buildings).

Of the 1,795 private buildings that were initially identified, only 52 required remedial work and these had been referred to the relevant local government permit authorities for enforcement actions. Owners of affected buildings were kept informed of the audit findings and we are continuing to work with local government permit authorities to monitor the progress of remediation work.

DMIRS also assisted State government departments, agencies and public universities with the coordination of assessing and responding to buildings with a combustible façade.

Case study

Proactive dangerous goods waste inspections and collaboration

The chemical waste disposal industry presents a range of challenges and came into the spotlight after the discovery of illegally stored chemical waste following a massive industrial fire at a Melbourne warehouse in 2018.

Collaboration with other State Government agencies led to a proactive inspection campaign to improve compliance with dangerous goods waste safety requirements. Joint agency inspections, enforcement actions and the development and review of guidance material raised awareness of dangerous waste safety issues. Key waste industry stakeholders increased their operational knowledge about safe dangerous goods management by attending DMIRS information sessions.

Compliance actions included multiple directions, remediation actions and the issue of infringement notices totalling \$15,000. Findings included a lack of dangerous goods awareness, dangerous goods receptacles in poor condition, and unsafe decanting and transfer of dangerous goods and flammable liquids.



A number of hazards can be identified from the two images, including inadequate packaging of corrosives and flammable liquids co-located with ignition sources



General Orders assist private employment in the Western Australian system

DMIRS' worked collaboratively with UnionsWA and the Chamber of Commerce and Industry WA to develop two new General Orders.

These new General Orders, issued by the Western Australian Industrial Relations Commission, implemented additional provisions on a temporary basis to assist State system private sector employers and employees with employment issues relating to the COVID-19 pandemic.

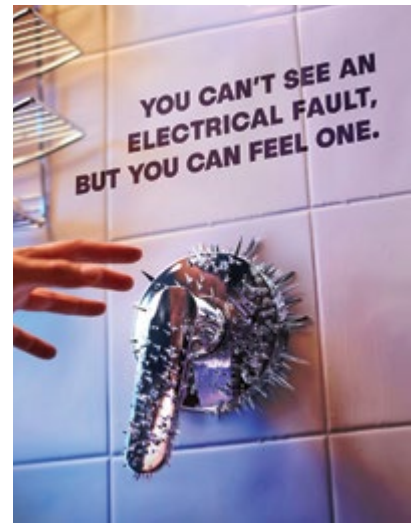
Campaigns to create safety awareness around electricity and gas

The department conducted two major safety awareness campaigns to raise public awareness about electrical and gas safety.

Shocks and tingles campaign

The department joined forces with Western Australia's two public electricity network operators, Western Power and Horizon Power, to launch a public campaign in January 2020 with the key message to encourage consumers to promptly report shocks, however minor, to their network operator. Any metallic surface, not just taps supplied from copper piping, bonded to the earthing system of an installation presents a shock hazard if the electricity supply neutral has a high resistance or is broken. Minor shocks and tingles from touching taps and appliances can be an early indicator of problems with the neutral and, if addressed early, could eliminate potentially fatal outcomes at a later date.

The campaign was conducted using various media including television commercials, billboards and digital and social media. The campaign was successful in gaining a high level of public interest and engagement.



Carbon monoxide safety campaign

This campaign was aimed at educating the public on the dangers of carbon monoxide (CO). While CO cannot be seen or smelt, all gas heaters can spill CO, a gas that can make a person seriously sick or cause a fatality. Leading into the winter months and as part of the CO Awareness Week (27 April to 3 May) the department conducted a campaign to highlight the risks with gas appliances that are not well maintained or not located in a room with adequate ventilation. The campaign promoted the message that all gas appliances should be checked and serviced by a licensed gas fitter or service agent at least every two years and if the appliance was more than 10 years old, it should be checked annually.

This campaign was conducted as a social media campaign through the Consumer Protection social media page. There were also interviews on ABC Radio and Noongar radio to engage with regional consumers.

Compliance with bushfire building requirements

In December 2015, significant bushfire planning and building reforms were introduced in Western Australia to address recommendations made by Mr Mick Keelty AO APM in his report of the inquiry into the Perth Hills bushfire of February 2011 that destroyed 71 homes and damaged a further 39.

The state-wide designation of bushfire prone areas introduced as part of these reforms, increased the number of dwellings required to comply with the bushfire construction requirements of the Building Code of Australia. For some parts of WA's building and construction industry, this may have been the first time they had been exposed to the bushfire construction requirements.

We have been monitoring how well the bushfire building standards and regulatory requirements introduced as part the reforms were being applied. The objective of its general inspection was to determine how well new residential buildings (dwellings) in designated bushfire prone areas were complying with the bushfire building requirements.

In March 2020, DMIRS released a report, [General Inspection Report Three: Bush fire building requirements in Western Australia](#), which details its findings. It is continuing to monitor compliance with the bushfire building requirements through its regular inspections and audits. We are also working closely with the Department of Planning, Lands and Heritage and the Department of Fire and Emergency Services to improve the State Government's bushfire policy framework as part of the Bushfire Framework Review 2019.

Ground control guidance supports Western Australian mining operations

The culmination of 10 years' research, industry input, public feedback and comment from other regulators resulted in the publishing of a useful code of practice and guideline to improve the safety of mining in Western Australia.

The Ground control for Western Australian mining operations code of practice (code) outlines the regulatory expectations for minimising workforce exposure to hazardous ground movements.

The principles described in the code applies to all mines (e.g. sand mines, rock quarries, open pits, underground) as defined in section 4(1) of the [Mines Safety and Inspection Act 1994](#) (MSI Act).

The Ground control management in Western Australian mining operations guideline (guideline) is structured to support a risk management approach for geotechnical hazards in accordance with the MSI Act and regulations.

The code will assist mine operators when considering geotechnical aspects in the safe design, construction, operation and closure of the mine workings for which they are responsible. Unsafe outcomes from unplanned ground control can cause injury or death, as falling loose rock, wall failure and cave-ins can strike, engulf or trap workers.

Ineffective ground control can also impact a mine's economic viability by damaging infrastructure, creating cost over runs and causing the dilution or loss of ore.

The code and guideline reflect DMIRS' ongoing commitment to working with industry and community to improve mine safety knowledge.

Andrew Chaplyn, Director, Mines Safety advised,

“The safety and health of mine workers continues to be a priority for DMIRS, and the ground control code and guideline build upon our recent initiatives such as FIFO mental health and diesel emissions.”

Case study

Response to COVID-19 – residential and commercial tenancies

In response to the recommendations of the National Cabinet to ban evictions for residential and commercial tenants during the COVID-19 pandemic, in April 2020 the [Residential Tenancies \(COVID-19 Response\) Act 2020](#) and the [Commercial Tenancies \(COVID-19 Response\) Act 2020](#) were urgently prepared to implement measures to assist tenants and landlords.

The [Residential Tenancies \(COVID-19 Response\) Act 2020](#) introduced:

- ▶ a moratorium on eviction for six months except in limited circumstances;
- ▶ a prohibition on rent increases during the emergency period;
- ▶ that any fixed term tenancy agreement due to expire during the emergency period will continue as a periodic agreement;
- ▶ relieving lessors of the obligation to conduct ordinary repairs if the reason they cannot do so is COVID-19 related financial hardship or a lawful restriction on movement; and
- ▶ enabling a tenant to end a fixed term tenancy prior to its end date without incurring break lease fees.

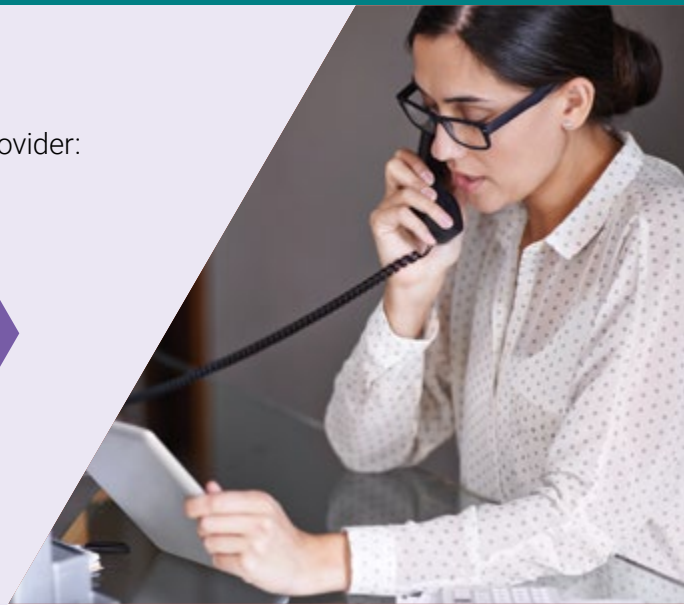
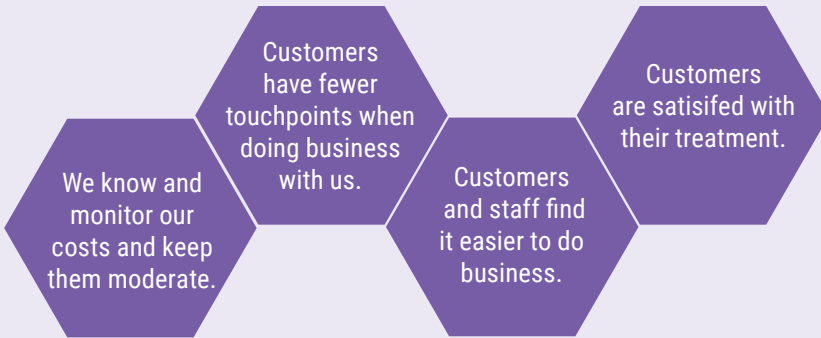
While tenants were unable to be evicted, they were required to pay rent or come to a negotiated arrangement with their landlord to either defer, make part payments or, if possible, have rent waived. The laws apply equally to tenants in public and private housing, park homes as well as boarders and lodgers.

A [WA code of conduct](#) was also implemented to guide commercial tenants and landlords in their negotiations – based on leasing principles of a national code. Each of the new laws provided for mandatory dispute resolution schemes to resolve disputes where agreements could not be reached.

Refer to page [40](#) for further information on rent relief and mandatory conciliation for residential tenancies.

Service provider:

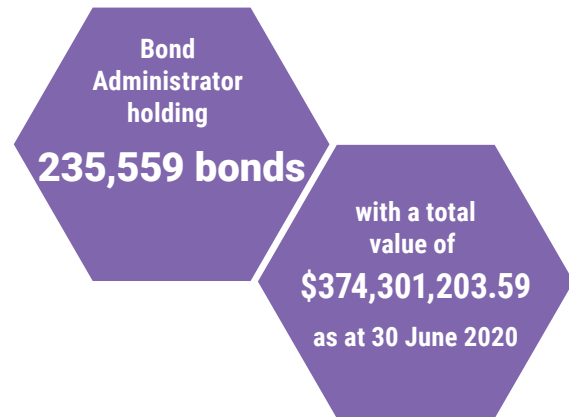
The following are key indicators of our success as a service provider:



Bonds Administration

All residential tenancy bonds relating to Western Australian tenancies and some for tenants living in residential parks must be lodged with the Bond Administrator.

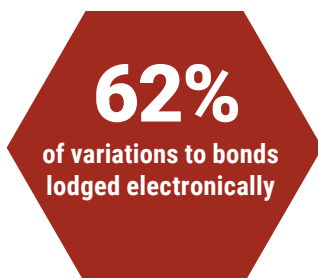
Our department regularly reviews the process for managing residential tenancy bonds and the associated IT systems that support that process. This is to ensure the user experience is enhanced by minimising transactional costs and improving the department's interaction with landlords, tenants and real estate agents.



Agent to Agent project

There have been a range of enhancements but notably in October 2019, changes were deployed which enable licensed agents to transfer bonds completely online and with minimal administrative requirements when management of a rental premises changes.

These changes have reduced processing time and provide an online option for real estate agents.

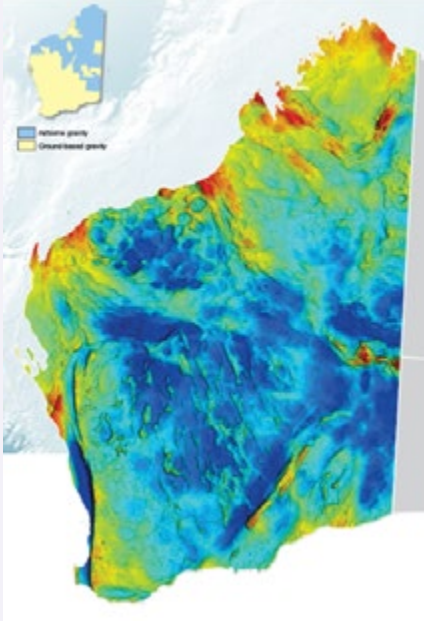


Bond Assistance Loans

The Department of Communities – Housing Division (Housing Authority) provides approximately \$5,000,000 in bond assistance loans (BAL) to eligible tenants annually, to assist in securing tenancies in the private rental market. A review of data held by the Bond Administrator suggested that 10-20% of these bonds are not lodged as required.

The department has been working together with the Housing Authority, to cross match tenant bond data and identify any BAL paid to landlords which were not subsequently lodged with the Bond Administrator.

During 2019–20, 713 enquiries were made into BAL payments, with \$262,004.55 subsequently lodged with the Bond Administrator. A number of Landlords identified through the BAL program were also found to be holding additional non-Housing Authority bonds resulting in an additional \$186,976.00 in bonds also being lodged with the Bond Administrator.



Whole-of-state Generation-2 gravity coverage

With support from Geoscience Australia through a National Collaboration Framework Agreement, in 2005 the former Department of Mines and Petroleum embarked on a systematic program of 'second-generation', regional, helicopter-assisted ground gravity surveys at a station spacing of 2.5 km — a 16-fold improvement of resolution over the first-generation Bureau of Mineral Resources data. In the second half of 2019, the department released the airborne gravity of the Pilbara covering 170,000 km². This represented the final piece of the Generation-2 gravity program for the State.

Second generation gravity map of Western Australia with the inset showing the area where ground-based and airborne acquisition occurred.

Mineral systems on the margins of cratons: Albany–Fraser Orogen/Eucla basement

Minerals Research Institute of Western Australia's (MRIWA) project M0470 was a three year (2017–2020) collaborative project with DMIRS and Curtin University, and was performed and delivered through the completion of three PhD projects.

The project was designed to further enhance and understand the mineral prospectivity of the Albany–Fraser region in the remote, and underexplored southern part of Western Australia.

Through innovative geochemical and isotopic analysis, the researchers have established that the high-grade metamorphic rocks of the Albany–Fraser region share an early history of geological development and mineralisation with the adjacent Yilgarn Craton. Distinctive patterns of sulfur isotopes preserve a record of the evolution and migration of multiple generations of ore fluids.

These insights help to define areas of the Albany–Fraser region that may be more prospective for gold and nickel mineralisation, as well as reducing exploration risk and encouraging investment in this under-explored area of Western Australia.

The results of this study were published as three PhD theses as well as a co-branded MRIWA–DMIRS report, the first of its kind, highlighting the benefits collaborative research.

The project has generated further exploration interest in the region, as well as a new MRIWA–DMIRS–Curtin research project 'M0470a A multi-scale approach to mineralisation in the Fraser Zone, Western Australia'.

Rent relief

The State Government made \$30 million available for Western Australian private residential tenants who lost their jobs and faced financial hardship due to the COVID-19 pandemic on or after 20 March 2020. The Residential Rent Relief Grant Scheme provided grants equivalent to four weeks' rent up to a maximum of \$2000 that was paid direct to landlords to assist tenants who were struggling to pay their rent after losing their jobs due to COVID-19.

Reacting quickly and positively, staff had seven days to develop a new online cloud-based, secure system from scratch that would be able to cope with unknown but suspected high volumes of applications.

The Residential Tenancies (COVID-19 Response) Act 2020 was not intended to relieve tenants of the obligation to pay rent. Rather it was a recognition that in the circumstances some tenants invariably faced difficulties in making rent payments and may have accrued rent arrears. It was in the best interests of all parties, including agents and property managers, that an agreed plan for the payment of any rent and arrears was reached.

A guide covering key issues for consideration when negotiating a rent repayment agreement was made available and DMIRS continued to develop additional resources to assist landlords and tenants negotiate their way through the difficulties faced.

Mandatory conciliation for residential tenancies

The Residential Tenancies (COVID-19 Response) Act 2020 also provided the Commissioner for Consumer Protection with new powers to conciliate tenancy disputes between landlords and renters during the specified COVID-19 emergency period.

The Residential Tenancies Mandatory Conciliation Service was established to help landlords and tenants who had a dispute arise from financial hardship caused by the economic effects of the COVID-19 pandemic. It was introduced by the WA Government to help landlords and tenants reach agreement about a relevant dispute without going to court.

Any party to such an agreement was able to make a submission to the Service, meaning that the Service was available to tenants, boarders and lodgers and also to landlords, park operators and property owners.

The goal of conciliation was for all sides to reach a fair and achievable solution through informal discussion.



Case study

DMIRS transitioning to a new geodetic datum

DMIRS is preparing for the introduction of the new Geocentric Datum of Australia 2020 (GDA2020) which is necessary to account for Australia's tectonic movement of about seven centimetres north east each year.

Since 2000, Australia has moved approximately 1.8 metres towards Indonesia, which requires the coordinate reference system to be changed. The upgrade will ensure spatial data can be closely aligned to positions observed using Global Navigation Satellite Systems.

DMIRS has been working closely with Landgate, the lead agency for GDA2020 implementation in Western Australia, to deliver systems changes and the appropriate policy and regulatory changes.

The department's top priorities are managing the update smoothly, maintaining certainty of tenure for all tenement holders, and ensuring our systems and data comply with the new national standard.

Work on streamlining administrative procedures for mining companies has been finalised making it easier for them to do business with us. DMIRS is also committed to drafting legislative amendments to the *Mining Act 1978* to introduce a single approval instrument to approve mining project activities across multiple tenements and to further reduce the administrative burden.

DMIRS expects to meet full compliance for the implementation of the GDA2020 on 1 October 2020.

Stratigraphic drilling in the Waukarlyarly Embayment, Southern Canning Basin

Drilling of the Waukarlyarly 1 stratigraphic drillhole began on 1 September 2019 in the Waukarlyarly Embayment on the south-western margin of the Canning Basin.

The drillhole position was strategically designed on information gathered from the 872 km long Kidson Seismic Survey line completed in 2018, and the drillhole reached a total depth of 2680.53 m on 30 November 2019.

This drilling project was funded by Geoscience Australia's Exploring for the Future Initiative with DMIRS participating as project operator. The department's post-well analysis is funded by the Exploration Incentive Scheme.

All the primary objectives of the Waukarlyarly 1 stratigraphic drilling project were successfully achieved. Continuous coring was completed from 580 to 2680.53 m, totalling 2095.09 m of core, with 99.7% recovery.

The predicted and actual formations and boundary depths contrasted markedly, which is not surprising because this was the first well to drill below the Permian in the embayment. A 500m thick sandstone found directly underlying the Permian.

A thick Lower Ordovician interval included 870m of fossiliferous shale containing trilobites, graptolites, brachiopods, bivalves, ostracods, nautiloids. These fossils and sedimentary formations will provide insight into the early deposition of the Canning Basin as well as an understanding of the regional basin tectonics, which is the focus of multiple mineral resource companies in the Paterson Orogen and a Minerals Research Institute of Western Australia M521 project.

Finally, over 50 different volcanic ash beds were intersected and provide a unique opportunity to precisely date the stratigraphy using geochronology which could lead to a change in the numerical age of the internationally recognised paleontological zones identified in the core.



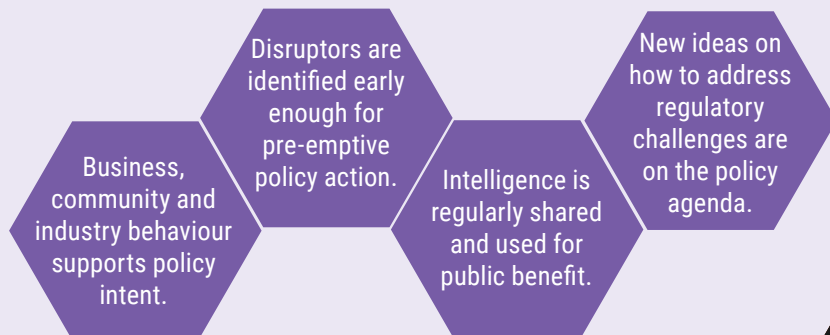
Around the clock DDH1 rig drilling Waukarlyarly 1



A trilobite tail (pygidium) with a prominent tail spine, preserved in part (right) and counterpart (left) from Canning Basin drillhole Waukarlyarly 1 @2111m depth

Policy maker:

The following are key indicators of our success as a policy maker:



Regulatory Reform

The department has embarked on various reform programs to implement business improvements for the delivery of better services and outcomes for Western Australians. These reform initiatives involve reviewing and improving practices internally, progressing many Government legislative reforms, as well as contributing to broader reform programs in collaboration with other public sector agencies to improve effectiveness and efficiency of service delivery for the community.

Our key reform initiatives included:

- ▶ cross-sector Regulatory Reform ([Streamline WA](#)) (refer right);
- ▶ security of payment reform for the building and construction industry (refer page [43](#));
- ▶ reforms to the building and construction legislation for both residential and commercial building approval process (refer to pages [43](#));
- ▶ plumbing registration reform (refer pages [43](#));
- ▶ development of new statutory guidelines for [mining proposals](#) and [mine closure plans](#) aimed to improve approval processes for mineral and energy resource activities (refer page [33](#));
- ▶ legislative reform including the passing of laws in Parliament to protect children from toppling furniture (refer page [33](#)); and
- ▶ Reform due to COVID-19 included:
 - ▶ The [Residential Tenancies \(COVID-19 Response\) Act 2020](#) and the [Commercial Tenancies \(COVID-19 Response\) Act 2020](#) were urgently prepared to implement measures to assist tenants and landlords (refer page [37](#)).
 - ▶ Development of new General Orders to assist private sector employment and public sector adaptive response to the COVID-19 environment (refer page [35](#)).

Cross-sector regulatory reform ([Streamline WA](#))

Mining Environmental Approvals Project

Working together with the Department of Water and Environmental Regulation (DWER) on the Mining Environmental Approvals project, that aims to explore and develop ways to improve the environmental approval process for mining projects. Through a range of collaborative workshops, Streamline WA has worked together with state and local government, industry, business, and community representatives to explore the key issues raised by industry and develop a range of practical and effective reform proposals. Progress on these reforms was achieved in a limited capacity during COVID-19, despite Streamline WA being on hold publicly. The first deliverable is expected in 2020–21.

Regulatory Practice and Culture Project

Lead by the DWER, a working group of representatives of key government regulators, including DMIRS, has explored current regulatory practice and culture, and better ways to develop and apply regulation across the public sector.

The project is currently on hold while the Government focuses its efforts on the COVID-19 recovery initiatives, but it is expected to recommence in the near future.

Streamlining Bill 2020

Building on the work of the Streamline WA Steering Committee, the Government's post-pandemic economic response included a significant boost to [Streamline WA](#) for the purpose of accelerating action to streamline approvals processes and undertake wider regulatory reform. Amongst these immediate measures was Cabinet approval to draft an omnibus Bill of technical amendments to the administration of a number of Acts, including the [Mining Act 1978](#), for the purpose of improved decision-making and business efficiency. The Bill is planned to be introduced to Parliament in 2020.

Security of payment reform for the building and construction industry

An Exposure Draft of the Building and Construction Industry (Security of Payment) Bill 2020 was released for final consultation in June 2020. The Bill will deliver on the Government's election commitment to provide better protections to subcontractors and suppliers working in Western Australia's building and construction industry. It is expected to be presented for Parliament to consider in late 2020 and, when passed, will implement many of the remaining recommendations made by Perth barrister Mr John Fiocco in his report to the State Government in October 2018 - [Final Report to the Minister for Commerce: Security of Payment Reform in the WA Building and Construction Industry](#).

Reforms to the building and construction legislation in Western Australia

The Western Australian Government has committed to implement the recommendations from the report *Building Confidence – Improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia* (Building Confidence Report) by Professor Peter Shergold AC and Ms Bronwyn Weir.

Public consultation on proposed reforms to the residential building approval process was undertaken by the department in late 2019 and comments were sought on proposed reforms to the commercial building approval process (Building Code of Australia Class 2 to 9 buildings) during the third quarter of 2019–20.

DMIRS is collating feedback received during this process to advise government on proposals for change to the building legislation framework in Western Australia. The department will be seeking input on other proposed reforms from the Building Confidence Report in 2020–21.

Plumbing Registration Reform

Publication of the Decision Regulatory Impact Statement: Reforms to Plumbing Regulation in Western Australia on 27 November 2019 signals the completion of Building and Energy's extensive review of Western Australia's plumbing laws.

The decision paper sets out the legislative changes that are intended to be made and covers 20 separate reforms. The decisions took into account feedback that was provided in the more than 1,000 submissions received in response to a Consultation Regulatory Impact Statement released in May 2018.

The broad areas of reform include:

- ▶ the funding model for plumbing regulation;
- ▶ the future role of the Plumbers Licensing Board;
- ▶ the definition and scope of regulated plumbing work;
- ▶ the testing and maintenance of plumbing safety devices;
- ▶ minor plumbing repairs by private homeowners in their own homes;
- ▶ the requirements for modular plumbing installations;
- ▶ the regulation of plumbing designers and plumbing design verifiers;
- ▶ the scope of work covered under a restricted plumbing permit;
- ▶ the transition from apprentice to tradesperson;
- ▶ advertising to perform plumbing work;
- ▶ supervision and general direction and control by Licensed Plumbing Contractors;
- ▶ penalties and prosecution; and
- ▶ compliance notification for 'minor plumbing work'.

Tenancy reform

During 2019-20 a review of the [Residential Tenancies Act 1987](#) commenced and work continued on implementing the review of the [Retirement Villages Act 1992](#). A consultation paper was released seeking views on how regulation of residential tenancies should adapt to changes in home ownership and the trend to long term renting, with over 350 submissions received. Three consultation regulatory impact statements were released on options to reform the retirement villages legislation. These covered issues around payment of exit entitlements, recurrent budgets, reserve funds and capital works and changes needed to clarify key concepts within the legislation.

The [Residential Parks \(Long-stay\) Tenants Amendment Bill 2018](#) was passed on 25 June 2020. The Bill implements the recommendations from the statutory review of the residential parks laws.

Public Sector adaptive response to COVID-19

During the COVID-19 pandemic, we collaborated with the Public Sector Commission (PSC) to support public sector employers in managing emerging workforce issues in an environment of uncertainty and rapid change.

In March 2020, the department used its capacity to issue public sector workforce advice to administratively provide a new form of leave – COVID-19 leave – to enable those public sector workers who were sick, required to self-isolate, or otherwise affected by COVID-19 to stay home and limit the potential for the virus to spread. The leave extended to casual employees in keeping with the underlying public health needs.

DMIRS is now working with PSC to gather data on COVID-19 leave use patterns to evaluate the effectiveness of the leave and guide future decisions.

Additionally, instructions were developed and issued to guide public sector employers about changed service delivery arrangements, vulnerable workers and other topics to ensure workplaces were safe and healthy and the WA Government was able to continue its day-to-day business.

Pre-paid funerals code of conduct

Consultation and drafting of a mandatory code of practice was finalised during 2019–20. The code will deliver a Government election commitment and give consumers greater protection and certainty when entering into pre-paid funeral contracts.

The mandatory code will impose a cooling-off period, put in place contractual and investment requirements as well as a register of pre-paid funeral contracts sold for families to verify and check if a pre-paid contract is in place.

Legislation in Parliament

During the year, the following Acts commenced after being passed by the Parliament:

The [Fair Trading Amendment Act 2019](#) updated the Australian Consumer Law (ACL) that applies in WA so that it is consistent with the national ACL. This implemented a number of important consumer protections, such as extending unfair contract terms provisions to small businesses entering into standard form consumer contracts.

The [Consumer Protection Legislation Amendment Act 2019](#) implemented laws to enable tenants in rental properties to secure furniture to prevent injuries. It also increased a range of penalties under various consumer protection laws.

The [Petroleum Products Pricing Amendment Act 2020](#) ensures that all WA motor fuel retailers that sell fuel at standard retail prices to members and customers are captured under the FuelWatch scheme. The scheme enables consumers to make informed decisions when seeking to buy fuel through promoting price transparency and by encouraging competition amongst fuel retailers.

The [Residential Tenancies \(COVID-19 Response\) Act 2020](#) and [Commercial Tenancies \(COVID-19 Response\) Act 2020](#) were introduced (refer page 37 for further information).

During the year, the following were introduced into the State Parliament:

- ▶ The [Sunday Entertainments Repeal Bill 2019](#) proposes the repeal of unnecessary and outdated laws that create an administrative burden on certain businesses that have to apply for permits to use premises for paid entertainment on Sundays and designated public holidays.
- ▶ The [Industrial Relations Legislation Amendment Bill 2020](#) seeks to protect vulnerable workers, tackle wage theft and ensure a level playing field for WA employers.

SIGNIFICANT ISSUES

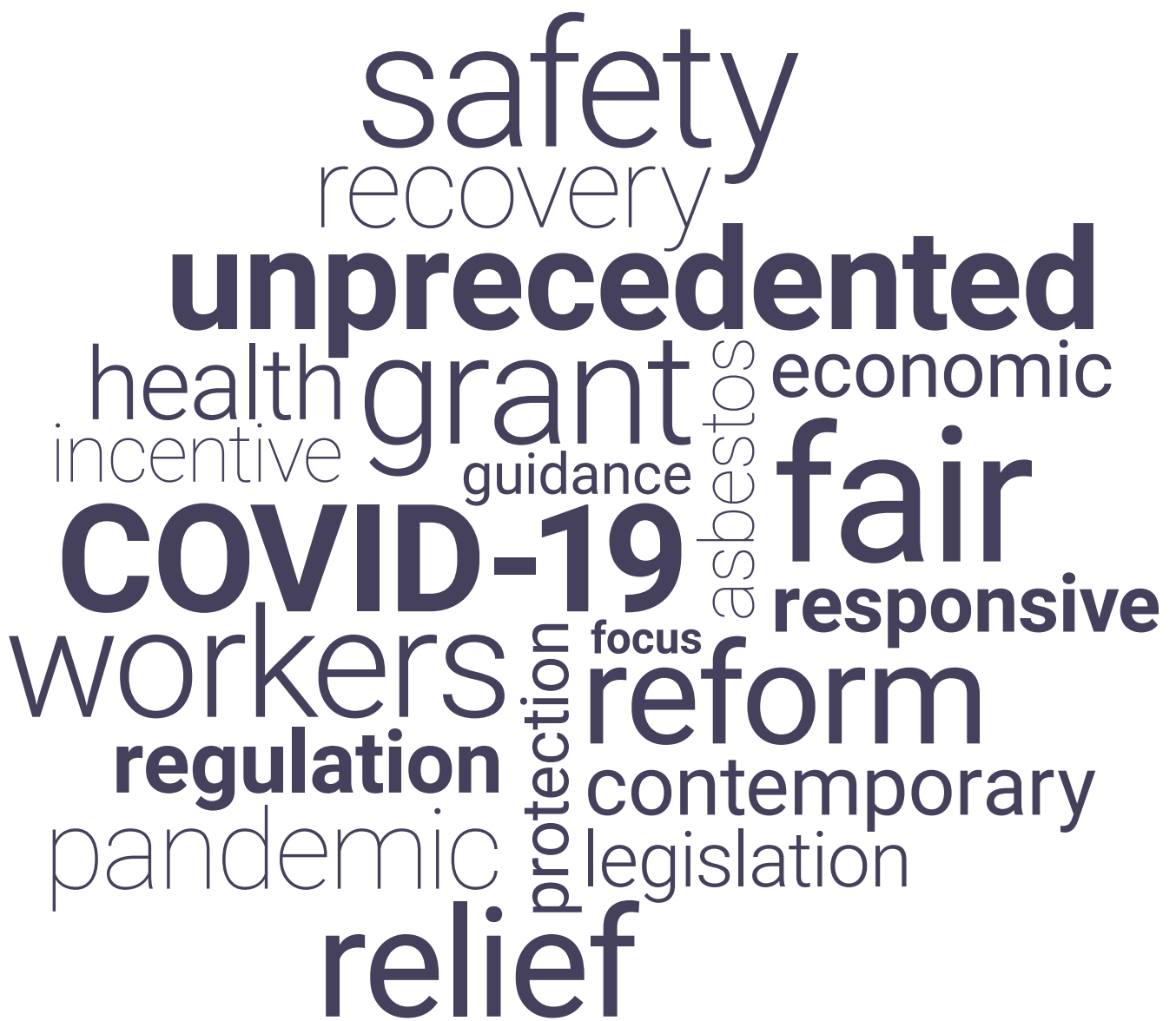


Significant issues impacting DMIRS

Rather than reacting to problems, we aim to keep abreast of change. We adapt and refine ourselves, our systems and practices where necessary, and are agile in responding to the needs of Government and our customers.

During 2019–20, we have continued to identify opportunities across our broad range of regulatory, service provision and policy functions and respond to the challenges of continuing to operate during the pandemic. This work has been significant and has ultimately assisted in us being better placed to respond, across our diverse responsibilities, to the extraordinary emerging issues of 2020.

The following section outlines a number of the significant issues that have impacted the department during 2019–20.



The current and emerging issues and trends facing DMIRS have been mapped against our new Strategic Plan, which serves as the blueprint enabling us to be agile and respond with urgency to the COVID-19 pandemic and recovery.

Premier's focus area: Delivery of critical frontline services and support functions

We are committed to minimising the harm caused by asbestos removal

- ▶ The Office of the Auditor General's Regulation of *Asbestos Removal report* was tabled in Parliament on 21 May 2020.

As DMIRS is responsible for regulating the removal of asbestos, there are recommendations regarding licensing processes from the report for the department to implement.

We strive to shape a contemporary workforce in both public and private sectors

- ▶ DMIRS worked to support the implementation of the Government's public sector workforce priorities. Examples included conversion to permanency arrangements, temporary labour hire, industrial relations support to Government trading enterprises, and wages policy.

On 25 June 2020, the [Industrial Relations Legislation Amendment Bill 2020](#) was introduced into the Legislative Assembly. The legislation is the State Government's response to recommendations made by the 2018 Ministerial Review of the State Industrial Relations System and the 2019 Inquiry into Wage Theft in Western Australia.

The Bill seeks to implement a range of reforms to ensure the State system is modern, fair and accessible and to increase protections for workers.

The Bill amends the [Industrial Relations Act 1979](#), [Long Service Leave Act 1958](#) and [Minimum Conditions of Employment Act 1993](#).

Amendments include removing the exclusions from the definition of employee to ensure the laws apply to all employees in the State industrial relations system, increasing penalties for contraventions of employment laws, increasing the powers of industrial inspectors, introducing stop workplace bullying provisions, modernising the [Long Service Leave Act 1958](#) and taking steps to bring local governments under the State industrial relations system.

We are committed to implementing reforms to the building and construction industry in WA

- ▶ In 2017 building Ministers from all Australian states and territories commissioned an expert report by Professor Peter Shergold AC and Ms Bronwyn Weir examining the effectiveness of building compliance and enforcement systems. The final report of that review, entitled *Building Confidence – Improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia* (Building Confidence Report) made 24 recommendations and was released in April 2018.

The Government has committed to implementing the recommendations from the Building Confidence Report. The department is working with other jurisdictions and the Australian Building Codes Board to implement a nationally consistent model, where possible, and is carrying out three major projects to implement the recommendations:

1. A review of the residential building approval process (BCA Class 1a and 10) – an industry and public consultation process was conducted during late 2019. Collation and analysis of the responses from that process is underway, with the publication of a decision paper for Government's consideration expected in late 2020.
2. A review of the commercial building approval process (BCA Class 2 to 9) – an industry and public consultation paper was released in December 2019 and closed for comment on 30 June 2020. Collation and analysis of the responses from that process will progress in the second half of 2020, with the publication of a decision paper for Government's consideration expected in mid-2021.
3. A review of registration requirements for the building industry – significant consultation papers have been developed covering the review of the registration framework for builders and building contractors, and to implement new registration regimes for engineers and fire safety practitioners.

Premier's focus area: Driving the State's COVID-19 response

We are adapting our business model to the post COVID-19 environment and providing guidance and support to the community, business and other stakeholders

- ▶ In response to the COVID-19 pandemic, the State Government implemented measures to protect employee safety and health and the wider community, including travel restrictions, suspension of heritage surveys and protocols for minimising non-essential personal contact.
- ▶ In May 2020, the department adopted various temporary measures relating to applications for suspension and extensions to work commitments required on petroleum titles.

We are continuing to strengthen collaboration with other agencies to contribute to better social and economic outcomes

- ▶ In response to the widespread impacts of COVID-19 the department instigated, and subsequently chaired, a national consumer affairs response group, made up of Commonwealth and State and Territory Australian Consumer Law (ACL) regulators which was established to share information and coordinate regulatory responses to the myriad of consumer issues that were arising as a result of the pandemic.

The Urgent Response Group, which met at least once a week from mid-March 2020, enabled timely discussion and the consideration of complex issues relating to the application of the ACL and other legislation in the context of the pandemic.

The Urgent Response Group facilitated active and robust discussion and ensured ACL regulators took a largely consistent, coordinated and complementary approach to consumer issues arising nationally and in each state and territory.



We are providing guidance and support to the community, business and other stakeholders

- ▶ The measures taken to help stop the spread of COVID-19 impacted the management of the affairs of incorporated associations, charities and co-operatives, including the ability to hold statutory meetings and submit annual and financial information. The department responded by taking a supportive and educational approach to enforcing compliance with certain statutory obligations affected as a direct result of COVID-19.

We are supporting Government relief measures for individuals and business in a transparent, fair and ethical manner

- ▶ The State Government made \$30 million available for Western Australian private residential tenants who lost their jobs and faced financial hardship due to the COVID-19 pandemic on or after 20 March 2020.

The Residential Rent Relief Grant Scheme provided grants equivalent to four weeks rent up to a maximum of \$2,000 that was paid direct to landlords to assist tenants who were struggling to pay their rent after losing their jobs due to COVID-19.

A guide covering key issues for consideration when negotiating a rent repayment agreement was made available and DMIRS continued to develop additional resources to assist landlords and tenants negotiate their way through the difficulties faced (refer page 40).

We deliver regulatory and other reforms to support economic recovery and protect the community

- ▶ In response to the recommendations of the National Cabinet to ban evictions for residential and commercial tenants during the COVID-19 pandemic, in April 2020 the Residential Tenancies (COVID-19 Response) Act 2020 and the Commercial Tenancies (COVID-19 Response) Act 2020 were urgently prepared to implement measures to assist tenants and landlords.

A WA Code of Conduct was also implemented to guide commercial tenants and landlords in their negotiations (refer to page 37).

Premier's focus area: Preparing for Western Australia's economic and social recovery

We are preparing for and being responsive to increased activities

- ▶ An increase of 18 per cent of the number of consumer complaints received was seen in the February to June period in 2020 (6,163 complaints) compared to the same period in 2019 (5,219 complaints). COVID-19 was specifically referred to in 19 per cent of the complaints received in the 2020 period.

We are actively involved in identifying and supporting new and emerging industries

- ▶ During the COVID-19 pandemic, hand sanitisers were initially in short supply and businesses such as breweries, distilleries and cleaning product manufacturers assisted by manufacturing sanitiser products.

DMIRS Dangerous Goods inspectors reviewed the safe operations of companies manufacturing highly flammable goods (refer to page 34).

We are supporting Government relief measures for individuals and business in a transparent, fair and ethical manner

- ▶ As part of the financial relief measures introduced by the State Government, DMIRS is considering COVID-19 related impacts when exploration tenement holders apply for expenditure exemptions under section 102 of the – *Mining Act 1978* until 31 March 2021, unless rescinded earlier.

Exemption from exploration expenditure is considered if tenement holders are unable to meet the tenement's expenditure requirements as a direct result of COVID-19 or because of restrictions imposed by the State and Federal governments. The measures will help provide relief to companies and help support the State's economy to respond to COVID-19.

- ▶ The State Government provided the DMIRS-managed Exploration Incentive Scheme with \$5 million dollars of additional funding for the 2020–21 financial year as part of its WA Recovery Plan. To help invigorate the resources industry, \$3 million dollars of the funding will be allocated to Western Australian explorers via the co-funded drilling program.

The additional funding will also accelerate the acquisition of airborne electromagnetic data from the southern half of the State, which is testing for the presence of critical battery minerals (such as nickel) and water.

We are forward thinking in our approach to regulatory reform and assisting in transforming social, industry and economic recovery

- ▶ The Residential Tenancies Mandatory Conciliation Service was established to help landlords and tenants who had a dispute arise from financial hardship caused by the economic effects of the COVID-19 pandemic.

It was introduced by the WA Government to help landlords and tenants reach agreement about a relevant dispute without going to court (refer page 40 for further information).

- ▶ Strategic measures to facilitate the long term recovery of the resources sector and the Western Australian economy. For example, DMIRS worked across policy areas in the State and National Governments to develop recovery measures within the resources sector.

After a comprehensive community consultation process, in November 2019 the Government introduced its Work Health and Safety Bill 2019 (WHS Bill) to the Parliament. After passing the Legislative Assembly, the WHS Bill had its Second Reading in the Legislative Council on 20 February 2020. The WHS Bill has been considered by the Standing Committee on Uniform Legislation and Statutes Review and the Standing Committee on Legislation. It is expected that the WHS Bill will be progressed through Parliament by the end of the 2020 Spring Session of Parliament.

The Act will be supported by three separate sets of regulations applying to workplaces generally in Western Australia, the mines sector, and the petroleum and geothermal sectors. Widespread state-wide consultation has been undertaken to provide recommendations for consideration by the Minister for Industrial Relations to develop the three sets of regulations.

The introduction of new legislation will have implications for existing industry guidance, inspector training, online systems, notification processes and other functions.



DISCLOSURES & LEGAL COMPLIANCE



Ministerial directions

There were no ministerial directives issued by either Minister during 2019–20.

Other financial disclosures

Pricing policies of services provided

Statutory fees are charged to the public for various services provided by the department. These fees and charges are reviewed annually in accordance with the government's policy on the costing and pricing of government services. A robust costing methodology is used to determine the projected costs of service delivery, with particular attention to the level of cost recovery being achieved. Any increases in fees and charges are limited to the extent of cost recovery.

The department's fee changes for 2019–20 were published in the WA Government Gazette on the following dates:

18 June 2019:

- ▶ No. 84 of 2019: Mines and Petroleum Regulations Amendment (Fees and Charges) Regulations 2019; and
- ▶ No. 85 of 2019: Commerce Regulations Amendment (Fees and Charges) Regulations 2019.

21 June 2019:

- ▶ No. 86 of 2019: Occupational Safety and Health Amendment Regulations (No. 3) 2019.

The changes came into effect on 1 July 2019. Details regarding the fees are available on the department's website.

Capital works

There were no capital works projects during 2019–20.

Our people

A capable, high performing workforce that delivers on Government and community priorities.

We recognise that the Western Australian community relies on us, and that our people contribute every day to our performance.

This year, our people have been challenged like never before. Alignment to our values of being respectful, responsive, forward thinking, transparent, fair and ethical remained particularly relevant and vital. The health and wellbeing of our people was communicated as being our number one priority, alongside the focus on providing safe workplaces, while we tried to maintain our essential services.

Through commitment to our purpose, corporate values and safety, the message that ‘we are all in this together and we will get through this together’ was reflected.

Understanding just how critical our people are, our Corporate Executive ensured a strategic theme on a skilled, diverse and flexible workforce. Progress against the following priorities for this strategic theme has been addressed in this section:

- ▶ 3.1 build talent and leadership capacity (refer page 54);
- ▶ 3.2 build and strengthen a workplace culture with a focus on our values, safety and wellness (refer page 61);
- ▶ 3.3 implement recruitment and selection practices that enable and inclusive, mobile and flexible workplace (refer page 59); and
- ▶ 3.4 improve diversity profile and opportunities for women in leadership (refer page 55).

The importance of our staff was also reflected in our *new Strategic Plan* which was developed to respond to the COVID-19 environment, with the inclusion of the response theme: ‘supporting and managing a flexible and inclusive workforce, and providing a safe workplace with a strong focus on our values, health and wellness’. This commitment will be echoed across every part of our business as we are involved in driving the State’s COVID-19 response and preparing for Western Australia’s economic and social recovery.

Our staff profile

Full time equivalents	2018-19	2019-20
Full time	1,277.49	1,425.93
Part time	121.35	127.93
Secondment	27	33.80



The DMIRS workforce has a strong representation of people who are culturally and linguistically diverse. We at DMIRS, strive to embrace the skills, knowledge, experiences and perspectives that culturally and linguistically diverse people bring to our workforce.



Build talent and leadership capacity

We recognise that our business is always learning and evolving through continuous investment in developing our people, allowing us to be responsive to our varied stakeholders, and the Western Australian community.

Staff development

We invest in our staff by providing learning and development opportunities as part of the Leadership Development Framework. Staff have completed training in accountable and ethical decision making, conflict of interest, performance development, cultural awareness, disability awareness, diversity and inclusion, Aboriginal cultural awareness, and critical thinking. Managers were also provided with training in occupational safety, health and injury management, managing performance, recruitment and selection, resolving workplace issues, and Management Accountabilities – Understanding Your Role.

This investment in staff also extended to building leadership capacity by offering specialised opportunities such as involvement with the Learn Explore and Do program, the Management Excellence Development Program, and the Public Sector Management Program.

Opportunities to participate in further customised in-house programs and sponsored external public sector-wide programs were also available.

Workforce planning

The department continues to focus on strengthening the skills, diversity and flexibility of our workforce to meet the needs of the community both now and in the future.

This year, the department launched a Succession Planning Pilot Program to strengthen and maintain a strong talent pipeline, improve the diversity profile in leadership positions, and mitigate workforce risk.

Work has also continued on the development of the department's workforce planning framework. The new framework, which has a strong focus on the promotion of diversity, is being developed to align to the department's operational planning process and the Leadership Development Framework.

Performance development

My Performance and Development (MyPD) is the department's performance development process which promotes ongoing discussions between the employee and their manager regarding the employee's role responsibilities, standard of performance and their development. MyPD training is included as part of the induction program for all new employees when commencing at the department.

Improve diversity profiles and opportunities for women in leadership

Diversity profile: Aboriginal and Torres Strait Islanders

We are committed to actively creating opportunities to achieve long term sustainable employment outcomes to enrich DMIRS through greater Aboriginal and Torres Strait Islander participation.

DMIRS offers a range of entry pathways for Aboriginal and Torres Strait Islander employees and provides enhanced career development opportunities for existing employees to increase representation in senior leadership positions.

The DMIRS Aboriginal Employment Strategy provides a roadmap to achieve our goal. A key achievement within the strategy was our 2020 Aboriginal Employment Program (AEP) intake. As part of the intake, we hosted a community open day for interested candidates to learn more about upcoming employment opportunities and the important role DMIRS plays in the community.

We also continued advertising established positions under section 51 of the Equal Opportunity Act 1984. The Aboriginal Employee Network called Gnalla Mila, Gnalla Wangkiny (Our Future, Our Say) continued to meet quarterly. The Publication of the Gnalla Newsletter based on the Noongar Six Seasons is one of the Gnalla Committee's notable initiatives.

Reconciliation

The DMIRS Innovate Reconciliation Action Plan 2020 – 2022 is a significant milestone in the department's reconciliation journey and was officially endorsed by Reconciliation Australia in June 2020. This plan follows a long history of reconciliation in the department and we are very pleased to continue our journey towards building and integrating reconciliation into our values and culture at DMIRS.

To support and progress our reconciliation journey, each year the department hosts celebrations for National Reconciliation Week and NAIDOC Week for staff to enjoy. The department also provides staff with the opportunity to participate in Aboriginal Cultural Awareness training and attend cultural immersion workshops where staff can experience and deepen their understanding of Aboriginal history and culture.

DMIRS also proudly raised the new Aboriginal flag alongside the state and federal flags at a special ceremony in July 2019 as part of NAIDOC Week. The flag continues to be raised on a daily basis. As part of the celebration of NAIDOC week, Noongar elders, Vivienne and Mort Hansen performed an entertaining Welcome to Country and key speakers discussed the importance of the event and of the Reconciliation Action Plan Committee's accomplishments.



Diversity profile: People with disability

Employment outcomes for people with disability

Over the past two years, we have focused on ensuring people with disability have equal access to employment and development opportunities.

Our achievements were highlighted this year with the inclusion of two articles in the Disability Access and Inclusion Plan, Minister's Progress Report 2018–19 under Outcome 7 achievements – Employment.

One article detailed the experience of a DMIRS employee, who was initially hosted as a trainee from the Public Sector Commission's Adult People with Disability Trainee Program to achieve a Certificate III in Government (Public Administration) and complete their training. Once the program was completed, the trainee was nominated for appointment to a permanent position within DMIRS through the Commission's traineeship transition to employment, recruitment and referral service. Soon after, this staff member was identified for a higher-level acting opportunity and then achieved a promotion as the successful applicant of a recruitment process.

Supportive and inclusive culture

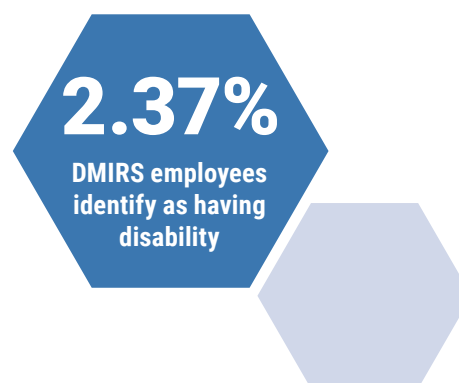
In 2019, the department's International Day of People with Disability celebrations featured guest speaker Prue Hawkins, Western Australia's ambassador for disability discrimination matters, who shared with participants the challenges of accessibility restrictions imposed on her by certain workplaces, and how she took the initiative to found Empire Barristers and Solicitors.

Following the talk, participants also heard from a Project Assistant and their General Manager who shared their perspectives on what it takes to create an inclusive workplace culture. They also represented the department as panel members at the Autism West's Neurodiversity in the Workplace forums in 2020 which inspired managers to break down communication barriers, accept people for who they are, and be flexible in the workplace.

Executive partnership with National Disability Services Western Australia

At the beginning of 2020, DMIRS established a partnership with National Disability Services Western Australia (NDS WA) to increase work opportunities within the department for people with disability.

The NDS WA partnership continues to assist DMIRS to enhance and strengthen our recruitment practices, provide resources and initiatives, and support the development of initiatives that improve the employment outcomes of people with disability. This also includes workshops to increase staff awareness and increase our capacity to attract, recruit and support people with disability.



Disability access and inclusion plan outcomes

The DMIRS Disability Access and Inclusion Committee was established in 2018 and has 12 members from across the department, including three members with a disability. During the year, the committee met on a number of occasions to prioritise the development and implementation of the [DMIRS Disability Access and Inclusion Plan \(DAIP\) 2019–2023](#), which was endorsed in early 2019 in accordance with section 29 of the *Disability Services Act 1993* and schedule 3 of the *Disability Services Regulations 2004*.

The following table outlines key achievements in 2019–20 relating to the seven outcomes.

Outcome	Achievements
<p>Outcome 1: <i>People with disability have the same opportunities as other people to access the services of, and any events organised by DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Celebrated International Day of People with Disability. More than 150 staff took part in this awareness event and the catering was provided by Workpower, a not-for-profit organisation dedicated to creating opportunities for people with disability, their families and carers. ▶ Successfully supported a range of fundraising events resulting in greater staff awareness about disability via promotion and engagement. Events included regular casual dress days which raised money for a range of disability charities including the Muscular Dystrophy Association of WA and Wheelchair for Kids.
<p>Outcome 2: <i>People with disability have the same opportunities as other people to access the buildings and other facilities of DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Developed a five year Strategic Accommodation Plan that once implemented is expected to deliver improved accessibility outcomes and services within a consolidated building for the whole of DMIRS with accessible kiosks, public counters and direction signage. ▶ Continued to consider accessibility and inclusiveness in all improvements and maintenance to the department's facilities with options being reviewed for an accessible ramp for presentations within the Theatre and a unisex accessible toilet for events at Mineral House.
<p>Outcome 3: <i>People with disability receive information from DMIRS in a format that will enable them to access the information as readily as other people are able to access it.</i></p>	<ul style="list-style-type: none"> ▶ Ensured that publications comply with the requirements of the <i>Disability Services Act 1993</i>. ▶ Continuously improved and updated the department's policies with a focus on creating clear and easy-to-read documents in alternative formats. ▶ Ensured the new Intranet was being developed to conform with web content accessibility guidelines and other Government policies so that people with disability can access relevant information.
<p>Outcome 4: <i>People with disability receive the same level and quality of service from the staff as other people receive from the staff of DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Placed notices at all customer-facing counters requesting customers with hearing impairments to make themselves known so staff were able to provide appropriate assistance. ▶ Retained use of the National Relay Service. ▶ Disability Access and Inclusion Committee members to take responsibility for encouraging colleagues and workgroups to provide a safe and inclusive environment for people with a disability by way of completing equal employment opportunity and diversity data within employee services kiosk information.
<p>Outcome 5: <i>People with disability have the same opportunities as other people to make complaints to DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Developed complaint forms in a number of formats, specific to matters concerning disability access and inclusivity. These forms are automatically directed to a specific email address that is monitored by the Disability Access and Inclusion Committee for review and response.
<p>Outcome 6: <i>People with disability have the same opportunities as other people to participate in any public consultation by DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Continued to promote the accessibility@dmirs.wa.gov.au inbox as a convenient and direct way for people to raise matters related to disability and inclusion.
<p>Outcome 7: <i>People with disability have the same opportunities as other people to obtain and maintain employment with DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Established a partnership with NDS WA in November 2019, to increase employment opportunities at DMIRS for people with disability. We were one of eight agencies whom entered into an initial six-month partnership which has been extended further until March 2021. ▶ Funded nine tickets for employees to attend Autism West's Neurodiversity in the Workplace Forums ▶ Hosted a Lunch and Learn session for International Day of People with Disability. During this period the department also offered corporately-funded training on disability awareness. ▶ Promoted diversity activities in which the department took part in our social media platforms to increase our inclusive employer branding with the community.

Diversity profile: Youth and young professionals

Refer to page [60](#).

Women in leadership

DMIRS believes a gender-balanced leadership team has the ability to improve operational effectiveness and deliver better outcomes for the WA community.

Over the past year, DMIRS has been working towards increasing the workforce representation of women in leadership positions through a number of strategies including:

- ▶ encouraging equal numbers of women and men participating in internal leadership development programs and mentoring programs;
- ▶ promoting flexible working arrangements available for all DMIRS staff;
- ▶ providing women with opportunities to gain experience in senior-level positions;
- ▶ ensuring corporate funding is made available for women to attend programs and conferences to develop their leadership capabilities and progress their careers;
- ▶ supporting the development of women in the leadership talent pipeline by creating a register for mineral and petroleum resource leadership roles. The register promoted the priority to improve gender diversity within the leadership group, and specifically encouraged female leaders to register; and
- ▶ launched the DMIRS Succession Planning Pilot Program. One of the outcomes of the program is to create gender balance and increase the diversity profile of the department's leadership talent pipeline.

In our last annual report, Director General David Smith expressed a commitment “to promoting gender equality by working on increasing the visibility and contribution of its female leaders and improving opportunities for women in leadership”. Even though we recognise more needs to be done to increase the representation of women in leadership, our Corporate Executive Group currently has achieved parity, and this is something we are proud of.



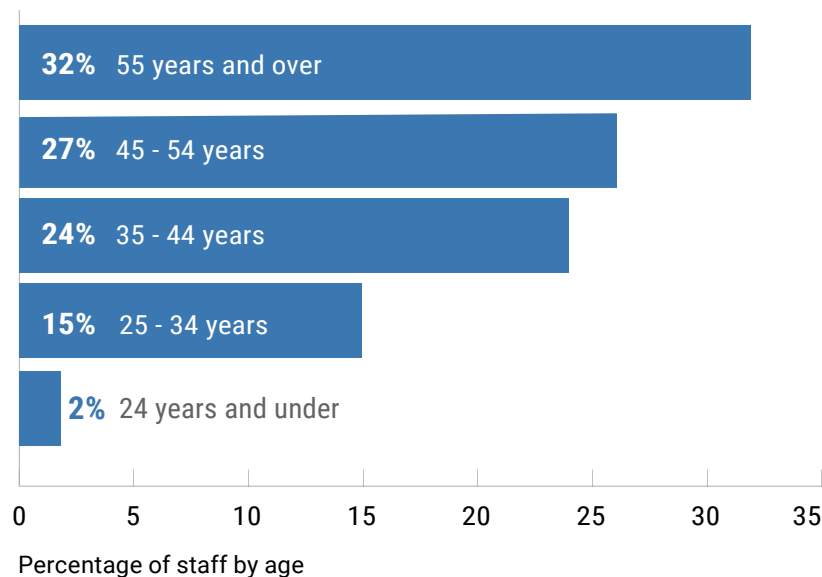
Implement recruitment and selection practices that enable an inclusive, mobile and flexible workforce

We continuously review our recruitment and selection practices, and make changes to enable an inclusive, mobile and flexible workforce.

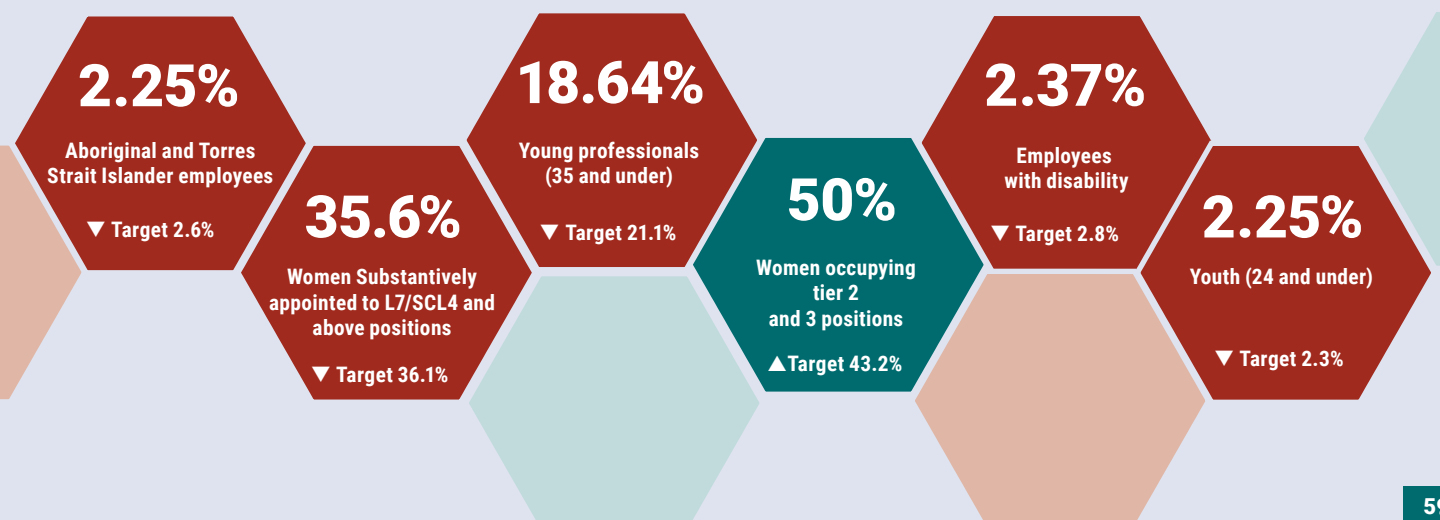
The department coordinates a number of formal and informal methods to fill vacancies – from our award winning interagency Graduate Program through to undertaking targeted recruitment in accordance with the Equal Opportunity Act 1984. The department’s best practice standards include requiring hiring managers to undertake training in recruitment and selection, and using Human Resources skills and knowledge to promote contemporary recruitment and selection practices that consider inclusive and flexible workforce outcomes.

Work commenced to review the department’s job advertisements to improve attraction and facilitate engagement of a diverse range of applicants. Our job advertisements are designed to include contemporary and simplified language to appeal to all – including Equal Employment Opportunity (EEO) target groups, while ensuring compliance with the industrial instruments. Where mobile and flexible opportunities exist – for example, part-time opportunities, the department aims to be explicit in the job adverts to encourage all to apply.

Breaking down our workforce by age



Tracking our progress towards employment targets



Diversity profile: Youth and young professionals

During the year, DMIRS supported the development and career progression of our youth and young professionals, focusing on our goal to increase our numbers of staff aged 24 and under (currently 2.25 per cent) and young professionals being 35 and under (currently 18.64 per cent).

The department participated in the Public Sector Commission's School-Based Traineeship program, coordinated an Interagency Graduate Program and Public Sector Industrial Relations Graduate Program, and funded attendance at youth and young professional networking events and conferences.

Traineeships

During the year, the department welcomed a new school-based trainee who joined the program alongside the department's current trainee, who will graduate from the program in late 2020.

Graduate program

The award-winning 18-month graduate program, coordinated in partnership with the Department of Jobs, Tourism, Science and Innovation, focuses on attracting talented university graduates to a career in the public sector.

In January 2020, the department welcomed six new graduate officers. Through the program, these graduates will gain experience, build networks and improve their understanding of State Government through rotational opportunities in different business areas and departments.

Mobile, flexible workforce

Throughout the COVID-19 pandemic, DMIRS employees have shown through their actions that they are an inclusive, mobile and flexible workforce. The pandemic accelerated the department's rollout of innovative technologies to allow staff to work remotely.

The technological transformation we went through, has not only changed the way we work and collaborate both in and outside of the office, it will ensure the department's services will continue contributing to the State's recovery.

Not only did we share our resources and work together across DMIRS during the pandemic, we also assisted other public sector agencies in their response. An example of this was our involvement in the initiative Switch (WA Public Sector) – Supporting the mobilisation of WA public sector staff being trialled to support response and recovery.

Inclusive workforce

Refer to page [55](#) – [60](#).



Government policy requirements

Build and strengthen a workplace culture with a focus on our values, safety and wellness

Living our values

Alignment with our corporate values is vital to us reaching our purpose of supporting a safe, fair and responsible future for the Western Australian community, industry and resources sector. An initiative to better embed them across the department is underway, with further progress planned for next financial year.

The safety of our people

We are constantly striving to be an employer of choice by leading the way for public sector safety and injury management. The mental and physical safety of our staff is paramount and as the regulator for Occupational Safety and Health (OSH) in Western Australia, the department is committed to setting an example as a safety leader within the field of occupational safety and health.

In accordance with the [Public Sector Commissioner's Circular 2018-03](#), DMIRS complies with the occupational safety and health (OSH) reporting obligations by outlining OSH performance, policies and initiatives as well as other requirements, including reporting against targets.

Commitment

The Director General and Corporate Executive have confirmed the department's commitment to OSH and injury management, by ensuring we work collaboratively to improve OSH. This goal has been included as a priority in the DMIRS Strategic Plan – *Towards 2024* – to build and strengthen a workplace culture with a focus on our values, safety and wellness.

This top-down commitment to OSH and injury management is further demonstrated by the Corporate Executive being represented and actively involved on the OSH Committee – in particular in the consultation and approval process for the regular review of the department's OSH policies and procedures. The Corporate Executive has also approved the purchase and development of an online OSH Incident Management system, given its ongoing support for the department's extensive Working on Wellness program, and approved the newly developed Mental Health for Managers and Employees training.

OSH is a standing agenda item for Corporate Executive and other management meetings. This provides an opportunity for the leadership teams to discuss any local issues, recent incidents, new procedures or upcoming events. The Work Health and Safety (WHS) team assists with this by sending out a monthly communication called Safety on the Agenda to all DMIRS managers with a list of the current safety issues and alerts relevant to the majority of staff.

Consultation

The department's formal mechanism for consultation with employees on OSH matters is through the OSH Committee. The committee is accountable to the Director General through the Corporate Executive and is highly consultative with employees represented by their elected Safety and Health Representatives (SHRs). The committee consists of five employer representatives (managers) and all SHRs who attend meetings on a rostered basis. The committee is chaired on a rotational basis by a corporate executive member and an employee representative.

The committee meets quarterly to discuss and resolve OSH issues, review hazards and incident statistics and trend reports, and endorse new initiatives for the continued safety, health and wellbeing of the department's employees, contractors and visitors. The committee meeting is preceded by a quarterly SHR meeting where SHRs are given the opportunity to network with each other and raise OSH issues that concern the staff that they represent. The SHRs discuss and decide which of these OSH issues should be raised at the committee meeting.

The committee minutes are tabled with the Corporate Executive and made available to staff through SHRs, departmental newsletters, intranet, and on safety notice boards. Each quarter, the WHS manager presents current OSH data including hazards, incident/accidents, injury management and emerging trends to the Corporate Executive.



Injury management

In line with our duty of care under the *Occupational Safety and Health Act 1984* (OSH Act), the department provided our employees with a safe work environment focused on the prevention of accidents, injury or harm. Where a work-related injury or disease occurred, we managed workers' compensation claims fairly and effectively in accordance with the *Workers' Compensation and Injury Management Act 1981*.

The department aims to assist injured employees back to meaningful, productive and appropriate work through graduated return-to-work programs in regular consultation with doctors, managers and the employee concerned.

During 2019–20 there were 10 workers' compensation claims lodged, with eight resulting in one day or more off work. There were no severe claims reported in this period.

Safety management system

To support the commitment to OSH and injury management, the department's safety management system aims to exceed the requirements of the OSH Act. During the year, this commitment was communicated to staff by the annual review and publication of the department's OSH Policy and the OSH Policy Statement which is displayed in each of the department's offices. The OSH Policy is covered in the OSH induction and managers' OSH training. OSH is embedded in departmental systems like the departmental personal development system (called MyPD) and in the departmental Job Description Forms.

The development and implementation of the department's online OSH reporting and management system (called MyWHS) will complete the amalgamation of the two safety management systems of its legacy departments. It will provide the capacity for all staff to be able to report hazards and incidents easily. It will also enable managers to effectively and efficiently manage their OSH responsibilities through assessment and resolution of hazards, and investigation and risk assessment of incidents. The MyWHS system will ensure the Corporate Executive is able to keep track of OSH trends within their own areas of responsibility.

There is a comprehensive and scheduled review process for all OSH policies, procedures, guidelines and supporting documentation. These are reviewed and continuously improved by extensive consultation with user groups and experts in their field throughout the department, including SHRs and the OSH Committee. This process ensures improvements to systems and processes, such as first aid procedures and training, reasonable adjustments and modifications for staff in need, reporting, assessment and investigation processes, and ergonomics procedures – particularly related to working-from-home and installation of sit-to-stand desks where medically appropriate.



Audit of safety management system

The two safety management systems of the legacy departments were assessed against the WorkSafe Plan audit and assessment (we received platinum certification in 2017, and gold in 2015) and all audit recommendations having been implemented.

During the year, the department was also audited by the Industrial Foundation for Accident Prevention (IFAP) in 2019, and received a Gold Safe Way Achiever Award for a best practice safety management system.

Report on performance

Measure	Actual results			Results against target	
	2017–18	2018–19	2019–20	Target	Comment on result
Number of fatalities	0	0	0	0	Target achieved
Lost time injury and/or disease incidence rate ⁽¹⁾	0.44	0.35	0.50	0 or 10% reduction	This is a 43% increase but numbers of claims remain low (see note)
Lost time injury and/or disease severity rate	50.0	40.0	0	0 or 10% reduction	Target exceeded
% of injured workers returned to work:					
i) within 13 weeks	i) 100%	i) 100%	i) 100%	Greater than or equal to 80%	Target exceeded
ii) within 26 weeks	ii) 100%	ii) 100%	ii) 100%		
% of managers trained in OSH management responsibilities including refresher training within 3 years	86%	93%	92%	Greater than or equal to 80%	Target exceeded

Note:

(1) there were eight lost time injury claims. These injuries are attributable to six musculoskeletal injuries, one superficial injury and one attributable to mental stress. It should be noted that despite a 43 per cent increase, our numbers of claims remain low— six in 2017–18 and five in 2018–19.

Working on Wellness

The department's Working on Wellness (WOW) program, continues to be popular and well-utilised by employees. It has won multiple awards through the Institute of Public Administration Australia. Participation rates are up on the last financial year, with 2,743 instances of employees attending various events and initiatives, such as the annual flu vaccinations, skin cancer and health checks and an onsite gym.

Events such as the WOW Expo continue to be popular, with other examples being R U OK Day, walking tours and guided meditation, and presentations on diet and cardiovascular health. Come and Try sessions for yoga, Konga and boxing have been well attended. More recently, in response to the COVID-19 pandemic, webinars have been organised on subjects such as supporting children through coronavirus, self-care for mental and physical wellbeing and helping children with heightened emotions.



Governance disclosures

Corporate Executive Subcommittees

The Corporate Executive has established six subcommittees to ensure the governance for DMIRS is timely and strategic decisions are made on critical issues that affect the department.

They will focus on audit and risk, performance, finance, digital technology, reform, and one working group that will focus on equal employment opportunities and diversity.

These subcommittees will assist the Director General and the Corporate Executive by providing expert guidance and recommendations on each area.

In accordance with the revised [Treasurer's Instruction 1201](#), released in December 2019, the Audit and Risk Committee was replaced by a new, fully independent Audit and Risk Committee. For further information refer to page [141](#).

Audit and Risk Subcommittee

Met three times during the year to provide oversight of the department's governance, risk management and internal control practices to provide confidence in the integrity of these practices and enable achievement of government and organisational strategic objectives.

Key achievement:

- ▶ DMIRS reviewed its Audit and Risk Committee structure in line with revised Treasurer's Instruction 1201 and appointed a qualified, independent Chair. The Committee is also comprised of four independent members from other state government agencies.
- ▶ All legacy recommendations from the Minus 100 project were implemented resulting in mitigation of a number of outstanding risks.

Digital Technology Subcommittee

Met monthly to provide an opportunity for leadership to consider and discuss new and strategic approaches to DMIRS technology.

Key achievement:

- ▶ Finalised the DMIRS Machinery of Government suite of IT Projects – SOE Platform, VDI, Follow-me Printing, Service Now, Objective Upgrade and Open Practice (Legal).
- ▶ Implemented a Risk Management System across all of DMIRS.
- ▶ Modernised the DMIRS Payment Gateway via the Payment Portal Project.
- ▶ Met the Legislative deadline for Dangerous Goods Security Cards – Licence Renewal – Photo Requirements.

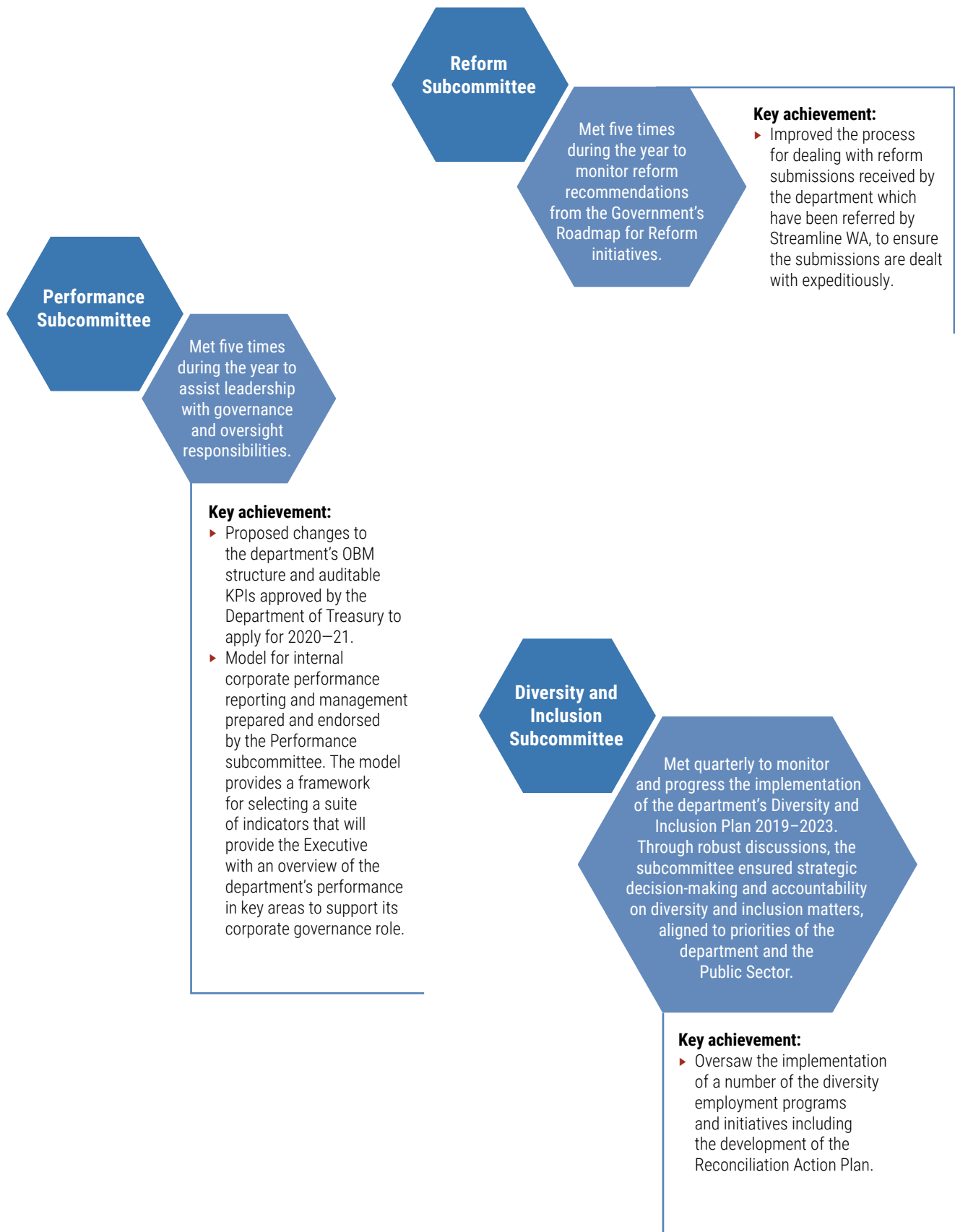
Met monthly to monitor and discuss the budget of DMIRS.

Finance Subcommittee

Key achievement:

- ▶ Closely monitored DMIRS expenditure in relation to budget.

Governance disclosures | Corporate Executive Subcommittees



Public interest disclosures

The department is committed to the objectives of the *Public Interest Disclosure Act 2003*. It does not tolerate corrupt or improper conduct, and strongly supports disclosures being made by employees, contractors and community members that could stop or prevent wrongdoing. We recognise the value and importance of staff contributions to enhance administrative and management practices.

In accordance with section 23(f) of the *Public Interest Disclosure Act 2003*, the department is required to report to the Public Sector Commissioner on the number of Public Interest Disclosures received, the results and any action taken during the reporting period.

In 2019–20, there were no Public Interest Disclosures received or managed.

Other legal requirements

Act of grace payments

In response to Treasurer's Instruction 319: Act of Grace Payments, all act of grace payments are to be disclosed in the annual report. Requests for an act of grace payment arise from many and varied situations and each request is assessed on the circumstances associated with that particular request. Act of grace payments are linked to the services delivered by the department.

Section 80(1) and (2) of the *Financial Management Act 2006* and Financial Management Regulation 8 provide that the Treasurer may approve an act of grace payment of up to \$250,000, and where the payment exceeds that amount prior approval of the Governor must be sought.

This year, the departments act of grace payments relate to royalty rebates as per the financial assistance agreement for the Koolyanobbing Iron Ore Mine.

Act of grace payments 2019–20

Administered funds

Payments	Payment amount \$	Purpose of payment
Sep-19	10,264,590.43	Royalty refund
Dec-19	10,002,002.42	Royalty refund
Feb-20	12,264,557.17	Royalty refund
May-20	12,205,448.50	Royalty refund
	44,736,598.52	

Unauthorised use of credit cards

The DMIRS adheres to Treasurer's Instruction - 321 Credit Cards – Authorised Use regarding card expenditure and the table below will also be submitted under the reporting requirements of this Instruction.

Officers whose functions warrant usage of this facility hold corporate credit cards. Despite all cardholders being reminded of their obligations annually under the department's credit card policy, there were 59 instances of personal usage, by 54 individual cardholders (Five people had two occurrences).

These matters were not referred for disciplinary action because the Chief Finance Officer noted prompt advice and settlement of the personal use amount, and, that the nature of the expenditure was immaterial and characteristic of an honest mistake.

An internal review is being carried out on credit cards by our Internal Audit team.

Instances of unauthorised credit card use	
Number of instances the Western Australian Government Purchasing Cards have been used for personal purposes	59
Aggregate amount of personal use expenditure for the reporting period	\$5,541.17
Aggregate amount of personal use expenditure settled by the due date (within 5 working days)	\$5,498.21
Aggregate amount of personal use expenditure settled after the period (after 5 working days)	\$55.96
Aggregate amount of personal use expenditure remaining unpaid at the end of the reporting period	0
Number of referrals for disciplinary action by the notifiable authority during the reporting period	0

Disability Access and Inclusion

Refer to people with disability section on page [56](#).

Compliance with public sector standards and ethical codes

The department is committed to maintaining an ethical, transparent and accountable workforce and actively encourages employees to uphold the highest standard of conduct and integrity at all times, as well as in accordance with Commissioner's Instructions No. 7 and 8.

Accountable and Ethical Decision Making (AEDM) and Conflict of Interest (COI) form part of the department's induction program for all new employees. As at 30 June 2020, 98 per cent of employees have completed the AEDM training and 89 per cent of employees have completed the COI training.

Expenditure on advertising, market research, polling and direct mail

In accordance with section 175ZE of the *Electoral Act 190Z*, the department incurred the following expenditure in advertising, market research, polling, direct mail and media advertising. Total expenditure for 2019–20 was \$658,338.89. Expenditure was incurred in the following areas (detailed below).

Expenditure on advertising, market research, polling and direct mail			
Expenditure	Organisation	Amount	Total
Advertising ⁽¹⁾			
	Initiative	\$511,680.93	
	Mintox Media	\$43,095.00	
	Optimise Online	\$11,540.93	
	Lush - The Content Agency Pty Ltd	\$11,489.00	
	Redwave Media	\$9,000.00	
	Angry Chicken Publishing Pty Ltd	\$6,000.00	
	Shire of Christmas Island	\$3,643.09	
	Farm Guide Pty Ltd	\$3,060.00	
	Noongar Media Enterprises	\$2,940.00	
	Platform Communications	\$1,900.00	
	Mailing Lists Online	\$1,612.31	
	Kununurra Visitor Centre	\$1,600.00	
	Cocos (K) Islands Community Resource Centre	\$1,565.00	
	Spatial Jobs On-line	\$1,354.50	
	Geological Society of Australia Inc	\$1,000.00	
	Construction, Forestry, Mining & Energy Union W.A. Directory	\$995.00	
	Mulga Mail	\$843.00	
	Facebook Inc	\$837.22	
	Derby Visitor Centre	\$800.00	
	The Law Society WA	\$732.00	
	The Magazine Works Pty Ltd	\$600.00	
	Australian Institute of Health and Safety	\$500.00	
	Access Community Engagement Services	\$300.00	
	Other Advertising Expenditure	\$1,395.60	\$618,483.58
Market Research Organisations ⁽²⁾			
	Survey Monkey	\$4,704.03	
	Polity Pty Ltd	\$3,751.82	
	Links Surveying	\$1,722.10	
	Other Market Research Organisations Expenditure	\$385.00	\$10,562.95
Polling Organisations			
	Mentimeter	\$631.08	
	Facebook Inc	\$88.44	\$719.52
Direct Mail Organisations			
	Quickmail	\$13,279.76	
	Australia Post	\$10,491.52	
	Createsend.com	\$3,207.74	
	Campaign Monitor	\$1,091.66	
	Other Direct Mail Organisations Expenditure	\$502.25	\$28,572.93
Total			\$658,339.98

Notes:

- (1) Expenditure for advertising increased from 2018–19 due to the Shocks and tingles campaign and the advertising that related to the increased recruitment activity.
- (2) Gartner Australasia Pty Ltd has been excluded as it is may be categorised as IT consultancy.

Recordkeeping plans

Evaluation of record keeping systems

In January 2020, DMIRS made the decision to consolidate/migrate the former Department of Mines and Petroleum Electronic Document and Records Management System (EDRMS) repository, OurDocs/Records Manager into a single source of truth information management solution, Objective EDRMS.

The project will be delivered in a phased approach and is anticipated to be completed in 2023.

DMIRS continuously monitors and evaluates the performance of its EDRMS, ensuring compliance with both legislative standards and operational business requirements.

Unstructured information created by our internal users, and structured information submitted by our customers and uploaded into our EDRMS (via integration with departmental business systems) is regularly monitored, audited, verified and reviewed for both quality assurance and data integrity. This includes qualitative and quantitative system checks that analyse information, providing accountability and transparency.

During 2019–20, additional EDRMS application features were developed to provide enhanced user experience and promote best practice recordkeeping within the department.

Training programs

All new employees are required to complete mandatory information management and recordkeeping training.

An online, self-paced recordkeeping awareness session is available to staff covering: government employee accountability and compliance standards; legislative requirements including the *State Records Act 2000* and the *Freedom of Information Act 1992*; benefits of best practice recordkeeping; consequences of inadequate record keeping; and the creation, access, storage and disposal of government records.

Training in the use of EDRMS is provided to all staff in either, a face-to-face classroom environment or in a virtual format using Microsoft Teams. The course provides an overview of the application of foundational information management principles that guide system use and information management, document creation and storage.

Online mandatory Objective training is also provided and all learning modules must be completed and passed prior to gaining access to the Objective EDRMS. All departmental staff recordkeeping training information is recorded and saved within DMIRS' applications.

In addition to the mandatory training, other training options and resources include:

- ▶ one-on-one coaching sessions;
- ▶ direct support from record keeping consultants;
- ▶ training sessions created to meet the specific needs of individual operational areas (includes options for advanced EDRMS training modules); and
- ▶ online EDRMS help guides.

Our employees regularly attend workshops and presentations offered by the State Records Office, Records and Information Management Professionals Australasia and the Institute for Information Management to ensure their skills and knowledge remain current and relevant.

The table below outlines the number of employees who participated in corporate information management and recordkeeping training for 2019–20.

Training Course	Number of employees trained
Total Recordkeeping Awareness Course (online)	758
EDRMS Basics (OurDocs) (Classroom inc MS Teams)	220
Objective (Online)	229
Objective (Classroom inc MS Teams)	70
One-on-One (OurDocs) Coaching	37
One-on-One (Objective) Coaching	46
Business Folder Owner (OurDocs)	60
E-Signatures	12
Industry training attended by IMS Branch	46

International Labour Organization Convention 81: Labour inspections

Australia is a member nation of the International Labour Organization (ILO). The ILO is the peak international organisation responsible for setting international labour standards through the development and monitoring of international conventions and recommendations. The Australian Government ratified International Labour Organization Convention 81 - Labour inspections on 24 June 1975. Article 21 of Convention 81 requires certain information to be published in annual reports for each of the central inspection authorities.

In Western Australia, the department is the central authority responsible for conducting inspections for wages and conditions of employment, and workplace safety.

Relevant laws and regulations

The reporting in this section relates to inspection services delivered by the department during 2019–20 for:

- ▶ workplace safety under the *Occupational Safety and Health Act 1984* (OSH Act), *Mines Safety and Inspection Act 1994* (MS&I Act), *Petroleum (Submerged Lands) Act 1982*, *Petroleum and Geothermal Energy Resources Act 1967*, and *Petroleum Pipelines Act 1969* (Petroleum Acts); and
- ▶ wages and conditions of employment under the *Industrial Relations Act 1979* (IR Act).

Inspection staff

During 2019–20, the department employed the full-time equivalent of 160 workplace safety inspectors and eight industrial relations inspectors.

Workplaces liable for inspection in WA

At the beginning of the reporting period the total number of businesses operating in WA was 232,967.

During 2019–20, a total of 1.35 million people were employed in WA.

It should be noted that workplaces covered by the Comcare system for workers' compensation are subject to the Commonwealth's work health and safety legislation, and are therefore outside of the jurisdiction of the State system for occupational safety and health.

It should also be that the WA industrial relations system applies only to unincorporated businesses and the State public sector. It is estimated that between one third and one fifth of WA employees are covered by the State system.

Inspections conducted

Inspections conducted during 2019–20 relating to workplace safety totalled 7982. Also during the period, 372 employer activities were inspected under the IR Act.

Type of inspection	No. of inspections
Employers inspected under the IR Act	372
Sites inspected under the OSH Act	7224
Sites audits under the Petroleum Acts	15
Site inspections and audits under the MS&I Act	743

Inspection outcomes

During 2019–20, workplace safety enforcement proceedings resulted in 10 convictions. Fines imposed totalled \$836,000.

Of the 372 employer inspections conducted under the *Industrial Relations Act 1979*, conducted, 616 separate breaches of awards, agreements or legislation were identified. Seven enforcement proceedings were finalised during the period, resulting in the recovery of \$71,848 in employee entitlements and pecuniary penalties of \$15,750.

Industrial accidents and occupational diseases

In WA, a lost time injury or disease (LTI/D) is defined as one day/shift lost or more. Unless specified otherwise, lost time injury and disease data are based on workers' compensation claims for work-related injuries and diseases supplied by WorkCover WA that involve one or more days off work as a result of the work-related incident.

The LTI/D frequency and incidence rate are the principal measure of safety performance in WA, and are used to monitor performance against national targets.

- ▶ Frequency rate = number of LTI/Ds / number of hours worked x 1,000,000
- ▶ Incidence rate = number of LTI/Ds / number of workers x 100

According to the most recent preliminary workers' compensation claims data, work-related LTI/Ds in Western Australia recorded a 1.2 per cent reduction in frequency rate, from 7.30 LTI/Ds per one million hours worked in 2017–18 (revised data) to 7.21 in 2018–19 (preliminary data). The five-year trend (2014–15 to 2018–19) shows a reduction of 8.6 per cent.

There was a 1.1 per cent reduction in the incidence rate, from 1.23 LTI/Ds per one hundred employees in 2017–18 (revised data) to 1.21 in 2018–19 (preliminary data). The five-year trend (2014–15 to 2018–19) shows a 10.2 per cent reduction.

Note: The LTI/D figures have been rounded up to two decimal places.

Information on disease groups that are being monitored at a national level can be accessed on the Safe Work Australia website: www.safeworkaustralia.gov.au

DISCLOSURES & LEGAL COMPLIANCE

FINANCIAL AND NON-FINANCIAL PERFORMANCE





Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY

Report on the financial statements

Opinion

I have audited the financial statements of the Department of Mines, Industry Regulation and Safety which comprise the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Summary of Consolidated Account Appropriations for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information, including administered transactions and balances.

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the operating results and cash flows of the Department of Mines, Industry Regulation and Safety for the year ended 30 June 2020 and the financial position at the end of that period. They are in accordance with Australian Accounting Standards, the *Financial Management Act 2006* and the Treasurer's Instructions.

Basis for opinion

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

Responsibility of the Director General for the financial statements

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

In preparing the financial statements, the Director General is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Western Australian Government has made policy or funding decisions affecting the continued existence of the Department.

Auditor's responsibility for the audit of the financial statements

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

A further description of my responsibilities for the audit of the financial statements is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This description forms part of my auditor's report.

Report on controls

Opinion

I have undertaken a reasonable assurance engagement on the design and implementation of controls exercised by the Department of Mines, Industry Regulation and Safety. The controls exercised by the Department are those policies and procedures established by the Director General to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions (the overall control objectives).

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

In my opinion, in all material respects, the controls exercised by the Department of Mines, Industry Regulation and Safety are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions during the year ended 30 June 2020.

The Director General's responsibilities

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

Auditor General's responsibilities

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

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

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

Limitations of controls

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

Report on the key performance indicators

Opinion

I have undertaken a reasonable assurance engagement on the key performance indicators of the Department of Mines, Industry Regulation and Safety for the year ended 30 June 2020. The key performance indicators are the Under Treasurer-approved key effectiveness indicators and key efficiency indicators that provide performance information about achieving outcomes and delivering services.

In my opinion, in all material respects, the key performance indicators of the Department of Mines, Industry Regulation and Safety are relevant and appropriate to assist users to assess the agency's performance and fairly represent indicated performance for the year ended 30 June 2020.

Matter of Significance

The Department received an exemption from the Under Treasurer from reporting the following key performance indicators for the year ended 30 June 2020:

- Satisfaction with DMIRS as an effective resource sector regulator (KPI 1), and
- Satisfaction with DMIRS as an effective industry regulator (KPI 3).

The exemption was approved because of the impacts of the COVID-19 pandemic on the Department's data collection. The Department did not carry out its stakeholder satisfaction survey planned for April 2020 to reduce the administrative burden on the Department's stakeholders facing a climate of restricted business activity. Consequently, these indicators have not been reported. My opinion is not modified in respect of this matter.

The Director General's responsibility for the key performance indicators

The Director General is responsible for the preparation and fair presentation of the key performance indicators in accordance with the *Financial Management Act 2006* and the Treasurer's Instructions and for such internal control as the Director General determines necessary to enable the preparation of key performance indicators that are free from material misstatement, whether due to fraud or error.

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

Auditor General's responsibility

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

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

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

My independence and quality control relating to the reports on controls and key performance indicators

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

Matters relating to the electronic publication of the audited financial statements and key performance indicators

This auditor's report relates to the financial statements and key performance indicators of the Department of Mines, Industry Regulation and Safety for the year ended 30 June 2020 included on the Department's website. The Department's management is responsible for the integrity of the Department's website. This audit does not provide assurance on the integrity of the Department's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to contact the entity to confirm the information contained in the website version of the financial statements and key performance indicators.



CAROLINE SPENCER
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
18 September 2020

DISCLOSURES & LEGAL COMPLIANCE

KEY PERFORMANCE INDICATORS (KPI)



Audited key performance indicators

Certification of key performance indicators for the year ended 30 June 2020

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 Mines, Industry Regulation and Safety's performance, and fairly represent the performance of the Department of Mines, Industry Regulation and Safety for the financial year ended 30 June 2020.



David Smith
Accountable Authority
16 September 2020

Audited key performance indicators

Outcome Based Management Framework

The department's Outcome Based Management (OBM) framework was implemented as part of the 2018–19 Budget cycle process. The framework represents DMIRS strategic direction and aligns to government goals.

DMIRS has adopted an outward-facing, client-centric approach to the provision of our services. A public-facing service model, when considered in conjunction with a single, integrated outcome statement, is meaningful for external stakeholders as it represents those operational services most easily understood by the community and reflected in our name: resources, safety and industry regulation.

Outcome

Supporting a safe, fair and responsible future for the community, industry and resources sector.

Services

- ▶ Service 1 – Resources Advice and Regulation
- ▶ Service 2 – Safety Advice and Regulation
- ▶ Service 3 – Industry Advice and Regulation

Key Performance Indicators

We use seven high-level indicators to measure our performance:

- ▶ Three effectiveness indicators to measure our achievement of the desired outcome; and
- ▶ Three efficiency and one cost effectiveness indicator to measure our three key services.

The 2019–20 results are compared to targets and previous years' results, where they are available and appropriate. Results from previous years may be re-cast, to enable fair comparisons, and this is indicated in the notes related to each KPI.

The 2019–20 targets are those published in the 2019–20 State Government Budget Papers.

It should be noted that the cost effectiveness indicator used to measure Service 2 will change to an efficiency indicator in 2020–21, as approved by the Under Treasurer.

Key effectiveness indicators

Key effectiveness indicators measure the extent to which our department achieves its outcome. We achieve our outcome by providing consistent transparent and timely advice and regulatory services to industry, community and government agencies. Services provided include licensing and other forms of legislated 'approvals', policy advice, targeted stakeholder information and engagement, compliance activities including inspections and investigations, and consumer advice.

Effectiveness as a resource sector regulator (KPI 1) and Effectiveness as an industry regulator (KPI 3)

To determine our influence in delivering effective regulation to support sustainable industry development an annual stakeholder satisfaction survey (survey) was introduced in 2018–19.

This survey was planned to be conducted during April/May 2020.

However, due to the COVID-19 emergency, it was not considered appropriate to conduct the survey during a period when many of our stakeholders were being adversely impacted by trading and social restrictions. An exemption from reporting the results of KPI 1 and 3 was approved by the Under Treasurer.

What we measure

Stakeholder satisfaction with our regulatory role is measured as part of a survey. The survey is usually sent to stakeholders who engaged with the resource advice and regulation, and/or industry advice and regulation services in the previous 12 months. This includes representatives from industry bodies, private firms, unions, community groups, individuals as well as government agencies including local governments.

How we measure

An online quantitative perception survey provides stakeholder feedback.

Respondents are asked to rate their level of satisfaction on a scale of 0–10. The percentage of respondents who gave a rating between six and ten is reported as overall satisfaction.

Our performance

An exemption was obtained and no survey was conducted during 2019–20. It is intended that such a survey will be conducted for 2020–21.

Work-related traumatic injury fatalities (KPI 2)

Safely returning home from work each day is a fundamental expectation we all share and the regulation of workplace safety is one of our primary functions.

This measure provides an overview of our efforts towards achieving its desired outcome by encouraging the establishment of safe and healthy workplaces and informed employers and employees.

The nature, frequency, location and circumstances surrounding fatalities can influence our regulatory efforts in terms of form and resources.

What we measure

The number of work-related traumatic injury fatalities reported to DMIRS annually under the following legislation:

- ▶ *Dangerous Goods Safety Act 2004;*
- ▶ *Electricity Act 1945;*
- ▶ *Energy Safety Act 2006;*
- ▶ *Gas Standards Act 1972;*
- ▶ *Mines Safety and Inspection Act 1994;*
- ▶ *Occupational Safety and Health Act 1984;*
- ▶ *Petroleum (Submerged Lands) Act 1982;*
- ▶ *Petroleum and Geothermal Energy Resources Act 1967;* and
- ▶ *Petroleum Pipelines Act 1969.*

While reported work-related traumatic injury fatality numbers are relatively low, any work-related death is considered unacceptable. Therefore, the target for this indicator is set at zero (0).

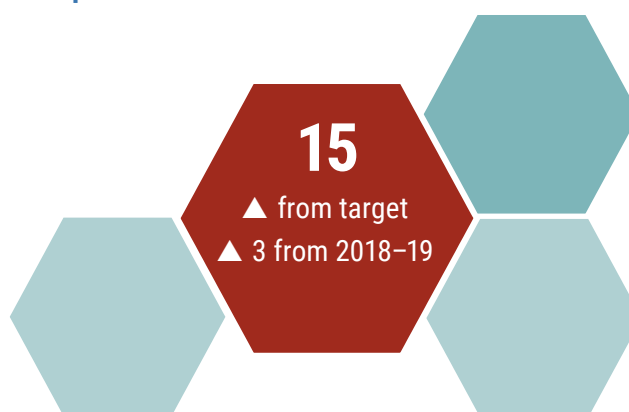
How we measure

A work-related traumatic injury fatality will be included if:

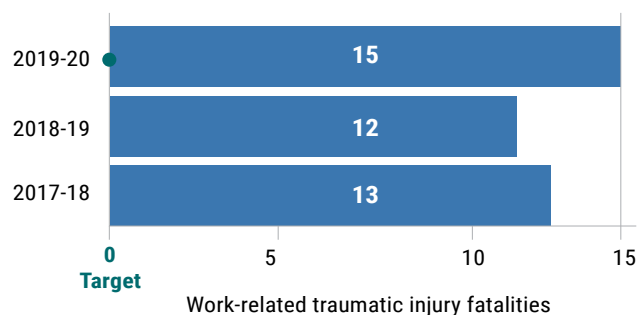
- ▶ the fatality occurred (i.e. date the individual deceased) between 1 July and 30 June of the relevant financial year; and
- ▶ the fatality was work-related as determined by the Director of Investigations who, having weighed up all the evidence, is confident that the fatality is work-related. Such evidence would include, but not be limited to:
 - ▶ coroner's report;
 - ▶ medical report;
 - ▶ police report; and
 - ▶ investigation report.

Due to the duration of any investigation into these fatalities, the work related status in any given year may be amended retrospectively¹. For detailed information on how a work-related traumatic injury fatality is determined by DMIRS please refer to "Recording of traumatic work-related fatalities by WorkSafe" on DMIRS' website: commerce.wa.gov.au/ (search for work-related fatalities).

Our performance



During 2019–20 there were 15 confirmed work-related fatalities reported, comprising 13 investigated by the WorkSafe Directorate and two by the Mines Safety Directorate. By comparison, in 2018–19 there were 12 confirmed work-related traumatic injury fatalities, of which ten were investigated by the WorkSafe Directorate and two by the Mines Safety Directorate.



Further information on work-related traumatic injury fatalities in WA.

The [State of the Work Environment](#) series is produced by the WorkSafe Directorate of DMIRS with the assistance of WorkCover WA, to provide awareness of occupational safety and health in Western Australia.

1 No change to previously reported results confirmed (2017–18 and 2018–19).

Key efficiency indicators

Key efficiency indicators are a measure of the value for money we provide by achieving the appropriate balance of resource inputs to service outputs when delivering our services to the community. They demonstrate how efficiently we are conducting our activities and can be represented as an average cost per service or through a measure of timeliness.

Service 1: Resources Advice and Regulation – Average cost of resource regulation per live title (KPI 4)

This efficiency indicator measures our Resources Advice and Regulation Service – ensuring that the State’s natural resources are developed and managed responsibly through the provision of resources advice and regulatory services to the Western Australian community.

The resource sector plays a vital role in the State’s economy. Our role as a provider of advice and regulation services to the resources sector contributes to making Western Australia a ‘destination of choice’ for responsible resource exploration and development activities.

What we measure

The amount of resource development and exploration in the State is indicated by the number of ‘live’ resource titles (minerals and petroleum).

Resource development and exploration occurs in the context of the resource management ‘lifecycle’. Activities associated with the resource management ‘lifecycle’ include:

- ▶ pre-competitive work as per the geoscience and resource strategy;
- ▶ determination of applications for, and administering, minerals and petroleum tenures;
- ▶ management of resource tenures over the duration of their operation;
- ▶ resource, environmental and other technical and administrative compliance;
- ▶ decommissioning and rehabilitation; and
- ▶ administration of royalty payments based on mineral and petroleum sales (commodity sales by industry).

All activities within this ‘lifecycle’ are associated with a mining title; the number and cost associated with regulating these titles comprise the basis for calculating this KPI.

The average cost per live title is an indicator of the efficiency with which DMIRS conducts its Resources Advice and Regulation activities.

How we measure

A ‘live title’ is defined as: a title (minerals and petroleum) giving the right to explore for, recover and develop Western Australia’s natural resources.

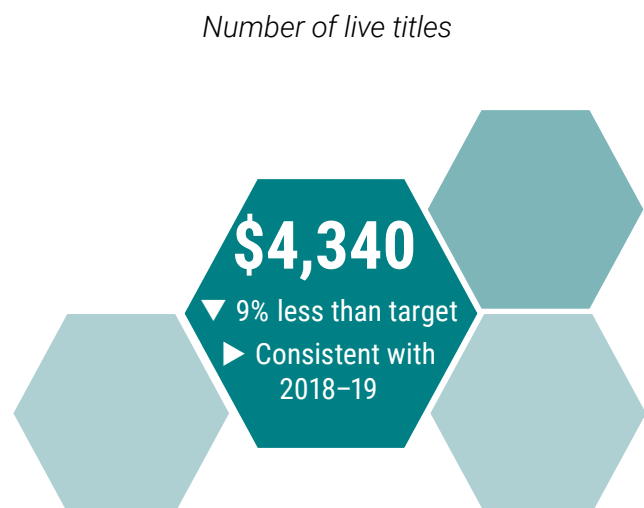
Live titles include those that:

- ▶ have been approved during the current year;
- ▶ are renewed during that year; or
- ▶ are subject to ongoing regulation by the department.

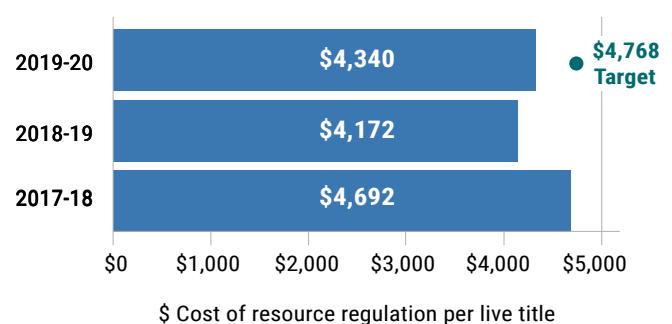
The average cost per active title is calculated by:

Our performance

Total cost of Resources Advice and Regulation Service



The average cost per live title for 2019–20 is \$4,340 which is lower than the target (\$4,768). This is due largely to a reduction in the cost of the service and a modest increase in the number of titles.



Service 2: Safety Advice and Regulation – Cost of work-related lost time injury and disease claims in relation to cost of service (KPI 5)

The Safety Advice and Regulation Service has a strong alignment to building safe and resilient communities through its provision of advice and regulatory services in the area of occupational safety and health. The service’s focus is on building capacity and changing behaviours through education, advice and regulation, thus contributing to improved workplace and general community safety and health. To measure the extent to which the department achieves safety advice and regulation, we have adopted the cost effectiveness indicator ‘Cost of work-related lost time injury and disease claims in relation to the cost of service’.

What we measure

This KPI measures the cost of the service compared to total value of work-related lost time injury and disease claims. Only events and people covered by the legislation administered by DMIRS are included. The result is presented as a ratio where the base or consequent is the cost of service.

How we measure

The total annual cost of compensable claim payments in Western Australia (WorkCover WA claims data) is divided by the total cost of the Safety, Advice and Regulation Service to produce a ratio. This illustrates the relationship between the cost of service and the annual cost to the community due to workplace injuries or disease i.e. for every dollar DMIRS spent regulating and educating within the sector, ‘x’ is spent on workers’ compensation.

Annual total cost of compensable injury and disease claims

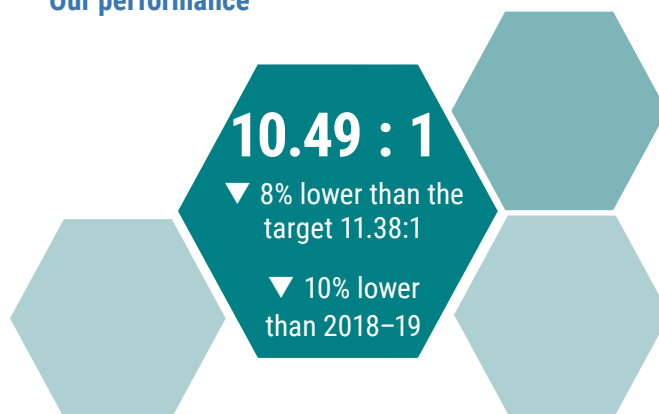
Total cost of Safety Advice and Regulation Service

The target for this indicator was set using the calculated average across five years excluding the latest preliminary data for comparable injury and disease claim costs.

It should be noted that preliminary data is available approximately 12 months after the close of each reporting period, however this data considerably underestimates claim costs due to the shorter development time for claims at the point of extraction. Hence it is preferable to use the ‘revised

data’ from the prior reporting period to calculate the result, as it is more stable and less likely to undergo further substantial revision. This means there is a two-year lag in claims data used (i.e. 2017–18 claims data has been used with the 2019–20 cost of Service 2).

Our performance



For each dollar of expenditure by DMIRS on safety advice and regulation, \$10.49 is distributed in lost time injury claims (by WorkCover). This result is within \pm ten per cent of the target and ten per cent of the 2018–19 result (11.71:1).

Comment on results

The result was lower than the target of 11.38:1. The variation from target is driven by a slightly higher cost of the service (8%) than target due to a post budget decision by the Expenditure Review Committee (ERC) to increase WorkSafe resources and the treatment of lease accommodation expenses.



2019–20 is the final year this cost effectiveness indicator will be reported.

Percentage of high-risk work licence applications determined within agreed timeframes (KPI 6)

A High Risk Work Licence (HRWL) is a nationally recognised licence required to undertake high risk work, such as operating a crane or erecting scaffolding. The licence is granted for each classification of high risk work to a person who has been trained and assessed as competent for a specific high risk occupational activity. High risk work licensing in Western Australia is performed by the legislated body WorkSafe.

HRWLs – newly issued, renewed, and modified comprise the majority of licences and registrations delivered by the Safety Advice and Regulation Service of DMIRS.

This measure demonstrates our capacity to effectively administer and enforce the primary step in safety regulation that supports a safe and responsible community.

What we measure

The number of HRWL applications finalised within 14 days for each new, modified, and renewed licence is calculated as a proportion of the total applications finalised during the same reporting period.

New, modified, and renewed HRWL applications are considered to be equivalent in workload but the volume within these categories varies so a weighted average by category is used to calculate the overall average.

How we measure

An average is calculated for each category by dividing the number of applications finalised within 14 calendar days by the total number of that category of applications finalised during the same period.

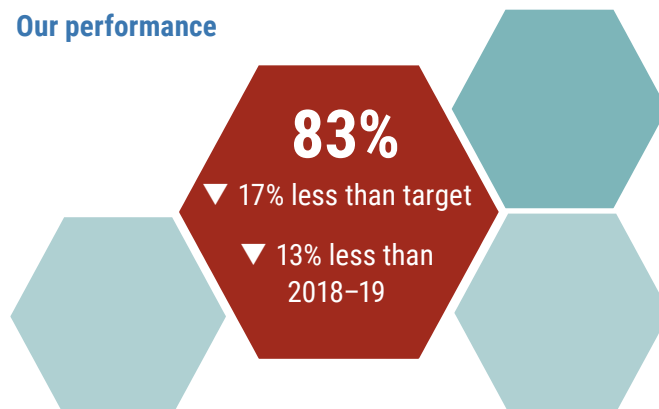
The average timeliness is then weighted by the per cent volume of that category for the same reporting period.

The weighted average for the three categories are combined, as demonstrated in this formula:

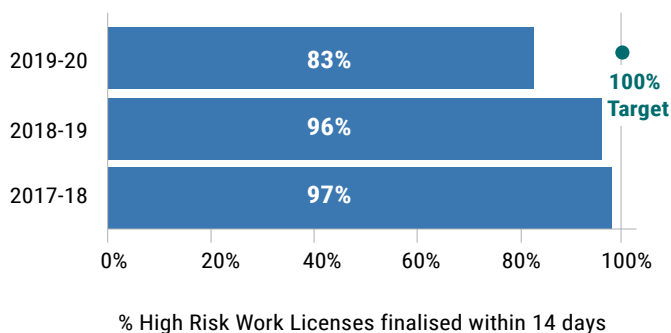
$$\text{Total Average} = (\text{Ave New} \times W1) + (\text{Ave Modified} \times W2) + (\text{Ave Renewed} \times W3) \text{ (1)}$$

(1) Weighting by volume. $W = W1 + W2 + W3 = 1$

Our performance



The majority (83%) of HRWL applications were finalised within 14 days. The target is to finalise all HRWL applications within the 14-day timeframe.



Comment on results

The level of performance fell short of the challenging 100% target.

Staff resourcing and procedural issues affected the timeliness of application processing early in 2019–20, and were quickly rectified. However, fluctuating resource levels and adapting to changed work practices as a result of our response to COVID-19 resulted in further delays in processing applications.

- ▶ Overall, 65,434 applications were processed in 2019–20, 16 per cent fewer than the 77,544 in 2018–19.

Further information on high risk work licensing is available on our website: commerce.wa.gov.au (search for high risk work licence)

Service 3: Industry Advice and Regulation – Average cost per transaction to deliver industry advice and regulation services (KPI 7)

This indicator measures the average cost per advice or regulatory service transaction provided to the community in the areas of the building and energy, consumer protection and labour relations.

The aim of the Industry Advice and Regulation Service is to find a balance between empowering the business user through education and advice, whilst minimising barriers for businesses to successfully and lawfully trade. This indicator is therefore indicative of the per-unit cost to provide a fair and responsible trading environment.

What we measure

While this indicator is highly aggregated overall, the underpinning elements have been determined by the individual business areas. By using a quantitative figure, we can determine the resource distribution and effort across the industry sector and type of transaction. For example an increase in investigation figures may indicate that a redistribution would be beneficial towards areas of education and advice.

How we measure

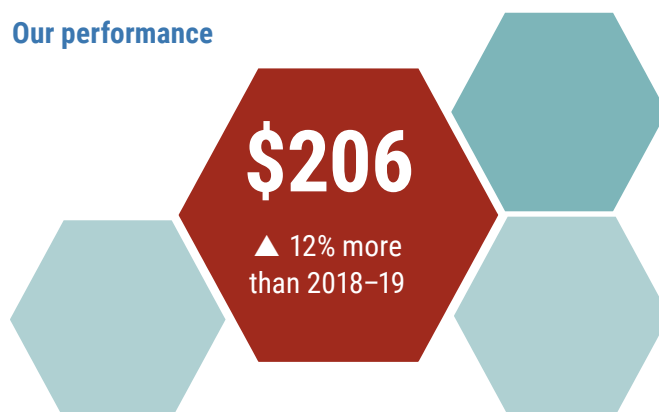
A transaction is defined for this indicator as: an action by DMIRS to provide a service or regulatory action to an external stakeholder, initiated by either party.

Actions include: community education and media services, addressing an enquiry, determination of an application, licence or registration, resolution of a complaint or conciliation, and finalisation of compliance actions such as an investigation, inspection, audit, and/or legal matter all of which are to only be counted once finalised (e.g. investigations are counted based on the date that the investigation was finalised).

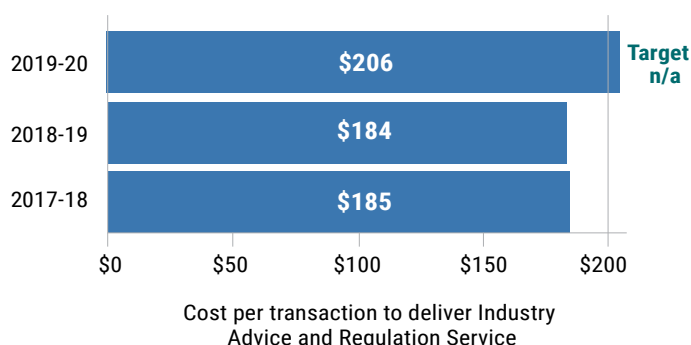
Total cost of the Industry Advice and Regulation Service is divided by the number of transactions, as indicated in the following formula:

$$\frac{\text{Total cost of Industry Advice and Regulation Service}}{\text{Number of transactions}}$$

Our performance



The target for this KPI was based on a methodology which has since been amended after the targets were published in 2019–20 State Government Budget, and therefore the 2019–20 result is not comparable to the target (\$153). Some forms of transactions were added or removed from the measure. For example new activities were delivered as part of the State Government's COVID-19 response.



Comment on results

This efficiency indicator is highly aggregated. Many of the transaction categories included were affected by industry, community and our response to COVID-19. Some of our activities were paused, as they were deemed non-essential, while others increased in demand, such as our consumer advisory and conciliation services.

The average cost per transaction to deliver industry advice and regulation services was higher (12 per cent) than that recorded in 2018–19. This is driven by a higher cost of the service (9 per cent) and fewer transactions (2 per cent) than in the previous year.

DISCLOSURES & LEGAL COMPLIANCE

FINANCIAL



Financial Statements

Certification of Financial Statements

For the reporting period ended 30 June 2020

Department of Mines, Industry Regulation and Safety

The accompanying financial statements of the Department of Mines, Industry Regulation and Safety 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 reporting period ended 30 June 2020 and the financial position as at 30 June 2020.

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



David Smith
Director General
16 September 2020



Ralph De Giorgio
Chief Finance Officer
16 September 2020



Statement of comprehensive income

For the year ended 30 June 2020

	Notes	2020 \$000	2019 \$000
COST OF SERVICES			
Expenses			
Employee benefits expense	2.1(a)	187,744	153,002
Supplies and services	2.3	57,005	60,209
Depreciation and amortisation expenses	4.1.1, 4.2.1, 4.3.1	5,225	5,112
Finance costs	6.3	91	-
Accommodation expenses	2.3	17,320	15,586
Grants and subsidies	2.2	14,864	17,248
Loss on disposal of non-current assets	3.6	316	5
Other expenses	2.3	3,840	9,616
Total cost of services		286,405	260,778
Revenue and Income			
<i>Revenue</i>			
User charges and fees	3.2	164,232	162,641
Sales	3.2	69	110
Interest revenue	3.3	3,075	6,343
Commonwealth grants and contributions	3.4	83	134
Other revenue	3.5	5,346	1,219
Total Revenue		172,805	170,447
Total income other than income from State Government		172,805	170,447
NET COST OF SERVICES		113,600	90,331
Income from State Government			
Service appropriation	3.1	136,410	123,006
Services received free of charge	3.1	5,541	3,120
State grants and subsidies	3.1	100	100
Royalties for Regions Fund	3.1	209	5,224
Total income from State Government		142,260	131,450
SURPLUS/(DEFICIT) FOR THE PERIOD		28,660	41,119
OTHER COMPREHENSIVE INCOME			
Items not reclassified subsequently to profit or loss			
Changes in asset revaluation surplus		(569)	(3,654)
Total other comprehensive income		(569)	(3,654)
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		28,091	37,465

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

Statement of financial position

As at 30 June 2020

	Notes	2020 \$000	Restated* 2019 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	6.4	1,876	1,345
Restricted cash and cash equivalents	6.4	390,132	355,572
Receivables	5.1	17,473	19,884
Amounts receivable for services	5.2	914	3,816
Other current assets	5.3	2,402	2,264
Total Current Assets		412,797	382,881
Non-Current Assets			
Restricted cash and cash equivalents	6.4	2,228	1,539
Amounts receivable for services	5.2	36,022	32,303
Property, plant and equipment	4.1	122,610	124,903
Right-of-use assets	4.2	3,236	-
Intangible assets	4.3	3,054	4,361
Total Non-Current Assets		167,150	163,106
TOTAL ASSETS		579,947	545,987
LIABILITIES			
Current Liabilities			
Payables	5.4	9,638	10,723
Amounts due to the Treasurer	5.5	2,000	10,000
Revenue received in advance	5.6	22,069	24,240
Provisions	2.1.b	37,447	25,958
Lease liabilities	6.1	1,213	-
Other current liabilities	5.7	1,512	1,240
Total Current Liabilities		73,879	72,161
Non-Current Liabilities			
Payables	5.4	538	1,684
Provisions	2.1.b	7,820	6,614
Lease liabilities	6.1	2,172	-
Other non-current liabilities	5.7	5,344	4,916
Total Non-Current Liabilities		15,874	13,214
TOTAL LIABILITIES		89,753	85,375
NET ASSETS		490,194	460,612
EQUITY			
Contributed equity	8.10	235,636	234,145
Reserves		104,019	104,588
Accumulated surplus/(deficit)		150,539	121,879
TOTAL EQUITY		490,194	460,612

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

* Restated 2019 balance – Please see note 5.6 'Revenue received in advance' for further explanation.

Statement of changes in equity

For the year ended 30 June 2020

	Note	Contributed equity \$000	Reserves \$000	Accumulated surplus/ (deficit) \$000	Total equity \$000
Balance at 1 July 2018	8.10	233,971	108,242	80,760	422,973
Surplus/(deficit)		–	–	41,119	41,119
Other comprehensive income		–	(3,654)	–	(3,654)
Total comprehensive income for the period		–	(3,654)	41,119	37,465
Transactions with owners in their capacity as owners:					
Other contributions by owners	8.10	174	–	–	174
Total		174	–	–	174
Balance at 30 June 2019		234,145	104,588	121,879	460,612
Balance at 1 July 2019	8.10	234,145	104,588	121,879	460,612
Surplus/(deficit)		–	–	28,660	28,660
Other comprehensive income		–	(569)	–	(569)
Total comprehensive income for the period		–	(569)	28,660	28,091
Transactions with owners in their capacity as owners:					
Capital appropriations		1,491	–	–	1,491
Total		1,491	–	–	1,491
Balance at 30 June 2020		235,636	104,019	150,539	490,194

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

Statement of cash flows

For the year ended 30 June 2020

	Note	2020 \$000	2019 \$000
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		132,016	123,006
Capital appropriations		1,491	–
Holding account drawdown		3,577	1,887
Royalties for Regions Fund		209	5,224
Net cash provided by State Government		137,293	130,117
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(170,067)	(162,837)
Supplies and services		(47,569)	(54,741)
Accommodation		(18,974)	(16,986)
Grants and subsidies		(14,792)	(17,248)
Other payments		(10,893)	(6,875)
GST payments on purchases		(12,552)	(10,263)
Receipts			
Sale of goods and services		99	147
User charges and fees		160,277	169,536
Grants and contributions		184	234
GST receipts on user charges and fees		5,539	3,615
GST receipts from taxation authority		7,064	6,340
Other receipts		10,619	7,118
Net cash (used in) operating activities		(91,065)	(81,960)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Purchase of non-current physical assets		(2,450)	(4,461)
Receipts			
Proceeds from sale of non-current assets		2	5
Net cash (used in) investing activities		(2,448)	(4,456)
CASH FLOWS FROM FINANCING ACTIVITIES			
Payments			
Repayment of borrowings		(8,000)	(15,330)
Net cash provided by/(used in) financing activities		(8,000)	(15,330)
Net increase in cash and cash equivalents		35,780	28,371
Cash and cash equivalents at the beginning of the period		358,456	330,085
CASH AND CASH EQUIVALENTS AT THE END THE PERIOD	6.4	394,236	358,456

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

Summary of consolidated account appropriations

For the year ended 30 June 2020

	2020 Budget Estimate \$000	2020 Supplementary Funding \$000	Revised Budget \$000	2020 Actual \$000	Variance \$000
Delivery of Services					
Item 86 Net amount appropriated to deliver services	108,435	10,571	119,006	119,006	–
Service appropriation – Service to industry component	15,910	–	15,910	15,910	–
Amount authorised by Other Statutes					–
– <i>Salaries and Allowances Act 1975</i>	1,494	–	1,494	1,494	–
Total appropriations provided to deliver services	125,839	10,571	136,410	136,410	–
Capital					
Capital appropriations	8,403	(6,823)	1,580	1,491	(89)
Administered Transactions					
Item 87 Administered grants, subsidies and other transfer payments	87,398	–	87,398	87,398	–
Amount authorised by other statutes					
– <i>Petroleum (Submerged Lands) Act 1982</i>	215	96	311	215	(96)
Total administered transactions	87,613	96	87,709	87,613	(96)
GRAND TOTAL	221,855	3,844	225,699	225,514	(185)
Capital Expenditure					
Purchase of non-current physical assets	–	–	–	–	–
Repayment of borrowings	–	–	–	8,000	8,000
Adjustment for other funding sources	8,403	(6,823)	1,580	(6,509)	(8,089)
Adjustment for section 25 transfer of Capital appropriation	–	–	–	–	–
Capital appropriations	8,403	(6,823)	1,580	1,491	(89)

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

Summary of consolidated account appropriations

For the year ended 30 June 2020

Details of Income Estimates

Income disclosed as Administered Income

	2020 Budget Estimate \$000	2020 Budget Adjustments \$000	Revised Budget \$000	2020 Actual \$000	Variance \$000
Royalties					
Petroleum – State	7,734	(49)	7,685	6,648	(1,037)
Iron Ore	5,433,466	2,011,806	7,445,272	7,632,428	187,156
Alumina	119,842	(14,831)	105,011	104,659	(352)
Lithium	157,132	(103,230)	53,902	58,913	5,011
Copper	81,060	(20,922)	60,138	59,140	(998)
Nickel	76,551	869	77,420	77,624	204
Gold	343,574	56,545	400,119	388,487	(11,632)
Other	155,369	(32,691)	122,678	121,913	(765)
Lease rentals	105,154	8,622	113,776	114,888	1,112
Total Royalties	6,479,882	1,906,119	8,386,001	8,564,700	178,699
Regulatory Fees					
Regulatory Fees and Fines	254	–	254	175	(79)
	254	–	254	175	(79)
Special Purpose Accounts					
Home Indemnity Insurance	28,732	(3,839)	24,893	22,244	(2,649)
Rental Accommodation Account	7,499	(1,939)	5,560	5,288	(272)
	36,231	(5,778)	30,453	27,532	(2,921)
Other					
Appropriations	87,613	–	87,613	87,613	–
Commonwealth Grants	–	4,218	4,218	4,374	156
Other Revenue	290	–	290	576	286
GRAND TOTAL	6,604,270	1,904,559	8,508,829	8,684,970	176,141

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

Note 9.1 'Disclosure of administered income and expenses by service' and Note 9.2 'Explanatory statement for Administered Items' provides details of any significant variations between estimates and actual results for 2020 and between the actual results for 2020 and 2019.

Notes to the financial statements

1. Basis of preparation

The department is a WA Government entity and is controlled by the State of Western Australia, which is the ultimate parent. The department is a not-for-profit entity (as profit is not its principal objective).

A description of the nature of its operations and its principal activities have been included in the 'Overview' which does not form part of these financial statements.

These annual financial statements were authorised for issue by the Director General of the department on 16 September 2020.

Statement of Compliance

These general purpose financial statements have been prepared in accordance with:

1. The *Financial Management Act 2006* (**FMA**)
2. The Treasurer's Instructions (**TI's**)
3. Australian Accounting Standards (**AASs**) – Reduced Disclosure Requirements
4. Where appropriate, those **AAS** paragraphs applicable for not-for-profit entities have been applied.

The *Financial Management Act 2006* and the Treasurer's Instructions take precedence over AASs. Several AASs are modified by TI's to vary application, disclosure format and wording. Where modification is required and has had a material or significant effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

Basis of preparation

These financial statements are presented in Australian dollars applying the accrual basis of accounting and using the historical cost convention. Certain balances will apply a different measurement basis (such as the fair value basis). Where this is the case the different measurement basis is disclosed in the associated note. All values are rounded to the nearest thousand dollars (\$'000).

Judgement and estimates

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements and estimates made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements and/ or estimates are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances.

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.

2. Use of our funding

Expenses incurred in the delivery of services

This section provides additional information about how the department's funding is applied and the accounting policies that are relevant for an understanding of the items recognised in the financial statements. The primary expenses incurred by the department in achieving its objectives and the relevant notes are:

	Notes	2020 \$'000	2019 \$'000
Employee benefits expenses	2.1 (a)	187,744	153,002
Employee benefits provisions	2.1 (b)	45,267	32,572
Grants and subsidies	2.2	14,864	17,248
Other expenditure	2.3	78,165	85,411
2.1(a) Employee benefits expenses			
Employee benefits		171,480	138,441
Termination benefits		902	168
Superannuation – defined contribution plans ^(a)		15,362	14,393
Total employee benefits expenses		187,744	153,002
Add: AASB 16 Non-monetary benefits		1,683	–
Less: Employee Contributions		(451)	–
		188,976	153,002

NOTES TO THE FINANCIAL STATEMENTS

(a) Defined contribution plans include West State Superannuation Scheme (WSS), Gold State Superannuation Scheme (GSS), Government Employees Superannuation Board Schemes (GESBs) and other eligible funds.

Employee benefits: Include wages, salaries and social contributions, accrued and paid leave entitlements and paid sick leave, profit-sharing and bonuses; and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for employees.

Termination benefits: Payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when the department is demonstrably committed to terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after the end of the reporting period are discounted to present value.

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

AASB 16 Non-monetary benefits: Non-monetary employee benefits, that are employee benefits expenses, predominately relate to the provision of vehicle and housing benefits are measured at the cost incurred by the department.

2.1(b) Employee related provisions

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

	2020 \$000	2019 \$000
Current		
Employee benefits provisions		
Annual leave ^(a)	17,026	7,716
Long service leave ^(b)	19,758	17,754
Deferred salary scheme ^(c)	236	265
Purchased leave ^(d)	197	85
	37,217	25,820
Other provisions		
Employment on-costs ^(e)	230	138
Total current employee benefits provisions	37,447	25,958
Non-current		
Employee benefits provisions		
Long service leave ^(b)	7,772	6,579
Other provisions		
Employment on-costs ^(e)	48	35
Total non-current employee benefits provisions	7,820	6,614
Total employee benefits provisions	45,267	32,572

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

	2020 \$000	2019 \$000
Within 12 months of the end of the reporting period	11,745	5,246
More than 12 months after the end of the reporting period	5,281	2,470
	17,026	7,716

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

NOTES TO THE FINANCIAL STATEMENTS

(b) **Long service leave liabilities:** 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 end of the reporting period.

Pre-conditional and conditional long service leave provisions are classified as **non-current** liabilities because the department has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2020 \$000	2019 \$000
Within 12 months of the end of the reporting period	7,151	6,601
More than 12 months after the end of the reporting period	20,379	17,733
	27,530	24,334

The provision for the long service leave is calculated at present value as the department does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, 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.

(c) **Deferred salary scheme liabilities:** Classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

	2020 \$000	2019 \$000
More than 12 months after the end of the reporting period	236	265
	236	265

(d) **Purchased leave liabilities:** are classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Actual settlement of the liabilities is expected to occur as follows:

	2020 \$000	2019 \$000
Within 12 months of the end of the reporting period	197	85
	197	85

(e) **Employment on-costs:** 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.

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, Note 2.3 (*apart from the unwinding of the discount (finance cost)*) and are not included as part of the departments 'employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

	2020 \$000	2019 \$000
Employment on-costs provision		
Carrying amount at the start of period	174	147
Additional provisions recognised	294	204
Payments/other sacrifices of economic benefits	(190)	(177)
Carrying amount at end of period	278	174

Key sources of estimation uncertainty – long service leave

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

Several estimates and assumptions are used in calculating the department's long service leave provision. These include:

- ▶ Expected future salary rates
- ▶ Discount rates
- ▶ Employee retention rates; and
- ▶ Expected future payments

Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision. Any gain or loss following revaluation of the present value of long service leave liabilities is recognised as employee benefits expense.

2.2 Grants and subsidies

	2020 \$000	2019 \$000
Recurrent		
Co-Funded Drilling Scheme (Exploration Incentive Scheme)	4,654	5,490
Mineral Research Institute of WA (MRIWA)	655	2,550
Farmsafe WA	70	70
Asbestos Diseases Society	100	100
Employment Law Centre Western Australia	330	395
Property Industry Grants	6,887	6,476
Australian Building Codes Board	649	580
Building Commission	–	100
Other Miscellaneous Grants – contributions to Commonwealth and others	1,519	1,487
Total grants and subsidies	14,864	17,248

Grants and subsidies

Transactions in which the department provides goods, services, assets or labour to another party without receiving approximately equal value in return are categorised as 'Grant expenses'. Grants can either be operating or capital in nature.

Grants can be paid as general purpose grants which refer to grants that are not subject to conditions regarding their use. Alternatively, they may be paid as specific purpose grants which are paid for a particular purpose and/or have conditions attached regarding their use.

Grants and other transfers to third parties (other than contribution to owners) are recognised as an expense in the reporting period in which they are paid or payable. They include transactions such as: grants, subsidies, personal benefit payments made in cash to individuals, other transfer payments made to public sector agencies, local government, non-government schools, and community groups.

2.3 Other expenditure

	2020 \$000	2019 \$000
Supplies and services		
Consultants and contractors	38,660	41,031
Advertising and promotion	725	710
Travel	1,475	1,862
Communication	952	975
Consumables	1,974	2,161
Maintenance	849	1,130
Insurance	704	727
Lease rent and hire costs	2,302	2,983
Utilities	1,260	1,291
Other	8,104	7,339
Total supplies and services expenses	57,005	60,209
Accommodation expenses		
Rental ^(a)	14,149	13,089
Repairs and maintenance	2,221	1,415
Cleaning	950	1,082
Total accommodation expenses	17,320	15,586
Other expenses		
Audit Fees	414	588
Doubtful debts expense	847	–
Employment On Costs	103	27
Industry Fidelity claims	1,325	3,390
Minor Plant and Equipment	1,442	2,115
Refunds of prior years revenues	52	46
Other expenses	(343)	3,450
Total other expenses	3,840	9,616
Total other expenditure	78,165	85,411

Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any materials held for distribution are expensed when the materials are distributed.

Accommodation expenses:

(a) **Rental Expenses** include:

- i) Short-term leases with a lease term of 12 months or less;
- ii) Low-value leases with an underlying value of \$5,000 or less; and
- iii) Variable lease payments, recognised in the periods in which the event or condition that triggers those payments occurs.

Repairs, maintenance and cleaning costs are recognised as expenses as incurred.

Other operating expenses generally represent the day-to-day running costs incurred in normal operations.

Audit Fees: an expense is recognised for external audit services received during the 2019–20 reporting period.

Doubtful debts expense was recognised as the movement in the allowance for doubtful debts. From 2019–20, expected credit losses expense is recognised as the movement in the allowance for expected credit losses. The allowance for expected credit losses of trade receivables is measured at the lifetime expected credit losses at each reporting date. The department has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment. Refer to note 5.1 Movement in the allowance for impairment of receivables.

Employee on-cost includes workers' compensation insurance and other employment on-costs. The on costs liability associated with the recognition of annual and long service leave liabilities is included at *Note 2.1(a) Employee benefit provision*. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

Industry Fidelity Claims are paid as a reimbursement to people who suffer pecuniary or property loss through defalcation by a licensee or employee of a real estate agent or settlement agent.

Minor Plant and Equipment: items identified as portable and attractable that do not meet the criteria of an asset are expensed in the year the item is acquired.

Other Expenses: this includes items recorded as prior period expenses and various other minor other miscellaneous expense items.

3. Our funding sources

How we obtain our funding

This section provides additional information about how the department obtains its funding and the relevant accounting policy notes that govern the recognition and measurement of this funding. The primary income received by the department and the relevant notes are:

	Notes	2020 \$000	2019 \$000
Income from State Government	3.1	142,260	131,450
User charges and fees and sales	3.2	164,301	162,751
Interest revenue	3.3	3,075	6,343
Commonwealth grants and contributions	3.4	83	134
Other revenue	3.5	5,346	1,219
Gains/(Losses)	3.6	(316)	(5)

3.1 Income from State Government

	2020 \$000	2019 \$000
Appropriation received during the period:		
Service appropriation ^(a)	136,410	123,006
	136,410	123,006
Services received free of charge from other State government agencies during the period:		
State Solicitors Office		
– legal services	2,770	1,762
Department of Treasury and Finance		
– procurement and accommodation services	640	607
Landgate		
– land dealings, land information, valuation services and products	2,104	740
Department of Primary Industries and Regional Development		
– to support the Accountable Authority of the Commission to fulfill its statutory obligations	27	11
Total services received	5,541	3,120

NOTES TO THE FINANCIAL STATEMENTS

	2020 \$000	2019 \$000
State grants and subsidies – Specific Purpose	100	100
	100	100
Royalties for Regions Fund:		
District allowance	209	224
Royalties for Regions funding agreement ^(b)	–	5,000
Total Royalties for Regions Fund	209	5,224
Total Income from State Government	142,260	131,450

- (a) **Service Appropriations** are recognised as income at the fair value of consideration received 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 in the bank account or credited to the 'Amounts receivable for services' (holding account) held at Treasury.

Service appropriations fund the net cost of services delivered (as set out in note 3.1). Appropriation revenue comprises the following:

- ▶ Cash component; and
- ▶ A receivable (asset).

- (b) **The Regional Infrastructure and Headworks Account, funding agreement and, Regional Community Services Accounts** are sub-funds within the over-arching 'Royalties for Regions Fund'. The recurrent funds are committed to projects and programs in WA regional areas and are recognised as revenue when the department gains control on receipt of the funds.

The application of AASB 15 and AASB 1058 from July 1 2019 has had no impact on the treatment of income from State Government.

3.2 User fees and charges and Sales

	2020 \$000	2019 \$000
User fees and charges		
Petroleum annual licenses	4,237	4,407
Mining, prospecting and exploration licenses	9,098	6,837
Explosives and dangerous goods licenses and fees	7,431	6,683
Mining Safety Levy	44,631	41,709
Petroleum Safety	4,299	4,352
Mining Rehabilitation Fund	33,371	30,608
WorkSafe	5,530	6,944
EnergySafety	14,375	15,834
Motor Vehicle Dealers and Repairers	2,238	2,340
Consumer Protection	8,560	14,153
Building Commission	24,192	21,482
Rental Accommodation Account	5,427	5,329
Other fees	843	1,963
Total User Fees and Charges	164,232	162,641
Sales		
General Sales	69	110
Total Sales	69	110
Total User fees and charges and Sales	164,301	162,751

User fees and charges

Until June 30 2019, revenue was recognised and measured at the fair value of consideration received or receivable.

From July 1 2019, revenue is recognised at the transaction price when the department transfers control of the services to customers. Revenue is recognised for the major activities as follows:

Revenue is recognised at a point in time for user fees and charges. The performance obligations for these user fees and charges are satisfied when services have been provided to the customer.

Revenue is recognised by reference to the stage of completion of the transaction for relevant services.

Sales

Up to June 30 2019, revenue was recognised from the sale of goods when the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably.

From July 1 2019, revenue is recognised at the transaction price when the department transfers control of the goods to customers.

3.3 Interest revenue

	2020	2019
	\$000	\$000
Mining Rehabilitation Fund Interest	1,644	3,094
Other Interest Revenue	1,431	3,249
Total interest revenue	3,075	6,343

3.4 Commonwealth grants and contributions

	2020	2019
	\$000	\$000
Other funding contributions	83	134

Until June 30 2019

Income from Commonwealth grants is recognised at fair value when the grant is receivable.

From July 1 2019

Current grants are recognised as income when the grants are receivable.

3.5 Other Revenue

	2020	2019
	\$000	\$000
Miscellaneous revenue	3,141	-
Other Revenue – Recoups	2,205	1,219
Total	5,346	1,219

3.6 Gains/(Losses) on Disposal

	2020	2019
	\$000	\$000
Net proceeds from disposal of non-current assets	(316)	(5)

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

Gains and losses on the disposal of non-current assets are presented by deducting from the proceeds on disposal of the carrying amount of the asset and related selling expenses. Gains and losses are recognised in the profit or loss in the statement of comprehensive income.

4. Key assets

Assets the Department utilises for economic benefit or service potential

This section includes information regarding the key assets the department utilises to gain economic benefits or provide service potential.

This section sets out both the key accounting policies and financial information about the performance of these assets:

	Notes	2020	2019
		\$000	\$000
Property, plant and equipment	4.1	122,610	124,903
Right-of-use assets	4.2	3,236	-
Intangibles	4.3	3,054	4,361
Total key assets		128,900	129,264

4.1 Property, plant and equipment

	Land	Buildings	Leasehold Improvements	Furniture, plant, equipment and vehicles	Computer hardware and software	Scientific equipment	Total
Year ended 30 June 2020	\$000	\$000	\$000	\$000	\$000	\$000	\$000
At June 30 2019							
Opening net book amount	71,164	46,884	731	5,604	341	179	124,903
1 July 2019							
Gross Carrying Amount	71,164	46,886	1,068	13,519	10,387	446	143,470
Accumulated Depreciation	-	(2)	(337)	(7,915)	(10,046)	(267)	(18,567)
Carrying amount at start of period	71,164	46,884	731	5,604	341	179	124,903
Additions	325	-	-	175	26	144	670
Revaluation increments/ (decrements) ^(a)	(429)	(140)	-	-	-	-	(569)
Transfers from work in progress	-	-	-	-	-	-	-
Other Disposals	-	-	-	(286)	-	(2)	(288)
Depreciation	-	(1,021)	(107)	(632)	(291)	(55)	(2,106)
Carrying amount at 30 June 2020	71,060	45,723	624	4,861	76	266	122,610
Gross carrying amount	71,060	46,358	1,068	12,542	10,371	579	141,978
Accumulated depreciation	-	(635)	(444)	(7,681)	(10,295)	(313)	(19,368)
Accumulated impairment loss	-	-	-	-	-	-	-

(a) Recognised in the Statement of Comprehensive Income. Where an asset measured at cost is written-down to recoverable amount, an impairment loss is recognised in profit or loss. Where a previously revalued asset is written down to recoverable amount, the loss is recognised as a revaluation decrement in other comprehensive income.

The Department of Planning, Lands and Heritage (DPLH) is the only department with the power to sell Crown land. The land is transferred to DPLH for sale and the agency accounts for the transfer as a distribution to owner.

Initial recognition

Items of property, plant and equipment, costing \$5,000 or more are measured initially at cost. Where an asset is acquired for no cost or significantly less than fair value, the cost is valued at its fair value at the date of acquisition. Items of property, plant and equipment costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than where they form part of a group of similar items which are significant in total).

Assets transferred as part of a machinery of government change are transferred at their fair value.

The cost of a leasehold improvement is capitalised and depreciated over the shorter of the remaining term of the lease or the estimated useful life of the leasehold improvement.

Subsequent measurement

Subsequent to initial recognition of an asset, the revaluation model is used for the measurement of:

- ▶ land; and
- ▶ buildings

Land is carried at fair value.

Buildings are carried at fair value less accumulated depreciation and accumulated impairment losses.

All other property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Land and buildings are independently valued annually by the Western Australian Land Information Authority (Valuations and Property Analytics) and recognised annually to ensure that the carrying amount does not differ materially from the asset's fair value at the end of the reporting period.

Land and buildings were revalued as at 1 July 2019 by the Western Australian Land Information Authority (Valuations and Property Analytics). The valuations were performed during the year ended 30 June 2020 and recognised at 30 June 2020. In undertaking the revaluation, fair value was determined by reference to market values for land: \$36,208,000 (2019: \$36,206,000) and buildings: \$27,785,000 (2019: \$27,785,000). For the remaining balance, fair value of buildings was determined on the basis of current replacement cost and fair value of land was determined on the basis of comparison with market evidence for land with low level utility (high restricted use land).

Revaluation model:

1. Fair Value where market-based evidence is available:

The fair value of land and buildings is determined on the basis of current market values determined by reference to recent market transactions.

When buildings are revalued by reference to recent market transactions, the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount.

2. Fair value in the absence of market-based evidence:

Buildings are specialised or where land is restricted: Fair value of land and buildings is determined on the basis of existing use.

Existing use buildings: Fair value is determined by reference to the cost of replacing the remaining future economic benefits embodied in the asset, i.e. the current replacement cost. Where the fair value of buildings is determined on the current replacement cost basis, the gross carrying amount and the accumulated depreciation are restated proportionately with the change in the carrying amount of the asset.

Restricted use land: air value is determined by comparison with market evidence for land with similar approximate utility (high restricted use land) or market value of comparable unrestricted land (low restricted use land).

Significant assumptions and judgements: The most significant assumptions and judgements in estimating fair value are made in assessing whether to apply the existing use basis to assets and in determining estimated economic life. Professional judgement by the valuer is required where the evidence does not provide a clear distinction between market type assets and existing use assets.

4.1.1 Depreciation and impairment

Charge for the period

	Notes	2020 \$000	2019 \$000
Depreciation			
Buildings	4.1	1,021	1,191
Leasehold Improvements	4.1	107	126
Furniture, plant, equipment and vehicles	4.1	632	855
Computer hardware and software	4.1	291	811
Scientific equipment	4.1	55	54
Total depreciation for the period		2,106	3,037

As of 30 June 2020 there were no indications of impairment to property, plant and equipment.

All surplus assets at 30 June 2020 have either been classified as assets held for sale or have been written-off.

Finite useful lives

All property, plant and equipment 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. The exceptions to this rule include assets held for sale, and land.

Depreciation is generally calculated on a straight line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Typical estimated useful lives for the different asset classes for current and prior years are included in the table below:

Asset	Useful Life: years
Buildings	33 to 50 years
Lease Improvements	10 years
Furniture	5 to 10 years
Office Equipment	3 to 5 years
Computer Servers	3 years
Software ^(a)	3 to 5 years
Scientific Equipment	7 years
Motor Vehicles	3 to 5 years
Plant and Equipment	5 to 25 years

(a) Software that is integral to the operation of related hardware.

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments should be made where appropriate.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

Land, which is considered to have an indefinite life, is not depreciated. Depreciation is not recognised in respect of these assets because their service potential has not, in any material sense, been consumed during the reporting period.

Impairment

Non-financial assets, including items of property, plant and equipment and intangibles are tested for impairment whenever there is an indication that the asset may be impaired. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised.

Where an asset measured at cost is written down to its recoverable amount, an impairment loss is recognised through profit or loss.

Where a previously revalued asset is written down to its recoverable amount, the loss is recognised as a revaluation decrement through other comprehensive income.

As the department is a not-for-profit entity, the recoverable amount of regularly revalued specialised assets is anticipated to be materially the same as fair value.

If there is an indication that there has been a reversal in impairment, the carrying amount shall be increased to its recoverable amount. However this reversal should not increase the asset's carrying amount above what would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised in prior years.

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 declining replacement costs.

4.2 Right-of-use assets

Right-of-use assets	Notes	2020 \$000	2019 \$000
Vehicles		2,946	-
Government Regional Officers Housing		290	-
		3,236	-

Additions to right-of-use assets during the 2020 financial year were \$877,221.

Initial recognition

Right-of-use assets are measured at cost including the following:

- ▶ the amount of the initial measurement of lease liability
- ▶ any lease payments made at or before the commencement date less any lease incentives received
- ▶ any initial direct costs; and
- ▶ restoration costs, including dismantling and removing the underlying asset.

This includes all leased assets other than investment property ROU assets, which are measured in accordance with AASB 140 'Investment Property'.

The department has elected not to recognise right-of-use assets and lease liabilities for short-term leases (with a lease term of 12 months or less) and low value leases (with an underlying value of \$5,000 or less). Lease payments associated with these leases are expensed over a straight-line basis over the lease term.

Subsequent measurement

The cost model is applied for subsequent measurement of right-of-use assets, requiring the asset to be carried at cost less any accumulated depreciation and accumulated impairment losses and adjusted for any re-measurement of lease liability.

Depreciation and impairment of right-of-use assets

Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the underlying assets.

If ownership of the leased asset transfers to the department at the end of the lease term or the cost reflects the exercise of a purchase option, depreciation is calculated using the estimated useful life of the asset.

Right-of-use assets are tested for impairment when an indication of impairment is identified. The policy in connection with testing for impairment is outlined in note 4.1.1.

The following amounts relating to leases have been recognised in the statement of comprehensive income:

	2020 \$000	2019 \$000
Vehicles	1,324	-
Government Regional Officers Housing	267	-
Total right-of-use asset depreciation	1,592	-
Lease interest expense	91	-

The total cash outflow for leases in 2020 was \$1,591,111.

The department has leases for vehicles, office and residential accommodations.

The department has also entered into a Memorandum of Understanding Agreements (MOU) with the Department of Finance for the leasing of office accommodation which is considered out of scope. As such this is accounted for as an expense as incurred.

Up to 30 June 2019, the Agency classified leases as either finance leases or operating leases. From 1 July 2019, at 1 July 2019, the Agency recognises leases as right-of-use assets and associated lease liabilities in the Statement of Financial Position.

The corresponding lease liabilities in relation to these right-of-use assets have been disclosed in note 6.1.

4.3 Intangible assets

	Software in Progress \$000	Licences \$000	Computer Software \$000	Total \$000
Year ended 30 June 2020				
1 July 2019				
Gross carrying amount	211	–	25,589	25,800
Accumulated amortisation	–	–	(21,439)	(21,439)
Carrying amount at start of period	211	–	4,150	4,361
Additions	–	–	250	250
Transfer completed software	(211)	–	211	–
Reclassification	–	–	–	–
Impairment losses	–	–	–	–
Asset write down	–	–	(30)	(30)
Amortisation expense	–	–	(1,527)	(1,527)
Carrying amount at 30 June 2020	–	–	3,054	3,054

Initial recognition

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.

An internally generated intangible asset arising from development (or from the development phase of an internal project) is recognised if, and only if, all of the following are demonstrated:

- The technical feasibility of completing the intangible asset so that it will be available for use or sale;
- An intention to complete the intangible asset and use or sell it;
- The ability to use or sell the intangible asset;
- The intangible asset will generate probable future economic benefit;
- The availability of adequate technical, financial and other resources to complete the development and to use or sell the intangible asset; and
- The ability to measure reliably the expenditure attributable to the intangible asset during its development.

Acquisition of intangible assets costing \$5,000 or more and internally generated intangible assets costing \$200,000 or more that comply with the recognition criteria as per AASB 138.57 (as noted below), are capitalised.

Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income.

Costs incurred in the research phase of a project are immediately expensed.

Subsequent measurement

The cost model is applied for subsequent measurement of intangible assets, requiring the asset to be carried at cost less any accumulated amortisation and accumulated impairment losses.

4.3.1 Amortisation and impairment

Charge for the period

	2020 \$000	2019 \$000
Computer Software	1,527	2,075
Total amortisation for the period	1,527	2,075

As at 30 June 2020, there were no indications of impairment to intangible assets.

The department held no goodwill or intangible assets with an indefinite useful life during the reporting period. At the end of the reporting period there were no intangible assets not yet available for use.

Amortisation of finite life intangible assets is calculated on a straight line basis at rates that allocate the asset's value over its estimated useful life. All intangible assets controlled by the department have a finite useful life and zero residual value. Estimated useful lives are reviewed annually.

The estimated useful lives for each class of intangible asset are:

Asset	Useful Life: years
Computer Software ^(a)	3 years
Licences	3 years

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

Impairment of intangible assets

Intangible assets with finite useful lives are tested for impairment annually or when an indication of impairment is identified.

The policy in connection with testing for impairment is outlined in note 4.1.1.

Licences

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

Development Costs

Research costs are expensed as incurred. Development costs incurred for an individual project are carried forward when the future economic benefits can be reasonably regarded as assured and the total project costs are likely to exceed \$200,000. Other development costs are expensed as incurred.

Computer Software

Software that is an integral part of the related hardware is recognised as part of the tangible asset. Software that is not an integral part of the related hardware is recognised as an intangible asset. Software costing less than \$5,000 is expensed in the year of acquisition.

5. Other assets and liabilities

This section sets out those assets and liabilities that arose from the department's controlled operations and includes other assets utilised for economic benefits and liabilities incurred during normal operations:

	Notes	2020 \$000	2019 \$000
Receivables	5.1	17,473	19,884
Amounts receivable for service	5.2	36,936	36,119
Other assets	5.3	2,402	2,264
Payables	5.4	10,176	12,407
Amounts due to the Treasurer	5.5	2,000	10,000
Revenue received in advance	5.6	22,069	24,240
Other liabilities	5.7	6,856	6,156

5.1 Receivables

	2020 \$000	2019 \$000
Current		
Trade receivables	15,878	14,924
Allowance for impairment of trade receivables	(1,470)	(834)
Accrued interest revenue	434	1,406
GST receivable	934	884
Accrued Revenue	1,697	3,504
Total current	17,473	19,884

Receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

The department does not hold any collateral as security or other credit enhancements for receivables.

The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written-off against the allowance account.

5.2 Amounts receivable for services (Holding Account)

	2020 \$000	2019 \$000
Current	914	3,816
Non-current	36,022	32,303
Balance at end of period	36,936	36,119

Amounts receivable for services represent the non-cash component of service appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

Amounts receivable for services are not considered to be impaired (i.e. there is no expected credit loss of the holding accounts).

5.3 Other assets

	2020 \$000	2019 \$000
Current		
Prepayments	2,402	2,264
Total current	2,402	2,264
Balance at end of period	2,402	2,264

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

5.4 Payables

	2020 \$000	2019 \$000
Current		
Trade payables	4,224	6,952
Other payables	3,341	3,457
Accrued salaries	2,073	291
Accrued expenses	–	23
Total current	9,638	10,723
Non-current		
Trust accounts		
Consumer Credit Act (WA)	9	80
Real Estate and Business Agents Supervisory Board	529	487
Co-operatives – Companies Liquidation Account	–	11
Other Miscellaneous	–	1,106
Total non-current	538	1,684
Balance at end of period	10,176	12,407

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.

Accrued salaries represent the amount due to staff but unpaid at the end of the reporting period. Accrued salaries are settled within a fortnight of the reporting period end. The department considers the carrying amount of accrued salaries to be equivalent to its fair value.

The accrued salaries suspense account (See Note 6.4 'Restricted cash and cash equivalents') consists of amounts paid annually, from department appropriations for salaries expense, into a Treasury suspense account to meet the additional cash outflow for employee salary payments in reporting periods with 27 pay days instead of the normal 26. No interest is received on this account.

5.5 Amounts due to the Treasurer

	2020 \$000	2019 \$000
Current		
Mining Safety Levy	–	8,000
Petroleum and Geothermal Safety Levy	2,000	2,000
Total amounts due to the Treasurer	2,000	10,000

The **amount due to the Treasurer** is in respect of a Treasurer's Advance. This amount is payable within 12 months after the reporting period. Although no interest is charged on the outstanding amount, the carrying amount is equivalent to fair value.

5.6 Revenue received in advance

	2020 \$000	Restated 2019 \$000
Current		
Licences and fees ^(a)	22,069	24,240
Total Current	22,069	24,240
Total revenue received in advance	22,069	24,240

(a) Revenue received in advance – Licence and fees are revenues received for multiple year licences. This balance represents the unearned revenue of the multiple year licence, that will be recognised incrementally over the remaining term of the licence.

Restatement of classification of revenue received in advance

Prior to Machinery of Government (MoG) changes, both former departments applied differing accounting treatments to revenues received in advance. For consistency and to enhance transparency, all revenues received in advance are now jointly reported as Current Liabilities. Accounting standards require consistent accounting policies be applied across similar transactions. Management have assessed that the most appropriate treatment of revenue received in advance with a refund obligation is current. Applying this policy, non-current revenue received in advance and total non-current liabilities has been reduced at 30 June 2019 by \$10.400 million (1 July 2018: \$10.845 million) and current revenue received in advance and total current liabilities have been increased at 30 June 2019 by \$10.400 million (1 July 2018: \$10.845 million). This had no impact on the department's Statement of comprehensive income or their Statement of Cash Flows.

The has been corrected by restating each of the affected financial statement line items for prior year.

5.7 Other liabilities

	2020 \$000	2019 \$000
Current		
Unclaimed monies	1,512	1,240
Total Current	1,512	1,240
Non Current		
Lease payable	5,344	4,916
Total Non Current	5,344	4,916
Total other liabilities	6,856	6,156

6. Financing

This section sets out the material balances and disclosures associated with the financing and cashflows of the department.

	Notes
Lease liabilities	6.1
Assets pledged as security	6.2
Finance costs	6.3
Cash and cash equivalents	6.4

6.1 Lease liabilities

	2020 \$000	2019 \$000
Current	1,213	-
Non-current	2,172	-
	3,385	-

The department measures a lease liability, at the commencement date, at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease. If that rate cannot be readily determined, the department uses the incremental borrowing rate provided by Western Australia Treasury Corporation.

Lease payments included by the department as part of the present value calculation of lease liability include:

- ▶ Fixed payments (including in-substance fixed payments), less any lease incentives receivable;
- ▶ Variable lease payments that depend on an index or a rate initially measured using the index rate or rate as at the commencement date;
- ▶ Amounts expected to be payable by the lessee under residual value guarantees;
- ▶ The exercise price of purchase options (where these are reasonably certain to be realised)
- ▶ Payments for penalties for terminating a lease, where the lease term reflects the agency exercising an option to terminate the lease.

The interest on the lease liability is recognised in profit or loss over the lease term so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period. Lease liabilities do not include any future changes in variable lease payments (that depend on an index or rate) until they take effect, in which case the lease liability is reassessed and adjusted against the right-of-use asset.

Periods covered by extension or termination options are only included in the lease term by the department if the lease is reasonably certain to be extended (or not terminated).

This section should be read in conjunction with note 4.2.

Subsequent Measurement

Lease liabilities are measured by increasing the carrying amount to reflect interest on the lease liabilities; reducing the carrying amount to reflect the lease payments made; and remeasuring the carrying amount at amortised cost, subject to adjustments to reflect any reassessment or lease modifications.

6.2 Assets pledged as security

	2020 \$000	2019 \$000
Assets pledged as security		
The carrying amounts of non-current assets pledged as security are:		
Right-of-use asset vehicles	2,946	–
Total assets pledged as security	2,946	–

The department has secured the right-of-use assets against the related lease liabilities. In the event of default, the rights to the leased assets will revert to the lessor.

6.3 Finance Costs

	2020 \$000	2019 \$000
Finance Costs		
Lease interest expense	91	–
Finance costs expensed	91	–

'Finance cost' includes the interest component of lease liability repayments.

6.4 Cash and cash equivalents

	2020 \$000	2019 \$000
Cash and cash equivalents	1,876	1,345
Restricted cash and cash equivalents		
– Current Special Purpose Funds	390,132	355,572
– Accrued salaries suspense account ^(a)	2,228	1,539
Balance at end of period	394,236	358,456

(a) Funds held in the suspense account for the purpose of meeting the 27th pay in a reporting period that occurs every 11th year. This account is classified as non-current for 10 out of 11 years.

Restricted cash and cash equivalents

Current

Special purpose accounts

Building Services Account	7,575	12,253
Consumer Credit Act	6	54
Co-operatives Companies Liquidation Account	–	11
Departmental Receipts in Suspense	–	28
EnergySafety Account	14,967	15,489
Mines Safety Levy ^(a)	27,916	16,520
Mining Rehabilitation Fund ^(b)	185,237	150,473
Motor Vehicle Repair (MVR) Industry Compensation Account	144	144
Motor Vehicle Repair (MVR) Industry Education and Research Account	152	157
Petroleum and Geothermal Energy Safety Levy ^(a)	4,207	3,327
Real Estate – Education and General Purpose Account	16,083	20,560
Real Estate – Fidelity Guarantee Account	46,276	46,743
Real Estate – Home Buyers Assistance Account	8,706	12,174
Real Estate and Business Agents Supervisory Board Trust Account	529	488
Settlement Agents – Education and General Purpose Account	29,097	28,661
Settlement Agents – Fidelity Guarantee Account	48,169	47,314

NOTES TO THE FINANCIAL STATEMENTS

State Trading Concerns	969	1,176
Indian Ocean Territories – Commonwealth Government	–	–
Royalties for Regions	99	–
Total Current restricted cash and cash equivalents	390,132	355,572
Non current		
Accrued salaries suspense account ^(c)	2,228	1,539
Total non current restricted cash and cash equivalents	2,228	1,539
Balance at end of period	392,360	357,111

- (a) The recoup of the costs of administering the Safety reforms cannot be invoiced until after the end of the financial year. See Note 8.7 for further information.
- (b) These funds are applied for regulatory services under the *Mining Rehabilitation Fund Act 2012*. See Note 8.7 for further information.
- (c) Funds held in the suspense account for the purpose of meeting the 27th pay in a reporting period that occurs every 11th year. This account is classified as non-current for 10 out of 11 years.

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.

7 Financial instruments and contingencies

	Note
Financial instruments	7.1
Contingent assets and liabilities	7.2
Contingent Litigation Assets and Liabilities	7.2.1
Contingent Fidelity Claims	7.2.2

7.1 Financial instruments

The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2020 \$000	2019 \$000
Financial assets		
Cash and cash equivalents	1,876	1,345
Restricted cash and cash equivalents	392,360	357,112
Financial assets at amortised cost ^(a)	53,475	55,261
Total financial assets	447,711	413,718
Financial liabilities		
Financial liabilities measured at amortised cost	13,688	23,647
Total financial liability	13,688	23,647

- (a) The amount of Financial assets at amortised costs excludes GST recoverable from the ATO (statutory receivable).

7.2 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are disclosed and, if quantifiable, are measured at the best estimate.

Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

7.2.1 Contingent Litigation Assets and Liabilities

The following contingent assets are excluded from the assets included in the financial statements:

Litigation in progress

The departments legal matters reported as having a contingent liability or benefit at the corresponding time in the previous financial year have been reviewed, and where appropriate, updated or removed from consideration. All legal matters commenced on or after July 1, 2019 have been reviewed, and where appropriate, have been included in the report. A materiality factor of \$65,000 has been adopted.

The department currently has two legal matters in progress, one recognising a potential benefit, the other a potential liability. The contingent liability for \$150,000 is being pursued under the legislation of the *Mines Safety and Inspection Act 1994*, and the contingent benefit of \$3,000,000 relates to subrogation action by the state.

7.2.2 Contingent Fidelity Guarantee Account (FGA) Claims

A total of 36 claims against the Fidelity Guarantee Accounts with a total value of \$1,361,031 consisting of:

- a) 36 claims against the Real Estate Agents FGA yet to be decided and with a total value of \$1,361,031.

These figures do not include legal costs or any interest claims. Reasonable legal costs are claimable. Claims for interest are not allowable, as per proceedings in the Supreme Court after the State Administrative Tribunal decided that interest wasn't allowable.

Contaminated sites

Under the *Contaminated Sites Act 2003*, the department is required to report known and suspected contaminated sites to the Department of Water and Environmental Regulation (DWER). In accordance with the Act, DWER classifies these sites on the basis of the risk to human health, the environment and environmental values. Where sites are classified as contaminated – remediation required or possibly contaminated – investigation required, the department may have a liability in respect of investigation or remediation expenses.

Three sites are still identified as known or "suspected "of being contaminated". These three sites are still yet to be classified by the Department of Water and Environmental Regulation. The department is unable to assess the likely outcome of the classification process, and accordingly, it is not practicable to estimate the potential financial effect or to identify the uncertainties relating to the amount or timing of any outflows.

Whilst there is no possibility of reimbursement of any future expenses that may be incurred in the remediation of these sites, the department may apply for funding from the Contaminated Sites Management Account (2015) to undertake further investigative work or to meet remediation costs that may be required.

8. Our disclosures

This section includes additional material disclosures required by accounting standards or other pronouncements, for the understanding of this financial report.

	Notes
Events occurring after the end of the reporting period	8.1
Initial application of Australian Accounting Standards	8.2
Key management personnel	8.3
Related party transactions	8.4
Related bodies	8.5
Affiliated bodies	8.6
Special purpose accounts	8.7
Remuneration of auditors	8.8
Act of Grace (and ex-gratia) payments	8.9
Equity	8.10
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8.1 Events occurring after the end of the reporting period

The department has not recognised any significant events that have occurred after the end of the reporting period.

8.2 Initial application of Australian Accounting Standards

(a) AASB 15 Revenue from Contract with Customers and AASB 1058 Income of Not-for-Profit Entities

AASB 15 Revenue from Contracts with Customers replaces AASB 118 Revenue and AASB 111 Construction Contracts for annual reporting periods on or after 1 January 2019. Under the new model, an entity shall recognise revenue when (or as) the entity satisfies a performance obligation by transferring a promised good or service to a customer and is based upon the transfer of control rather than transfer of risks and rewards.

AASB 15 focuses on providing sufficient information to the users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from the contracts with customers. Revenue is recognised by applying the following five steps:

- ▶ Identifying contracts with customers
- ▶ Identifying separate performance obligations
- ▶ Determining the transaction price of the contract
- ▶ Allocating the transaction price to each of the performance obligations
- ▶ Recognising revenue when or as each performance obligation is satisfied.

Revenue is recognised either over time or at a point in time. Any distinct goods or services are separately identified and any discounts or rebates in the contract price are allocated to the separate elements.

In addition, income other than from contracts with customers are subject to AASB 1058 Income of Not-for-Profit Entities. Income recognition under AASB 1058 depends on whether such a transaction gives rise to liabilities or a contribution by owners related to an asset (such as cash or another asset) recognised by the department.

The department adopts the modified retrospective approach on transition to AASB 15 and AASB 1058. No comparative information is restated under this approach, and the agency recognises the cumulative effect of initially applying the Standards as an adjustment to the opening balance of accumulated surplus/(deficit) at the date of initial application (1 July 2019).

Under this transition method, the department elects not to apply the standards retrospectively to non-completed contracts at the date of initial application.

Refer to Note 3.1, 3.2 and 3.3 for the revenue and income accounting policies adopted from 1 July 2019.

The effect of adopting AASB 15 and AASB 1058 are as follows:

	30 June 2020	Adjustments	30 June 2020 under AASB 118 and 1004
User fees and charges	164,232	-	164,232
Sale of goods	69	-	69
Commonwealth Grants	83	-	83
Net result	164,384	-	164,384

(b) AASB 16 Leases

AASB 16 Leases supersedes AASB 117 Leases and related Interpretations. AASB 16 primarily affects lessee accounting and provides a comprehensive model for the identification of lease arrangements and their treatment in the financial statements of both lessees and lessors.

The department applies AASB 16 Leases from 1 July 2019 using the modified retrospective approach. As permitted under the specific transition provisions, comparatives are not restated. The cumulative effect of initially applying this Standard is recognised as an adjustment to the opening balance of accumulated surplus/(deficit).

The main changes introduced by this Standard include identification of lease within a contract and a new lease accounting model for lessees that require lessees to recognise all leases (operating and finance leases) on the Statement of Financial Position as right-of-use assets and lease liabilities, except for short term leases (lease terms of 12 months or less at commencement date) and low-value assets (where the underlying asset is valued less than \$5,000). The operating lease and finance lease distinction for lessees no longer exists.

Under AASB 16, the department takes into consideration all operating leases that were off balance sheet under AASB 117 and recognises:

- a) right of use assets and lease liabilities in the Statement of Financial Position, initially measured at the present value of future lease payments, discounted using the incremental borrowing rate (2.5%) on 1 July 2019;
- b) depreciation of right-of-use assets and interest on lease liabilities in the Statement of Comprehensive Income; and
- c) the total amount of cash paid as principal amount, which is presented in the cash flows from financing activities, and interest paid, which is presented in the cash flows from operating activities, in the Statement of Cash Flows.

In relation to leased vehicles that were previously classified as finance leases, their carrying amount before transition is used as the carrying amount of the right-of-use assets and the lease liabilities as of 1 July 2019.

The department measures concessionary leases that are of low value terms and conditions at cost at inception. There is no financial impact as the department is not in possession of any concessionary leases at the date of transition.

The right-of-use assets are assessed for impairment at the date of transition and the department has not identified any impairments to its right-of-use assets.

NOTES TO THE FINANCIAL STATEMENTS

On transition, the department has elected to apply the following practical expedients in the assessment of their leases that were previously classified as operating leases under AASB 117:

- A single discount rate has been applied to a portfolio of leases with reasonably similar characteristics;
- Where the lease term at initial application ended within 12 months, the department has accounted for these as short-term leases;
- Initial direct costs have been excluded from the measurement of the right-of-use asset;
- Hindsight has been used to determine if the contracts contained options to extend or terminate the lease.

The department has not reassessed whether existing contracts are, or contained a lease at 1 July 2019. The requirements of paragraphs 9-11 of AASB 16 are applied to contracts that came into existence post 1 July 2019.

a) Measurement of lease liabilities

Operating Lease Commitments disclosed as at 30 June 2019	108,757
Less:	
Government Office Accommodation to be reported by Department of Finance	(105,792)
Restated balance at 30 June 2019	2,965
Discounted using incremental borrowing rate at date of initial application ⁽¹⁾	2,891
Add:	
Finance lease liabilities recognised as at 30 June 2019	-
Less:	
Short-term leases not recognised as liability	-
Low value leases not recognised as liability	-
Lease liability recognised at 1 July 2019	2,891
Current lease liabilities	1,052
Non-current lease liabilities	1,839

¹ The WATC incremental borrowing rate was used for the purposes of calculating the lease transition opening balance.

8.3 Key management personnel

The department has determined key management personnel include cabinet ministers and senior officers of the department. The department does not incur expenditures to compensate Ministers and those disclosures may be found in the *Annual Report on State Finances*.

The total fees, salaries, superannuation, non-monetary benefits and other benefits for senior officers of the Department for the reporting period are presented within the following bands:

Compensation Band \$	2020	2019
0 to 10,000	-	1
20,001 to 30,000	-	2
30,001 to 40,000	-	2
40,001 to 50,000	-	2
70,001 to 80,000	-	1
100,001 to 110,000	1	-
130,001 to 140,000	-	1
140,001 to 150,000	2	-
150,001 to 160,000	1	-
160,001 to 170,000	1	2
170,001 to 180,000	1	2
180,001 to 190,000	4	3
190,001 to 200,000	5	7
210,001 to 220,000	-	1
220,001 to 230,000	1	-
240,001 to 250,000	2	3
250,001 to 260,000	3	3
270,001 to 280,000	1	-
340,001 to 350,000	1	-
400,001 to 410,000	1	-
670,001 to 680,000	-	1

	2020 \$000	2019 \$000
Short-term employee benefits	4,648	4,911
Other long-term benefits	273	431
Termination benefits	202	–
Total compensation of senior officers	5,123	5,342

Total compensation includes the superannuation expense incurred by the department in respect of senior officers.

8.4 Related party transactions

The department is a wholly owned and controlled entity of the State of Western Australia.

Related parties of the department include:

- ▶ all cabinet ministers and their close family members, and their controlled or jointly controlled entities;
- ▶ all senior officers and their close family members, and their controlled or jointly controlled entities;
- ▶ other departments and public sector entities, including related bodies included in the whole of government consolidated financial statements (i.e. wholly-owned public sector entities);
- ▶ associates and joint ventures of a wholly-owned public sector entity; and
- ▶ the Government Employees Superannuation Board (GESB).

Significant transactions with Government-related entities

In conducting its activities, the department is required to transact with the State and entities related to the State. These transactions are generally based on the standard terms and conditions that apply to all agencies. Such transactions include:

- ▶ Income from State Government (Note 3.1);
- ▶ Services received free of charge (Note 3.1);
- ▶ Equity contributions (Note 8.10);
- ▶ Royalties for Regions Fund (Note 3.1);
- ▶ Superannuation payments to GESB (Note 2.1(a));
- ▶ Lease rental payments to the Department of Finance (Government Office Accommodation and State Fleet) and the Housing Authority (Government Regional Officer Housing) (Note 2.3) and related outstanding balances;
- ▶ Amounts due to the Treasurer (Note 5.5);
- ▶ Insurance payments to the Insurance Commission and Riskcover fund (Note 2.3);
- ▶ Remuneration for services provided by the Auditor General (Note 8.8).

Material transactions with other related parties

Outside of normal citizen type transactions with the department, there were no other related party transactions that involved key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

8.5 Related bodies

The department had no related bodies as defined in the 'Financial Management Act 2006' and Treasurer's Instruction 951.

8.6 Affiliated bodies

The department has no affiliated bodies.

8.7 Special Purpose Accounts

Controlled	2020 \$000	2019 \$000
Special Purpose Accounts section 16 of Financial Management Act 2006		
Building Services Account	7,575	12,253
Consumer Credit Act (WA)	6	54
Co-operatives Companies Liquidation Account	–	11
Departmental Receipts in Suspense	–	28
EnergySafety Account	14,967	15,489
Indian Ocean Territories – Commonwealth Government	–	–
Mines Safety Levy	27,916	16,520
Mining Rehabilitation Fund Levy	185,237	150,473

NOTES TO THE FINANCIAL STATEMENTS

Controlled	2020	2019
Special Purpose Accounts section 16 of Financial Management Act 2006	\$000	\$000
Motor Vehicle Repair (MVR) Industry Compensation Account	144	144
Motor Vehicle Repair (MVR) Industry Education and Research Account	152	157
Petroleum and Geothermal Energy Safety Levy	4,207	3,327
Real Estate – Education and General Purpose Account	16,083	20,560
Real Estate – Fidelity Guarantee Account	46,276	46,743
Real Estate – Home Buyers Assistance Account	8,706	12,174
Real Estate and Business Agents Supervisory Board Trust Account	529	488
Settlement Agents – Education and General Purpose Account	29,097	28,661
Settlement Agents – Fidelity Guarantee Account	48,169	47,314
Royalties for Regions	99	–
State Trading Concerns	969	1,176
	390,132	355,572

Administered	2020	2019
	\$000	\$000
Environmental Called-In Performance Bond Money Fund	5,061	5,061
Special Projects Fund	744	3,848
	5,805	8,909

Building Services Account

Holds funds used for the provision of functions and services in accordance with building services acts.

	2020	2019
	\$000	\$000
Balance at start of period	12,253	16,986
Add Receipts	23,319	26,146
Less Payments	(27,997)	(30,879)
Balance at end of period	7,575	12,253

Consumer Credit Act (WA)

Holds funds pending distribution in accordance with the *Consumer Credit (WA) Act 1996* or court direction.

	2020	2019
	\$000	\$000
Balance at start of period	54	103
Add Receipts	–	52
Less Payments	(48)	(101)
Balance at end of period	6	54

Co-operatives Companies Liquidation Account

Holds unclaimed funds pending redistribution in accordance with the *Companies (Co-operative) Act 1943* section 290(1).

	2020	2019
	\$000	\$000
Balance at start of period	11	11
Add Receipts	–	–
Less Payments	(11)	–
Balance at end of period	–	11

Departmental Receipts in Suspense

This account is to hold monies temporarily, pending identification of the purpose for which the funds were received.

	2020	2019
	\$000	\$000
Balance at start of period	28	2
Add Receipts	–	55
Less Payments	(28)	(29)
Balance at end of period	–	28

NOTES TO THE FINANCIAL STATEMENTS

Energy Safety Account

Holds funds used for the provision of functions and services in accordance with the *Energy Safety Act 2006*.

	2020 \$000	2019 \$000
Balance at start of period	15,489	14,903
Add Receipts	14,734	20,101
Less Payments	(15,256)	(19,515)
Balance at end of period	14,967	15,489

Environmental Called-In Performance Bond Money Fund

The account is to hold called-in performance bond monies received in respect to section 126 of the *Mining Act (1978)*. Funds are to be used to provide for the rehabilitation of mining sites.

	2020 \$000	2019 \$000
Balance at start of period	5,061	5,093
Add Receipts	–	–
Less Payments	–	(32)
Balance at end of period	5,061	5,061

Indian Ocean Territories – Commonwealth Government

The Department has a service delivery agreement with the Commonwealth Government to undertake to provide its normal service to the Christmas and Cocos Islands.

Following Machinery of Government (MOG) changes, the balance of the Indian Ocean Territories account has been transferred to the Special Projects Fund, which is outlined further below.

	2020 \$000	2019 \$000
Balance at start of period	–	31
Balance transferred in/(out)	–	(31)
Add Receipts	–	–
Less Payments	–	–
Balance at end of period	–	–

Mines Safety Levy

This fund is to hold all levies received from mining companies and is to be applied to the cost of administering the *Mines Safety and Inspection Act 1994*.

	2020 \$000	2019 \$000
Balance at start of period	16,520	10,226
Add Receipts	37,234	41,304
Less Payments	(25,838)	(35,010)
Balance at end of period	27,916	16,520

Mining Rehabilitation Fund Levy

This fund is to hold all levies which are applied to the cost of administering the Mining Rehabilitation Fund Levies for regulatory services under the *Mining Rehabilitation Fund Act 2012*.

	2020 \$000	2019 \$000
Balance at start of period	150,473	122,616
Add Receipts	35,546	33,817
Less Payments	(782)	(5,960)
Balance at end of period	185,237	150,473

Motor Vehicle Repair (MVR) Industry Compensation Account

Holds funds used for the Motor Vehicle Repairers Industry in accordance with the *Motor Vehicle Repairers Act 2003*.

	2020 \$000	2019 \$000
Balance at start of period	144	138
Add Receipts	–	27
Less Payments	–	(21)
Balance at end of period	144	144

NOTES TO THE FINANCIAL STATEMENTS

Motor Vehicle Repair (MVR) Industry Education and Research Account

Holds funds used for the Motor Vehicle Repairers Industry in accordance with the *Motor Vehicle Repairers Act 2003*.

	2020 \$000	2019 \$000
Balance at start of period	157	147
Add Receipts	–	25
Less Payments	(5)	(15)
Balance at end of period	152	157

Petroleum and Geothermal Energy Safety Levy

This fund is to hold all levies which are applied to the cost of administering the Petroleum and Geothermal Energy Safety Levies for regulatory services under the *Petroleum and Geothermal Energy Resource ---67 (PGERA67)* and the *Petroleum Pipelines Act 1969 (PPA69)*.

	2020 \$000	2019 \$000
Balance at start of period	3,327	1,539
Add Receipts	4,305	4,540
Less Payments	(3,425)	(2,752)
Balance at end of period	4,207	3,327

Real Estate – Education and General Purpose Account

Holds funds used for the operation of the Education and General Purpose Account in accordance with the *Real Estate and Business Agents Act 1978*.

	2020 \$000	2019 \$000
Balance at start of period	20,560	22,734
Add Receipts	4,813	9,418
Less Payments	(9,290)	(11,592)
Balance at end of period	16,083	20,560

Real Estate – Fidelity Guarantee Account

Holds funds used for the operation of the Fidelity Guarantee Account in accordance with the *Real Estate and Business Agents Act 1978*.

	2020 \$000	2019 \$000
Balance at start of period	46,743	46,426
Balance transferred in	–	–
Add Receipts	483	2,193
Less Payments	(950)	(1,876)
Balance at end of period	46,276	46,743

Real Estate – Home Buyers Assistance Account

Holds funds used for the operation of the Home Buyers Assistance Account in accordance with the *Real Estate and Business Agents Act 1978*.

	2020 \$000	2019 \$000
Balance at start of period	12,174	13,865
Add Receipts	2,059	5,837
Less Payments	(5,527)	(7,528)
Balance at end of period	8,706	12,174

Real Estate and Business Agents Supervisory Board Trust Account

Holds funds as a result of legal proceedings and liquidations of agencies in accordance with the Trust Statement.

	2020 \$000	2019 \$000
Balance at start of period	488	432
Add Receipts	42	58
Less Payments	(1)	(2)
Balance at end of period	529	488

NOTES TO THE FINANCIAL STATEMENTS

Royalties for Regions

This is a sub-fund within the over-arching 'Royalties for Regions Fund'. The recurrent funds are committed to projects and programs in WA regional areas.

	2020 \$000	2019 \$000
Balance at start of period	–	(444)
Add Receipts	205	5,000
Less Payments	(106)	(4,556)
Balance at end of period	99	–

Settlement Agents – Education and General Purpose Account

Holds funds used for the operation of the Education and General Purpose Account in accordance with the *Settlement Agents Act 1981*.

	2020 \$000	2019 \$000
Balance at start of period	28,661	27,649
Add Receipts	875	1,941
Less Payments	(439)	(929)
Balance at end of period	29,097	28,661

Settlement Agents – Fidelity Guarantee Account

Holds funds used for the operation of the Fidelity Guarantee Account in accordance with the *Settlement Agents Act 1981*.

	2020 \$000	2019 \$000
Balance at start of period	47,314	47,595
Add Receipts	1,231	2,682
Less Payments	(376)	(2,963)
Balance at end of period	48,169	47,314

Special Projects Fund

The account was created to hold funds for the purpose of participating in significant projects with other countries, the Commonwealth and the private sector to the mutual benefit of the other participants and the State of Western Australia.

This account includes an agreement between the Commonwealth and the department to carry out inspection services at Christmas Island. With an opening balance of \$108,776, receipts of \$374,309 and payments of \$259,416, the closing balance is \$223,669.

	2020 \$000	2019 \$000
Balance at start of period	3,848	2,494
Add Receipts	4,407	2,501
Less Payments	(7,511)	(1,147)
Balance at end of period	744	3,848

State Trading Concerns

The fund was created under the *State Trading Concerns Act 1916* and controls income received in respect of the provisions of copyright materials and relevant trade mark advertising opportunities or similar arrangements.

	2020 \$000	2019 \$000
Balance at start of period	1,176	1,173
Add Receipts	32	183
Less Payments	(239)	(180)
Balance at end of period	969	1,176

8.8 Remuneration of auditors

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

	2020 \$000	2019 \$000
Auditing the accounts, financial statements controls, and key performance indicators	277	277

8.9 Act of grace

Act of Grace payments are those payments that are not payable in pursuance of the law or are not payable under a legal liability, approved by the relevant accountable authority.

	2020 \$000	2019 1\$000
The Minister	–	1

8.10 Equity

	2020 \$000	2019 \$000
Contributed Equity		
Balance at start of period	234,145	233,971
<i>Contributions by owners</i>		
Capital appropriation	1,491	–
Other contributions by owners:		
Landgate	–	174
Total contributions by owners	1,491	174
Balance at end of period	235,636	234,145
Asset revaluation surplus		
Balance at start of period	104,588	108,242
<i>Net revaluation increments/(decrements)</i>		
Land	(429)	4,766
Buildings	(140)	(8,419)
Balance at end of period	104,019	104,588
Accumulated Surplus		
Balance at start of period	121,879	80,760
Result for the period	28,660	41,119
Balance at the end of period	150,539	121,879
Total equity at end of period	490,194	460,612

8.11 Supplementary financial information

(a) Write-offs

During the financial year, \$21,890 (2019: \$43,765) was written off the department's asset register under the authority of:

	2020 \$000	2019 \$000
The Director General	22	44
	22	44

8.12 Explanatory statement (Controlled Operations)

All variances between estimates (original budget) and actual results for 2020, and between the actual results for 2020 and 2019 are shown below. Narratives are provided for key major variances, which are generally greater than:

-10% and \$10.0 million for the Statements of Comprehensive Income and Cash Flows; and,
-10% and \$10.0 million for the Statement of Financial Position.

Statement of Comprehensive Income Variances	Variance Note	Estimate 2020 \$000	Actual 2020 \$000	Actual 2019 \$000	Variance between estimate and actual \$000	Variance between actual results for 2020 and 2019 \$000
Expenses						
Employee benefits expenses	1 a	174,562	187,744	153,002	(13,182)	34,742
Supplies and services	2	48,281	57,005	60,209	(8,724)	(3,204)
Depreciation and amortisation expense	3	16,673	5,225	5,112	11,448	113
Finance costs	3	2,901	91	-	2,810	91
Accommodation expenses	3	9,067	17,320	15,586	(8,253)	1,734
Grants and subsidies	4	13,236	14,864	17,248	(1,628)	(2,384)
Other expenses	5 b	14,996	3,840	9,616	11,156	(5,776)
Loss on disposal of other assets		-	316	5	(316)	311
Total cost of services		279,716	286,405	260,778	(6,689)	25,627
Income						
<i>Revenue</i>						
User charges and fees		160,208	164,232	162,641	(4,024)	1,591
Sales		855	69	110	786	(41)
Commonwealth Grants received		624	83	134	541	(51)
Interest revenue	6	-	3,075	6,343	(3,075)	(3,268)
Other revenue	7 c	13,519	5,346	1,219	8,173	4,127
Total Revenue		175,206	172,805	170,447	2,401	2,358
<i>Gains</i>						
Gain on disposal of non-current assets		-	-	-	-	-
Total Gains		-	-	-	-	-
Total income other than income from State Government		175,206	172,805	170,447	2,401	2,358
NET COST OF SERVICES		(104,510)	(113,600)	(90,331)	(9,090)	23,269

NOTES TO THE FINANCIAL STATEMENTS

Statement of Comprehensive Income Variances	Variance Note	Estimate	Actual	Actual	Variance	Variance
		2020	2020	2019	between	between actual
		\$000	\$000	\$000	estimate and actual	results for 2020 and 2019
Income from State Government						
Service appropriation	8 d	125,839	136,410	123,006	(10,571)	13,404
Services received free of charge		2,846	5,541	3,120	(2,695)	2,421
State Grant and Subsidies		-	100	100	(100)	-
Royalties for Regions Fund		223	209	5,224	14	(5,015)
Total income from State Government		128,908	142,260	131,450	(13,352)	10,810
SURPLUS/(DEFICIT) FOR THE PERIOD		24,398	28,660	41,119	(4,262)	(12,459)

	Variance Note	Estimate	Actual	Actual	Variance	Variance
		2020	2020	2019	between	between actual
		\$000	\$000	\$000	estimate and actual	results for 2020 and 2019
OTHER COMPREHENSIVE INCOME						
Items not reclassified subsequently to profit or loss						
Changes in asset revaluation surplus		-	(569)	(3,654)	569	3,085
Total other comprehensive income		-	(569)	(3,654)	569	3,085
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		24,398	28,091	37,465	(3,693)	(9,374)

Variances between estimate and actual

- 1) Employee benefits expenses are higher than the estimate by \$13.2 million (8%) due to increased provisions for annual leave and long service leave which reflect a reduction in leave utilised during Covid-19 restrictions and a change in parameters used within the Actuarial report and increased head count.
- 2) Supplies and services expenses are higher than the estimate by \$8.7 million (18%) due to higher than expected demands resulting in a higher use of contractors and increased I.T. costs as machinery of government changes continue to be progressed.
- 3) The directive to scope out accounting standard AASB 16 for GOA leased accommodation significantly impacts the statement of comprehensive income as previous interest expense for the lease obligation and a depreciation cost for the right of use asset are replaced with rental expenses for operating leases. Also refer to point (13) below.
- 4) Grants and subsidies are higher than the estimate by \$1.6 million (12%) due to an increased number of First Home Buyers grants provided as falling housing prices increase the eligibility of the grant.
- 5) Other expenses are lower than estimate by \$11.2 million (74%) as administration, repairs and service delivery costs decreased due to volatile revenue and lower cash balances.
- 6) Interest revenues are under the estimate by \$2.1 million (100%) due to a reduction in interest rates.
- 7) Other revenues are under the estimate by \$8.2 million (60%) due to the Covid-19 affected economy contracting.
- 8) Service Appropriations are higher than the estimate by \$10.6 million (8%) due to continued unrestricted revenue shortfalls, increasing demand to internally fund Government initiatives, and a 12-month waiver of a range of business and occupational licence and registration fees paid by businesses affected by Covid-19.

Variances between actual results for 2020 and 2019

- a) Employee benefits expenses are higher in 2020 in comparison to 2019 by \$34.74 million (23%) due to increased provisions for annual leave and long service leave which reflect a reduction in leave utilised during Covid-19 restrictions and a change in parameters used within the Actuarial report and increased head count.
- b) Other expenses are lower in 2020 than 2019 by \$5.77 million (60%) as administration, repairs and service delivery costs reflect volatile revenue and lower cash balances in the 2020 financial year when compared to the 2019 financial year.
- c) Other revenues are higher in 2020 in comparison to 2019 by \$4.13 million (339%) as a result of higher recoups of salary for work performed in line with various project agreements, which is partially offset due to the Covid-19 affected economy contracting.
- d) Service Appropriations are higher in 2020 when compared to 2019 by \$13.4 million (11%) as a result of additional funding received due to continued unrestricted revenue shortfalls, increasing demand to internally fund Government initiatives, and a 12-month waiver of a range of business and occupational licence and registration fees paid by businesses affected by Covid-19.

NOTES TO THE FINANCIAL STATEMENTS

Statement of Financial Position (Controlled Operations)	Variance Note	Estimate	Actual	Actual	Variance between estimate and actual	Variance between actual results for 2020 and 2019
		2020	2020	2019		
		\$000	\$000	\$000	\$000	\$000
ASSETS						
Current Assets						
Cash and cash equivalents	9	5,100	1,876	1,345	3,224	531
Restricted cash and cash equivalents	10 e	349,488	390,132	355,572	(40,644)	34,560
Receivables		15,136	17,473	19,884	(2,337)	(2,411)
Amount receivable for services		2,220	914	3,816	1,306	(2,902)
Other current assets		10,586	2,402	2,264	8,184	138
Total Current Assets		382,530	412,797	382,881	(30,267)	29,916
Non current Assets						
Restricted cash and cash equivalents		1,072	2,228	1,539	(1,156)	689
Right of use asset		-	3,236	-	(3,236)	3,236
Amounts receivable for services		46,037	36,022	32,303	10,015	3,719
Property, plant and equipment	11	193,981	122,610	124,903	71,371	(2,293)
Intangible assets	12	5,322	3,054	4,361	2,268	(1,307)
Total Non-Current Assets		246,412	167,150	163,106	79,262	4,044
TOTAL ASSETS		628,942	579,947	545,987	48,995	33,960
LIABILITIES						
Current Liabilities						
Payables		11,053	9,638	10,723	1,415	(1,085)
Other current liabilities	13	13,470	1,512	1,240	11,958	272
Revenue received in advance	14 f	10,000	22,069	24,240	(12,069)	(2,171)
Amount due to Treasurer	15	10,000	2,000	10,000	8,000	(8,000)
Employee provisions	g	34,853	37,447	25,958	(2,594)	11,489
Lease liabilities		2,576	1,213	-	1,363	1,213
Total Current Liabilities		81,952	73,879	72,161	8,073	1,718
Non-Current Liabilities						
Payables		-	538	1,684	(538)	(1,146)
Revenue received in advance	16 h	11,418	-	-	11,418	-
Employee provisions		7,050	7,820	6,614	(770)	1,206
Lease liabilities		-	2,172	-	(2,172)	2,172
Other non-current liabilities	17	57,367	5,344	4,916	52,023	428
Total Non-Current Liabilities		75,835	15,874	13,214	59,961	2,660
TOTAL LIABILITIES		157,787	89,753	85,375	68,034	4,378
NET ASSETS		471,155	490,194	460,612	(19,039)	29,582
EQUITY						
Contributed equity		240,912	235,636	234,145	5,276	1,491
Reserves		108,242	104,019	104,588	4,223	(569)
Accumulated surplus/(deficit)	18	124,577	150,539	121,879	(25,962)	28,660
TOTAL EQUITY		473,731	490,194	460,612	(16,463)	29,582

Variations between estimate and actual

- 9) Cash and cash equivalents are under the estimate by \$3.2 million (83%) reflecting the volatile nature of the departments revenue streams as they respond to industry activity and a 12-month waiver of a range of business and occupational licence and registration fees paid by businesses affected by Covid-19. This results in reduced collections of unrestricted revenue, which subsequently causes cash balances to be drawn upon during the year.
- 10) Restricted Cash and cash equivalents are higher than the estimate by \$40.6 million (12%) due to increases in the Mines Safety and Inspection Levy, Mining Rehabilitation Fund and Property Industry accounts.
- 11) The directive to scope out accounting standard AASB 16 for GOA and GROH periodic leased accommodation significantly impacts the Statement of Financial Position by removing arrangements previously classified as Right of use assets – accommodation leased from the balance sheet. Refer to point (13) below.
- 12) Intangible assets are \$2.3 million (43%) under the estimate due to the rescheduling of the purchase and acquisition of information and communication technology capital assets under the Department's Strategic Information Plan.
- 13) The directive to scope out accounting standard AASB 16 for GOA and GROH periodic leased accommodation significantly impacts the Statement of Financial Position by removing arrangements previously classified as Right of use lease liabilities from the balance sheet. Refer to point (11) above.
- 14) A reclassification of current and non current revenue received in advance has caused offsetting differences when compared to the estimates.
- 15) Amounts due to the Treasurer are \$8 million (80%) under the estimate due to the Mines Safety and Inspection Levy actuals increasing as the number of hours worked by the industry increases. This enabled the earlier than planned repayment of the Treasurers Advance previously provided in 2018-19.
- 16) Revenue received in advance is under by \$11.4 million (100%) due to a reclassification of this from non-current liability to current liability.
- 17) The directive to scope out accounting standard AASB 16 for GOA and GROH periodic leased accommodation significantly impacts the Statement of Financial Position by removing arrangements previously classified as Right of use – lease liabilities from the balance sheet. Refer to points (11) and (13) above.
- 18) Accumulated surplus is over the estimate by \$26 million (21%) due to the accumulation of funds in special purpose accounts, like the Mines Safety and Inspection Levy and Mining Rehabilitation Fund, over a number of years.

Variations between actual results for 2020 and 2019

- e) Restricted cash and cash equivalents has increased by \$34.6 million (10%) as a result of increases in Mining Rehabilitation Fund and property industry accounts.
- f) Revenue received in advance has increased by \$8.2 million (59%) in 2020 in comparison to 2019 due to a reclassification of current and non current revenue received in advance. Refer to point (14) above.
- g) Employee provisions are higher in 2020 compared to 2019 by \$11.5 million (44%) due to increased provisions for annual leave and long service leave which reflect a reduction in leave utilised during Covid-19 restrictions and a change in parameters used within the Actuarial report. Refer to points (1) and (18) above.
- h) Revenue received in advance has decreased by \$10.4 million (100%) in 2020 due to a reclassification of current and non current revenue received in advance. Refer to points (14) and (F) above.

	Variance Note	Estimate 2020 \$000	Actual 2020 \$000	Actual 2019 \$000	Variance between estimate and actual \$000	Variance between actual results for 2020 and 2019 \$000
Statement of Cash Flows (Controlled Operations)						
CASH FLOWS FROM STATE GOVERNMENT						
Service appropriation	19 i	110,124	132,016	123,006	(21,892)	9,010
Capital appropriations		8,403	1,491	-	6,912	1,491
Holding account drawdown		3,577	3,577	1,887	-	1,690
Royalties for Regions Fund		223	209	5,224	14	(5,015)
Net cash provided by State Government		122,327	137,293	130,117	(14,966)	7,176

NOTES TO THE FINANCIAL STATEMENTS

	Variance Note	Estimate	Actual	Actual	Variance between estimate and actual	Variance between actual results for 2020 and 2019
		2020	2020	2019		
		\$000	\$000	\$000	\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES						
Payments						
Employee benefits	20 j	(174,810)	(170,067)	(162,837)	(4,743)	(7,230)
Supplies and services		(44,555)	(47,569)	(54,741)	3,014	7,172
Accommodation	21	(8,997)	(18,974)	(16,986)	9,977	(1,988)
Grants and subsidies		(13,236)	(14,792)	(17,248)	1,556	2,456
Other payments		(15,951)	(10,893)	(6,875)	(5,058)	(4,018)
GST payments on purchases		(7,507)	(12,552)	(10,263)	5,045	(2,289)
Finance costs		(2,901)	-	-	(2,901)	-
Receipts						
Sale of goods and services		3,927	99	147	3,828	(48)
User charges and fees	k	160,208	160,277	169,536	(69)	(9,259)
Grants and contributions		624	184	234	440	(50)
GST receipts on sales		-	5,539	3,615	(5,539)	1,924
GST receipts from ATO		7,507	7,064	6,340	443	724
Other receipts	l	9,894	10,619	7,118	(725)	3,501
Net cash provided by/(used in) operating activities		(85,797)	(91,065)	(81,960)	5,268	(9,105)
CASH FLOWS FROM INVESTING ACTIVITIES						
Payments						
Proceeds from sale of non-current assets		-	2	5	(2)	(3)
Receipts						
Purchase of non-current physical assets		(4,722)	(2,450)	(4,461)	(2,272)	2,011
Net cash provided by/(used in) investing activities		(4,722)	(2,448)	(4,456)	(2,274)	2,008
CASH FLOWS FROM FINANCING ACTIVITIES						
Receipts						
Proceeds from borrowings		-	-	-	-	-
Repayments of borrowings		(10,403)	(8,000)	(15,330)	(2,403)	7,330
Net cash from financing activities		(10,403)	(8,000)	(15,330)	(2,403)	7,330
	Variance Note	Estimate	Actual	Actual	Variance between estimate and actual	Variance between actual results for 2020 and 2019
		2020	2020	2019		
		\$000	\$000	\$000	\$000	\$000
Net increase/(decrease) in cash and cash equivalents		21,405	35,780	28,371	(14,375)	7,409
Cash balances transferred in		-	-	-	-	-
Cash balances transferred out		-	-	-	-	-
Cash and cash equivalents at the beginning of the period	22 m	334,255	358,456	330,085	(24,201)	28,371
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD		355,660	394,236	358,456	(38,576)	35,780

Major Variance Narratives (Controlled Operations)

Variances between estimate and actual

- 19) Service Appropriations are higher than the estimate by \$21.9 million (20%) due to continued unrestricted revenue shortfalls, increasing demand to internally fund Government initiatives, and a 12-month waiver of a range of business and occupational licence and registration fees paid by businesses affected by Covid-19. Refer to point (8) above.
- 20) Employee benefits expenses are lower than the estimate by \$4.7 million (2.7%) due to increased provisions for annual leave and long service leave which reflect a reduction in leave utilised during Covid-19 restrictions and a change in parameters used within the Actuarial report. Refer to point (1) above.
- 21) The directive to scope out accounting standard AASB 16 for leased accommodation significantly impacts the statement of cash flow as previous accommodation expense for the lease obligation are replaced with rental expenses for operating leases. Also refer to point (13) above.
- 22) Overall cash held by the department has increased due to the accumulation of funds in special purpose accounts, like the Mines Safety and Inspection Levy and Mining Rehabilitation Fund, over a number of years.

Variances between actual results for 2020 and 2019

- i) Service appropriations has increased in 2020 by \$9.0 million (7%) in comparison to 2019 due to additional funding received as a result of continued unrestricted revenue shortfalls, increasing demand to internally fund Government initiatives, and a 12-month waiver of a range of business and occupational licence and registration fees paid by businesses affected by Covid-19. Refer to points (8) and (17) above.
- j) Employee benefits expenses are higher in 2020 in comparison to 2019 by \$7.2 million (4%) as a result of the conversion of contracted staff to permanent employees, and their associated on-costs for the financial year.
- k) User charges and fees has decreased in 2020 by \$9.3 million (5%) when compared to 2019 due to unrestricted revenue shortfalls and a 12-month waiver of a range of business and occupational licence and registration fees paid by businesses affected by Covid-19. Refer to point (8) above.
- l) Other receipts has increased by \$3.5 million (49%) in comparison to 2019 as a result of higher recoups of salary for work performed in line with various project agreements, which is partially offset due to the Covid-19 affected economy contracting. Refer point (c) above.
- m) Cash and cash equivalents has increased by \$28.4 million in 2020 compared to 2019 due to overall cash held by the department as a result of the accumulation of funds in special purpose accounts, like the Mines Safety and Inspection Levy and Mining Rehabilitation Fund, over a number of years.

9. Administered disclosures

This section sets out all of the statutory disclosures regarding the financial performance of the department.

	Note
Administered income and expenses	9.1
Explanatory statement for administered items	9.2
Administered assets and liabilities	9.3
Supplementary financial Information	9.4

9.1 Administered income and expenses

	2020 \$000	2019 \$000
Income		
For transfer:		
Royalties and Rentals ^(a)	8,564,700	6,820,241
Regulatory fees and fines	175	136
Commonwealth Grants	4,374	2,491
Appropriations	87,613	89,669
Other revenue	28,108	28,940
Total administered income	8,684,970	6,941,477
Expenses		
<i>Petroleum (Submerged Lands) Act 1982</i>	-	339
Refunds of previous years' revenue	34,679	82,336
Services and contracts	34,487	33,235
Receipts paid into Consolidated Account ^(b)	8,721,261	5,773,642
Grants and subsidies	62,205	3,708
Total administered expenses	8,852,632	5,893,260

(b) Receipts paid into the Consolidated Account represent the transfer of non-retainable regulatory fees, fines and penalties and royalties to the Consolidated Account.

	2020 \$000	2019 \$000
(a) Royalties		
Petroleum – State	6,648	7,967
Iron Ore	7,632,428	5,945,550
Alumina	104,659	135,718
Lithium	58,913	86,301
Copper	59,140	68,829
Nickel	77,624	66,577
Gold	388,487	294,152
Other	121,913	108,161
Lease rentals	114,888	106,987
Total	8,564,700	6,820,241

9.2 Explanatory Statement for Administered Items

All variances between estimates (original budget) and actual results for 2020, and between the actual results for 2020 and 2019 are shown below. Narratives are provided for key major variances, which are generally greater than 10% or \$10m.

	Variance Note	Estimate 2020 \$000	Actual 2020 \$000	Actual 2019 \$000	Variance between estimate and actual \$000	Variance between actuals for 2020 and 2019 \$000
INCOME FROM ADMINISTERED ITEMS						
INCOME						
For transfer:						
Royalties and Rentals	1 A	6,463,972	8,564,700	6,820,241	(2,100,728)	1,744,459
Regulatory fees		254	175	136	79	39
Commonwealth Grants	2	–	4,374	2,491	(4,374)	1,883
Appropriations		87,613	87,613	89,669	–	(2,056)
Other revenue	3	52,431	28,108	28,940	24,323	(832)
Total Administered Income		6,604,270	8,684,970	6,941,477	(2,080,700)	1,743,493
EXPENSES						
<i>Petroleum (Submerged Lands) Act 1982</i>		215	–	339	215	(339)
Refunds of previous years' revenue	B	1,960	34,679	82,336	(32,719)	(47,657)
Services and contracts	4	46,788	34,487	33,235	12,301	1,252
Receipts paid into Consolidated Account	5 C	6,845,476	8,721,261	5,773,642	(1,875,785)	2,947,619
Grants and subsidies	6 D	76,036	62,205	3,708	13,831	58,497
Total Administered Expenses		6,970,475	8,852,632	5,893,260	(1,882,157)	2,959,372
NET INCOME FROM ADMINISTERED ITEMS		(366,205)	(167,662)	1,048,217	(198,543)	(1,215,879)

Major estimate and actual (2020) variance narratives

- Royalties and Rentals were over the original budget by \$2.1 billion (32%) as a result of increased iron ore prices, a lower exchange rate and slightly higher iron ore volumes. Also refer to point (5) below.
- Commonwealth Grants were over the nil budget by \$4.4 million as a result of additional contributions to the drilling of the Waukarlycarly stratigraphic well in the Southern Canning Basin and services provided to the Indian Ocean Territories.
- Other revenue is under the original budget by \$24 million (46%) due to reduced housing activity resulting in a lower number of Home Indemnity Insurance contract premiums being taken out. Also refer to point (4) below.
- Service and contracts expense is under the original budget by \$12.3 million (26%) due to reduced housed activity resulting in a lower number of Home Indemnity Insurance claims being made. Refer to point (3) above.
- Receipts paid into the consolidated account were over the original budget by \$1.9 billion (27%) as a result of increased iron ore prices, a lower exchange rate and slightly higher iron ore volumes. Refer to point (1) above.
- Grants and subsidies expenses were below the original budget by \$13.8 million (18%) due to increased Royalty rebates paid to the Koolyanobbing Mine project which, as a consequence of the higher price of iron ore and a lower exchange rate, paid higher Royalties. Refer to point (1) above.

Major actual (2020) and comparative data (2019) variance narratives

- A) Royalties and Rentals increased by \$1.7 billion (26%) as a result of increased iron ore prices, a lower exchange rate and slightly higher iron ore volumes. Refer to point (1) above.
- B) Refunds of previous year's revenue decreased by \$47.7 million (58%) as a result of decreased Royalty rebates paid to Magnetite producers.
- C) Receipts paid into the consolidated account increased by \$2.95 billion (51%) as a result of increased iron ore prices and a marginally lower exchange rate. Refer to points (1) and (A) above.
- D) Grants and subsidies increased by \$58.5m (1,578%) as a result of Royalty Rebate for the Koolyanobbing Mine Financial Assistance project. The increase in the rebate amounts is also due to increased iron ore prices, a lower exchange rate and slightly higher iron ore volumes. Refer to points (1) and (A) above.

9.3. Administered assets and liabilities

	2020 \$000	2019 \$000
Current Assets		
Cash and cash equivalents	7,975	28,319
Restricted cash and cash equivalents	430,880	423,970
Receivables ^(a)	2,251,518	2,408,869
Finance Lease Receivable	735	693
Total Administered Current Assets	2,691,108	2,861,851
Non-Current Assets		
Finance Lease Receivables	3,406	4,141
Total Administered Non-Current Assets	3,406	4,141
TOTAL ADMINISTERED ASSETS	2,694,514	2,865,992
Current Liabilities		
Payables	3,933	20,559
Other liabilities	853	863
Payments received in advance	-	-
Other current liabilities	412,312	399,490
Total Current Liabilities	417,098	420,912
TOTAL ADMINISTERED ASSETS	417,098	420,912

(a) This mainly represents royalties not collected as at 30 June 2020 on production which occurred prior to balance date.

Other matters of uncertainty

Mining companies owing royalties of approximately \$5.4 million (2019: \$5.5 million) are currently under administration and action is being taken to recover the funds that were due in the quarter that they went into administration. In the event that these funds are not collected, a bad debt may arise.

Home Indemnity Insurance

The contingent liability for Home Indemnity Insurance (HI) has been assessed to be the future claims liability (FCL) as at 30 June 2020. The FCL is an estimation of the future claims costs which will arise as a result of events which will occur in the future for currently in-force HI policies. In accordance with the PricewaterhouseCoopers actuarial report, the future claims liability has been assessed at an approximate value of \$18,700,000 (2019: \$20,012,000).

9.4. Supplementary financial information

(a) Write-offs

During the financial year, \$586,883 (2019: \$279,091) was written off the department's asset register under the authority of:

	2020 \$000	2019 \$000
Director General	165	279
The Minister	422	-
	587	279

51 individually recognised debts which were written-off during the period related to lease rentals and licences recognised under *The Mining Act*.

(b) Act of grace payments

During the financial year, four (4) payments totalling \$44.7 million (2019 \$16.6 million from six payments) were paid out as act of grace payments for circumstances relating to and returned royalties under the authority of:

	2020 \$000	2019 \$000
The Minister	-	5
The Governor	44,737	16,613
	44,737	16,618

Approval from the Governor was granted for payment of a royalty rebate on Iron Ore royalty revenue relating to the Koolyanobbing Mine.

APPENDICES



Act specific reporting

The department is required by some of the Acts that it administers to report details in the annual report concerning the performance of functions under that Act. Required details include the number, nature and outcome of compliance activities conducted under the powers of the Act, and other general issues relating to administration of the Act by the responsible person or body. E.g. Commissioner for Consumer Protection or the Plumbers Licensing Board.

Please note, some figures relating to ongoing complaints, investigations or inquiries for the start of the current financial year (2019–20), differ slightly to the ongoing figures for the end of the previous financial year (2018–19) provided within the department's 2018–19 Annual Report. This is due to the data within the Complaints and Licensing System (CALs) and the Compliance Management System (CMS) used by the department being dynamic in nature.

Details and classifications of certain types of complaints, investigations or inquiries are updated as further information regarding these complaints, investigations or inquiries is obtained. The updates and potential reclassification can result in different 'ongoing' figures. Investigations may also result in multiple outcomes which may occur before the investigation is completed, therefore, the outcome total may not be consistent with the number of investigations undertaken.

Credit (Administration) Act 1984

Regulation of consumer credit was referred to the Commonwealth pursuant to the *Credit (Commonwealth Powers) Act 2010 (WA)*. The *Credit (Administration) Act 1984* has not been repealed, but the department no longer carries out any regulatory operations in respect of it.

<i>Debt Collectors Licensing Act 1964</i>	<i>Employment Agents Act 1976</i>	<i>Land Valuers Licensing Act 1978</i>
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a) The number, nature and outcomes of:

i) investigations and inquiries undertaken by, or by the direction of, the Commissioner for the purposes of this Act

Outstanding as at 1 July 2019	0	Outstanding as at 1 July 2019	9	Outstanding as at 1 July 2019	1
Alleged unlicensed activities	0	Alleged unlicensed activities	9	Valuation practices	1
General compliance issues	0	General compliance issues	0	Licensing issues	0
Conciliations	0	Conciliations	0	Issues with fees and charges	0
Commenced 2019–20	5	Commenced 2019–20	10	Commenced 2019–20	2
Alleged unlicensed activities	1	Alleged unlicensed activities	7	Valuation practices	2
General compliance issues	1	General compliance issues	0	Licensing issues	0
Conciliations	3	Conciliations	3	Issues with fees and charges	0
Concluded 2019–20	3	Concluded 2019–20	17	Concluded 2019–20	2
Alleged unlicensed activities	0	Alleged unlicensed activities	15	Valuation practices	2
General compliance issues	0	General compliance issues	0	Licensing issues	0
Conciliations	3	Conciliations	2	Issues with fees and charges	0
Outcomes	3	Outcomes	17	Outcomes	2
Complaint referred to another body	2	Admin warning accepted	9	Investigation – no breach identified	1
Education, advice or information given	1	Education, advice or information given	4	Investigation – education, advice or information provided	1
		No offence identified in complaint	2		
		Corrective advice accepted	1		
		No offence detected	1		

ii) matters that have been brought before the State Administrative Tribunal (SAT)

No matters were brought before the SAT.	No matters were brought before the SAT.	No matters were brought before the SAT.
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b) the number and nature of matters referred to in paragraph (a) that are outstanding

There were two matters outstanding as at 1 July 2020. One matter related to alleged unlicensed activities and one matter related to a failure to comply with licence or conditions.	There were two matters outstanding as at 1 July 2020. One related to alleged unlicensed activities and the other matter was related to refunds.	There was one matter outstanding as at 1 July 2020 alleging the land valuer failed to exercise due care, diligence and skill when providing a valuation report.
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c) any trends or special problems that may have emerged

There were no trends of special problems that emerged.	The main cause of complaints continued to be allegations of persons operating as an employment agent without the necessary licence. There were no trends of special problems that emerged.	There were no trends of special problems that emerged.
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d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates

There are no changes anticipated.	There are no changes anticipated.	There are no changes anticipated.
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e) any proposals for improving the performance of the Commissioner's functions under this Act

There were no recommendations for improving the performance of the Commissioner's functions.	The proposals to amend the <i>Employment Agents Act 1976</i> have received Ministerial approval, however due to the current COVID-19 pandemic this is not a key government priority at this time.	There were no recommendations for improving the performance of the Commissioner's functions.
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Motor Vehicle Dealers Act 1973¹**Settlements Agents Act 1981****a) The number, nature and outcomes of:****i) investigations and inquiries undertaken by, or by the direction of, the Commissioner for the purposes of this Act**

Outstanding as at 1 July 2019	74	Outstanding as at 1 July 2019	9
Alleged unlicensed activities	29	Alleged unlicensed activities	8
General compliance issues	22	General compliance issues	1
Inquiries	23	Inquiries	0
Commenced 2019–20	443	Commenced 2019–20	109
Alleged unlicensed activities	31	Alleged unlicensed activities	66
General compliance issues	51	General compliance issues	43
Inquiries	361	Inquiries	0
Concluded 2019–20	459	Concluded 2019–20	104
Alleged unlicensed activities	38	Alleged unlicensed activities	61
General compliance issues	59	General compliance issues	43
Inquiries	362	Inquiries	0
Investigation Outcomes	97	Outcomes	104
Other outcome	25	Education, advice or information	56
Education, advice or information given	24	No offence detected	15
No action taken – other reason	19	Admin warning accepted	15
No offence detected	15	No action taken	14
Corrective advice accepted	14	Referred for investigation	3
Inquiry Outcomes	362	Fidelity claim partially paid	1
Agreement reached to settle	172		
Education, advice or information given	137		
Other outcome	26		
Complaint lapsed or withdrawn	15		
Sufficient evidence – consumer did not accept resolution	12		

ii) matters that have been brought before the State Administrative Tribunal (SAT)¹

SAT Outcome	1	No matters were brought before the SAT.
Respondent was disqualified from holding or obtaining a motor vehicle dealers licence in Western Australia and disqualified from being concerned in the management of a motor vehicle dealership until further order of the SAT.		

b) the number and nature of matters referred to in paragraph (a) that are outstanding

Investigation matters outstanding as at 1 July 2020	36	Outstanding at 1 July 2020	14
Unlicensed activity	23	Sale of a residential property	3
General breach of legislation or regulation	11	Settlement of a real estate transaction	3
Misrepresentation by sales staff	2	Settlement agents real estate licence	3
Inquiry matters outstanding as at 1 July 2020	22	Settlement of a real estate sale	2
Dispute cause unavailable at 1 July 2020	13	Other	3
Dispute about the extent of the problem	5		
Unreasonable delay by a trader	1		
On amount or type of redress	1		
Poor communication between trader and consumer	1		
Trader did not acknowledge that problem exists	1		

c) any trends or special problems that may have emerged

The COVID-19 restrictions impacted the ability for proactive compliance officers to undertake physical inspections between April – June 2020.	Trust account issues and qualified audits continue to be the dominant issue for settlement agents.
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- 1 Due to a change in reporting methodology regarding matters dealt with by Consumer Protection relating to the *Motor Vehicle Dealers Act 1973*, numbers reported in this section are lower than those reported in previous years. While the overall number of matters dealt with by Consumer Protection relating to motor vehicle dealers remains similar to previous years, matters relating solely to Australian Consumer Law complaints have been excluded from the 2019–20 figures.
- 2 The *Motor Vehicle Dealers Act 1973* refers to “matters that have been brought before the State Administrative Tribunal by the Commissioner”. As a result, the *Motor Vehicle Dealers Act 1973* only includes those with the Commissioner as the applicant.

Motor Vehicle Dealers Act 1973**Settlements Agents Act 1981****d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates**

The workload should remain consistent for the 2020–21 financial year with the focus continuing on consignment selling and unlicensed motor vehicle dealing.

There are no changes anticipated.

e) any proposals for improving the performance of the Commissioner's functions under this Act

The department undertook an internal review of the proactive compliance program. Resulting from the review's recommendations the department is introducing a new risk-based proactive compliance program for the 2020–21 financial year.

There were no recommendations for improving the performance of the Commissioner's functions.

Electricity Act 1945**Gas Standards Act 1972****a) The number, nature and outcomes of:****i) investigations and inquiries undertaken by, or by the direction of, the Director of Energy Safety (the Director) for the purposes of this Act**

Outstanding as at 1 July 2019	2,295	Outstanding as at 1 July 2019	181
Compliance Inspections	2,066	Audits	4
Investigations	229	Compliance Inspections	35
		Investigations	142
Commenced 2019–20	3,671	Commenced 2019–20	702
Audits	1	Audits	4
Compliance Inspections	3,313	Compliance Inspections	457
Investigations	357	Investigations	241
Concluded 2019–20	3,931	Concluded 2019–20	826
Audits (Network Operator)	1	Audits	4
Compliance Inspections	3,703	Compliance Inspections	479
Investigations	227	Investigations	343
Outcomes	3,974	Outcomes	837
Completed – no action required	1,998	Appeal – Rejected	1
Corrective Action Request	5	Appeal – Upheld	1
Further Inspection(s) Required	2	Commissioning Gas Extension Approved	8
Further Investigation Required	20	Completed – no action required	511
Infringement – Issue	3	Corrective Action Request	1
Inspector's Order – Issued	35	Further Investigation Required	9
Not Electricity Related	1	Gas Interpretation – Approved	1
Not Inspected – attended site, not possible	16	Incident Report/Hazard Alert – Issue	1
Not Inspected – site not attended	1,731	Infringement – Issue	5
Prosecution – Lapsed	6	Inspector's Order – Cancel	2
Prosecution – Proceed	7	Inspector's Order – Issued	113
Provide Advice – RCDs	77	Not Gas Related	4
Provide Advice	19	Not Inspected – attended site, not possible	8
Referred to Network Operator	20	Not Inspected – site not attended	20
Stop Sale Notice – Issue	1	Not Investigated	7
Warning – Verbal	6	Provide Advice	19
Warning – Written	27	Warning – Verbal	61
		Warning – Written	65

ii) matters that have been brought before the State Administrative Tribunal SAT

No matters were brought before the SAT.

No matters were brought before the SAT.

b) the number and nature of matters referred to in paragraph (a) that are outstanding

Matters outstanding as at 1 July 2020	2,034	Matters outstanding as at 1 July 2020	61
Compliance Inspections	1,672	Audits	4
Investigations	362	Compliance Inspections	15
		Investigations	42

c) any trends or special problems that may have emerged

There are no evident trends or special problems at this stage.

There are no evident trends or special problems at this stage.

Electricity Act 1945**Gas Standards Act 1972****d) forecasts of the workload of the Director's in performing functions under this Act in the year after to which this report relates**

The department is currently carrying out a review of the Inspection System Plan Guidelines for Network Operators, which were last reviewed in 2013. Under Regulation 253 of the Electricity Regulations 1947 (Regulations), Network Operators are required to establish and maintain an effective system of inspection for consumer installations to their network. To enable the network operators to develop adequate Inspection System Plans (ISPs) the Director of Energy Safety is required under the same set of Regulations to issue guidelines setting out the technical, investigative, reporting, administrative and other requirements for network operators' ISPs.

The department is working towards Inspection Policy Statement and Plan Guidelines in accordance with s.13J of the Act. These plans allow gas suppliers dispensation from 100 per cent inspection requirement (s.13) before commencing gas supply to consumer installations. The Guidelines will be implemented after stakeholder consultation and the plans activated after an appropriate implementation period. Although gas suppliers currently work to an approved plan, guidelines for their production aims to promote a consistent approach to inspection across the Western Australian gas industry including methods to identify and rectify defects, investigative conduct and incident reporting.

e) any proposals for improving the performance of the Director's functions under this Act

There are no proposed changes at this stage.

Information sharing powers between gas and plumbing inspectors will be streamlined through regulation. Availing this information will enable greater identification of defects and unlicensed gas and plumbing work. The aim is to increase public safety and maintain safe workplaces.

Retirement Villages Act 1992**a) As soon as practicable after 30 June, but on or before 31 December, in each year, the Commissioner shall prepare and forward to the Minister a report on the operation of this Act during that year**

i) Number		ii) Nature		iii) Outcome	
Outstanding as at 1 July 2019	12	Outstanding as at 1 July 2019	12	Concluded 2019-20	48
Compliance	4	Tenant enquiry	6	No action taken – other reason	23
Investigation	2	General breach of legislation	3	No offence detected	9
Conciliation	6	Trust account	1	Education, advice or information given	7
Commenced 2019-20	43	Conduct – other	1	Agreement reached to settle	4
Compliance	6	Failure to act in the best interests of the principal	1	Referred to other	3
Investigation	3			Other	2
Conciliation	34	Concluded 2019-20	48		
Concluded 2019-20	48	Tenant enquiry	26		
Compliance	9	Other	9		
Investigation	2	General breach of legislation	6		
Conciliation	37	Fees	4		
		Landlord enquiry	3		

b) matters that have been brought before the State Administrative Tribunal (SAT)

No matters were brought before the SAT.

c) any trends or special problems that may have emerged

In many instances, complaints cannot be substantiated or are contractual.

d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates

There are no changes anticipated.

e) any proposals for improving the performance of the Commissioner's functions under this Act

There are no proposed changes at this stage, however, a review of the Act is being conducted and will propose a number of reforms following consultation with operators and the community.

A number of consultation regulatory impact statement (CRIS) papers have been released proposing reform options relating to the Act, including the establishment of a public database of retirement villages to assist consumers and the administration of the Act. A final CRIS to be released in 2021 will consider options to improve the enforcement processes and dispute resolution.

a) The number, nature and outcomes of:

- i) investigations and inquiries undertaken by, or by the direction of, the Plumber's Licensing Board (the Board) for the purposes of this Act

Outstanding as at 1 July 2019	15
Investigation	15
Commenced 2019-20	140
Investigation	140
Concluded 2019-20	119
Investigation	119
Outcomes	117
Completed - no action required	33
Education Letter - education/advice	10
Education Letter	1
Further Investigation Required	8
Infringement - Issue	19
Infringement - Withdraw	1
No further action	8
No further action - insufficient evidence	4
No further action - no offence detected	3
No further action - not in public interest	1
No further action - other	3
No further action - referred to other agency	1
Warning - Letter	3
Warning - Verbal	2
Warning - Written	20

- ii) matters that have been brought before the State Administrative Tribunal (SAT)

No matters were brought before the SAT.

b) the number and nature of matters referred to in paragraph (a) that are outstanding

Matters outstanding as at 1 July 2020	36
Investigation	36

c) any trends or special problems that may have emerged

The department has worked with the Water Corporation to ensure that work downstream of a water meter relocated by the Water Corporation is carried out by a Licenced Plumbing Contractor as designated within the Plumbers Licensing and Plumbing Standards Regulations 2020. The COVID-19 pandemic saw new issues emerge that would not have been otherwise realised. A spike in the supply and sales of toilet douche sprays was caused by toilet paper shortages in supermarkets. Some products introduced to the market during the crisis did not bear the appropriate Watermark certification or had insufficient backflow prevention. A rise in unlicensed plumbing work was also detected as consumers attempted to install such devices. The department reacted to this trend by developing targeted media releases, informing licensed operatives and made a number of guest appearances on radio media.

d) forecasts of the workload of the Board in performing functions under this Act in the year after to which this report relates

Identified in 2015, the department is finalising the regulation amendments to address survey strata drainage issues.

e) any proposals for improving the performance of the Board's functions under this Act

Information sharing powers between gas and plumbing inspectors will be streamlined through regulation. This information will enable greater identification of defects and unlicensed gas and plumbing work, with the aim is to increase public safety and maintain safe workplaces.

From the Decision Regulatory Impact Statement (DRIS) into reforms of plumbing regulation in Western Australia, the below five will impact the functions of the Board:

- ▶ Expanding the definition of water supply plumbing work.
- ▶ Providing regulatory certainty for plumbing work in modular plumbing installations.
- ▶ Ensuring that the scope of a restricted plumbing permit is usable with the current technology.
- ▶ Advertising plumbing services, will enable the Board to take action against unlicensed persons who hold themselves out to be plumbers.
- ▶ Tightening the requirements for Licensed Plumbing Contractors to exercise general direction and control over tradespersons and apprentices.

Real Estate and Business Agents Act 1978

a) The number, nature and outcomes of:

i) investigations and inquiries undertaken by, or by the direction of, the Commissioner for the purposes of this Act

Outstanding as at 1 July 2019	359
General compliance	185
Financial compliance	174
Commenced 2019–20	1,218
General compliance	628
Financial compliance	590
Concluded 2019–20	1,384
General compliance	706
Financial compliance	678
Investigation Outcomes	1,384
Education, advice or information given	783
No offence detected	236
Admin warning accepted	154
No action taken	105
Other outcome	49
Referred for investigation	20
No jurisdiction/referred externally	20
Fidelity claim approved/partially approved	17

ii) matters that have been brought before the State Administrative Tribunal (SAT)

SAT Outcome	19
Commissioner's Decision Affirmed	
Application to review the Commissioner's decision to refuse granting of a real estate and business agent's licence.	
Disqualified	
▶ Failure to act fairly and honestly in his dealings as a registered Sales Representative.	
▶ Misconduct and unfit to hold a certificate of registration.	
Reprimanded	
▶ Carrying out the functions of a real estate and business sales representative without holding a valid certificate of registration.	
▶ Failed to pay the bond administrator the bonds received in relation to residential tenancy agreements.	
▶ Person in bona fide control at all material times failed to take all reasonable steps to ensure that every person employed in the business complied with the provisions of the Code.	
▶ Failing to hold a certificate of registration while carrying out the functions of a real estate sales representative.	
▶ Employing a person as sales representative without that person been registered as a sales representative.	
▶ Giving commission, reward or other valuable consideration to a person who was not a registered sales representative.	
▶ Failing to take reasonable steps to ensure that every person employed in the agency business complied with the provisions of the Act.	
▶ Failed to carry out any title and strata plan searches prior to or after the Selling Agreement had been entered into.	
▶ Being the director and person in bona fide control of the business and failure to exercise due skill, care and diligence.	
▶ Failed to complete the compulsory professional development requirements requirements outlined in his registration.	
▶ Demanded or received a commission, reward greater than the amount agreed in writing.	
▶ Failed to exercise due care, diligence and skill when acting for a client.	
▶ On three occasions failed to exercise due care, diligence and skill in that it failed to pay the bond administrator the amounts of the bond received.	
▶ Person in bona fide control of the business failed to take all reasonable steps to ensure that every person employed in the business complied with the provisions of the Code.	
Supervision order granted	
▶ Liquidator to the company advised monies in trust accounts would not form part of company's assets and refused to take control of those monies.	
▶ Employee of the Agency made unauthorised withdrawals from the Agency's trust account.	

iii) matters that have been dealt with through the conciliation process¹

Outstanding as at 1 July 2019	0
Commenced 2019–20	75
Tenant enquiry	25
Landlord enquiry	10
Other nature	17
Sale of property	14
Advertising/marketing	6
Rental bonds	3

¹ Unlike the other Acts, the *Real Estate and Business Agents Act 1978* specifically states that the number, nature and outcome of matters that have been dealt with through the conciliation process under this Act are required to be included in the Annual Report.

Real Estate and Business Agents Act 1978

Concluded 2019–20	75
Tenant enquiry	25
Landlord enquiry	10
Other nature	17
Sale of property	14
Advertising/marketing	6
Rental bonds	3
Conciliation outcomes	75
No offence detected	24
Education, advice or information given	17
No jurisdiction/referred to other	13
Other outcome	9
Agreement reached to settle	6
No action taken	6
b) the number and nature of matters referred to in paragraph (a) that are outstanding	
Investigation Matters Outstanding at 1 July 2020	192
Audit Matters	47
Other Nature	36
Misappropriation of funds	28
Failure to act in the best interests of the principal	22
Trust Account	18
Unlicensed, unregistered	16
Registration, licensing requirement	14
Property Management	11
Conciliation Matters Outstanding at 1 July 2020	0
There were no outstanding conciliation matters.	
c) any trends or special problems that may have emerged	
There were no trends or special problems identified.	
d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates	
There are no changes anticipated.	
e) any proposals for improving the performance of the Commissioner's functions under this Act	
There were no recommendations for improving the performance of the Commissioner's functions.	

Government policy requirements

Boards and committees remuneration

The department is required to report on the individual and aggregate costs of remunerating all positions on boards and committees as defined in *Premier's Circular 2019/07 – State Government Boards and Committees*.

BOARD OF EXAMINERS

Board of Examiners – Mine Managers and Underground Supervisors Certificate Board

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Andrew Chaplyn DMIRS Representative	Ineligible	12 months	\$0
Member	Mr Anil Atri DMIRS Representative	Ineligible	12 months	\$0
Member	Mr Russell Cole Representing Chamber of Mines and Energy of WA	Did not apply	12 months	\$0
Member	Ms Holly Allday Representing Chamber of Mines and Energy of WA	Did not apply	12 months	\$0
Total				\$0

Board of Examiners – Quarry Managers Certificate Board

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Andrew Chaplyn DMIRS Representative	Ineligible	12 months	\$0
Member	Mr Anil Atri DMIRS Representative	Ineligible	12 months	\$0
Member	Mr John Soubotian Representing Department of Technical and Further Education (TAFE)	Did not apply	12 months	\$0
Member	Mr Andrew Haslam Representing Chamber of Mines and Energy of WA	Did not apply	12 months	\$0
Member	Mr Robert Murdoch Representing Chamber of Mines and Energy of WA	Did not apply	12 months	\$0
Total				\$0

Board of Examiners – Winding Engine Drivers Certificate Board

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Andrew Chaplyn DMIRS Representative	Ineligible	12 months	\$0
Member	Mr Jose Sanchez DMIRS Representative	Ineligible	12 months	\$0
Total				\$0

BUILDING SERVICES BOARD

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Genevieve Cleary	Full/half day	12 months	\$5,804 ¹
Deputy Chair / Member	Mr Helmut Schwanke	Full/half day	12 months	\$8,684 ¹
Member	Ms Faye Stewart	Full/half day	12 months	\$6,626
Member	Mr Laurence Kruize	Full/half day	12 months	\$5,630
Member	Ms Joanne Motteram	Full/half day	12 months	\$6,301
Member	Mr Jack Mast	Full/half day	12 months	\$6,799
Member	Ms Serena Giudice	Full/half day	12 months	\$5,803
Member	Ms Angela Lefante	Full/half day	12 months	\$6,301
Member	Ms Deborah Smith	Full/half day	12 months	\$6,799
Total				\$58,747

- 1 Ms Cleary was an apology for six meetings during 2019–20 and Deputy Chair Mr Schwanke acted as Chair. As such he was remunerated at the Chair rate for these meetings.

CHARITABLE COLLECTIONS ADVISORY COMMITTEE

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Annette Frazer	Half day	12 months	\$4,810
Member	Ms Helen Grzyb	Half day	12 months	\$3,000
Member	Mr Henry Thong	Half day	12 months	\$3,000
Member	Dr Jane Hutchison	Half day	12 months	\$3,000
Member	Ms Rachelle Spyker	Half day	12 months	\$3,000
Total				\$16,810

COMMISSION FOR OCCUPATIONAL SAFETY AND HEALTH

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Stephanie Mayman	Annual ¹	12 months	\$29,944 ²
Member	Mr Darren Kavanagh	Ineligible	12 months	\$0
Member	Mr Andrew Chaplyn	Ineligible	12 months	\$0
Member	Dr Julia Norris	Half day	9 months	\$1,188
Member	Dr Matthew Davies	Half day	12 months	\$3,960
Member	Dr Lin Fritschi	Half day	12 months	\$2,376
Member	Dr Barry Chesson	Half day	3 months	\$1,584
Member	Ms Adrienne LaBombard	Half day	12 months	\$3,168
Member	Ms Andrea Roelofs	Half day	12 months	\$3,168
Member	Mr Paul Moss	Did not apply	9 months	\$0
Member	Mr Owen Whittle	Did not apply	12 months	\$0
Member	Mr Glenn McLaren	Did not apply	12 months	\$0
Member	Ms Joy Barrett	Did not apply	12 months	\$0
Total				\$45,388

- 1 The appointment of the Ms Mayman as Chair, Commission for Occupational Safety and Health (COSH), concluded on 5 June 2020.
- 2 The Chair, COSH, is paid a stipend of \$22,691 per annum. This stipend covers the sitting fee payable for chairing COSH committees and working groups. Effective 9 October 2018, the Chair, COSH, is also paid an allowance of \$9,059 per annum. This allowance covers the additional and strategic functions undertaken in association with the Work Health and Safety Bill. The allowance is in place for a period of two years or until the Bill is passed by Parliament, whichever is the sooner.

Agricultural Working Group

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Stephanie Mayman	Annual ¹	12 months	\$0
Member	Mr Darren Kavanagh	Ineligible	12 months	\$0
Member	Mr Owen Whittle, UnionsWA	Half day	12 months	\$0 ²
Member	Mr Antony Pearson, UnionsWA	Half day	12 months	\$1,992
Member	Ms Margaret Hector, Country Women's Association of Western Australia	Half day	5 months	\$598
Member	Ms Nicola Kelliher, Country Women's Association of Western Australia	Half day	7 months	\$896
Member	Trevor Naughton, Chamber of Commerce and Industry of Western Australia	Half day	12 months	\$1,145
Member	Melanie Windust, Chamber of Commerce and Industry of Western Australia	Half day	2 months	\$598
Member	Mr Peter Nunn, Chamber of Commerce and Industry of Western Australia	Half day	12 months	\$996
Member	Mr Darren Spencer, WA Shearing Industry Association	Half day	12 months	\$1,494
Member	Mr Doug Hall, Pastoralists and Graziers Association of Western Australia	Half day	12 months	\$1,245
Member	Mr Trevor Whittington, WA Farmers Federation	Half day	12 months	\$498
Total				\$9,462

1 Included within COSH remuneration.

2 Due to non-attendance during 2019–20, a sitting fee was not paid.

Construction Industry Safety Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Darren Kavanagh	Ineligible	12 months	\$0
Member	Mr Chris Kirwin	Ineligible	12 months	\$0
Member	Mr Bob Benkesser Construction, Forestry, Mining and Energy Union	Half day	12 months	\$1,992
Member	Mr Owen Whittle, UnionsWA	Half day	12 months	\$1,245
Member	Mr Steve McCartney, Australian Manufacturing Workers' Union	Half day	12 months	\$1,494
Member	Mr Kim Drew, Chamber of Commerce and Industry of Western Australia	Half day	12 months	\$1,245
Member	Mr Kim Richardson, Master Builders Association of Western Australia	Did not apply	9 months	\$0
Member	Ms Michelle DeGalt-Rohlf, Master Builders Association of Western Australia	Did not apply	3 months	\$0
Member	Ms Rachelle Gill, Housing Industry Association	Did not apply	3 months	\$0
Member	Ms Kiran Kaur, Housing Industry Association	Did not apply	9 months	\$0
Total				\$5,976

Mining Industry Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Andrew Chaplyn	Ineligible	12 months	\$0
Member	Ms Christina Folley	Ineligible	12 months	\$0
Member	Dr Gary Bryant	Did not apply	12 months	\$0
Member	Ms Meagan Smart	Half day	12 months	\$1,305
Member	Ms Helen Anderson	Half day	12 months	\$783
Member	Mr Peter Burton	Did not apply	12 months	\$0
Member	Mr Gregory Busson	Did not apply	12 months	\$0
Member	Mr Glenn McLaren	Did not apply	12 months	\$0
Member	Mr Gregory Stagbouer	Did not apply	12 months	\$0
Member	Mr Robert Watson	Did not apply	12 months	\$0
Member	Ms Pearl Lim	Did not apply	12 months	\$0
Member	Ms Elysha Millard	Did not apply	12 months	\$0
Total				\$2,088

Occupational Diving Working Group

The Occupational Diving Working Group first met in August 2019, with its final meeting in May 2019. These sitting fees were paid during 2019–20 .

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Darren Kavanagh	Ineligible	N/A	\$0
Member	Mr Owen Whittle, UnionsWA	Half day	N/A	\$249
Member	Mr Jack McCabe, UnionsWA	Half day	N/A	\$249
Member	Mr Aaron Irving, Chamber of Commerce and Industry of Western Australia	Half day	N/A	\$249
Member	Mr Arnold Piccoli, Chamber of Commerce and Industry of Western Australia	Half day	N/A	\$249
Member	Mr Warren Starr, University of Western Australia (Expert member)	Ineligible	N/A	\$0
Member	Mr Anthony Hart, Department of Primary Industries and Regional Development (Expert member)	Ineligible	N/A	\$0
Total				\$996

CONSUMER ADVISORY COMMITTEE

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Scott Phillips	Half day	12 months	\$2,280
Member	Ms Linda Castle	Half day	12 months	\$1,000
Member	Dr Jennie Gray	Did not apply	6 months	\$0
Member	Ms Bev Jowle	Half day	9 months	\$1,000
Member	Ms Bronwyn Kitching	Half day	12 months	\$1,460
Member	Ms Kathryn Lawrence	Half day	12 months	\$1,000
Member	Ms Chrisandra Lukjanowski	Half day	6 months	\$250
Total				\$6,990

ELECTRICAL LICENSING BOARD

Position	Name	Type of remuneration	Period of membership ¹	Gross / actual remuneration 2019–20 FY
Chair ²	Mr Kevan McGill	Full/half day	7 months	\$5,820
Chair ³ /Member	Mr Peter Beveridge	Full/half day	11 months	\$5,630
Member	Mr Momcilo Andric	Full/half day	11 months	\$3,420
Member	Mr Geoff Kelly	Full/half day	11 months	\$4,980
Member	Mr Don Saunders	Ineligible	7 months	\$0
Member	Ms Fiona McGaughey	Full/half day	12 months	\$4,080
Member	Mr John Ripp	Full/half day	11 months	\$2,120
Member	Mr Peter Carter	Full/half day	11 months	\$3,880
Member	Ms Natalia Kostecki-Baranski	Full/half day	4 months	\$1,760
Member	Mr Christopher Sweeting	Full/half day	4 months	\$1,760
Member	Ms Melissa Mammone	Ineligible	4 months	\$0
Total				\$33,450

- 1 There was no Electrical Licensing Board meeting for the month of February 2020 as Board appointments were in progress. As a result, the maximum membership for 2019–20 is 11 months.
- 2 Mr McGill was Chair from June 2019 to end of January 2020.
- 3 Mr Beveridge was a member prior to being appointed Chair from March 2020.

LEGISLATIVE ADVISORY COMMITTEE (WORK HEALTH AND SAFETY)

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Stephanie Mayman	Annual	12 months	\$0 ¹
Member	Dr Ivor Roberts	Ineligible	12 months	\$0
Member	Mr Anil Atri	Ineligible	12 months	\$0
Member	Mr Owen Whittle, UnionsWA	Half day	12 months	\$2,241
Member	Ms Elysha Millard, Chamber of Minerals and Energy of Western Australia	Half day	9 months	\$1,992
Member	Mr Paul Moss, Chamber of Commerce and Industry of Western Australia	Half day	12 months	\$1,743
Total				\$5,976

- 1 Included within COSH remuneration.

MINE SURVEY BOARD

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Mr Andrew Chaplyn DMIRS Representative	Ineligible	12 months	\$0
Member	Mr Martin Robinson Representing Curtin University and TAFE	Did not apply	12 months	\$0
Member	Mr Anthony Snow Representing Surveyor General	Did not apply	7 months	\$0
Member	Mr Leigh Coaker Representing Institution of Surveyors Australia	Did not apply	5 months	\$0
Member	Mr Russell Haigh Representing Institution of Surveyors Australia	Did not apply	2 months	\$0
Member	Mr Shane Watson Representing Institution of Engineering and Mining Surveyors Australia	Did not apply	12 months	\$0
Total				\$0

MOTOR VEHICLES ADVISORY COMMITTEE

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Lanie Chopping	Ineligible	5 months	\$0
Chair (former)	Mr David Hillyard	Ineligible	7 Months	\$0
Member	Mr Stephen Moir	Did not apply	12 months	\$0
Member	Ms Julie Wadley	Did not apply	12 months	\$0
Member	Ms Robyn Cook	Did not apply	12 months	\$0
Member	Mr Patrick Browne	Did not apply	12 months	\$0
Member	Mr Phillip Lytton	Did not apply	12 months	\$0
Member	Ms Sarah Macaulay	Did not apply	12 months	\$0
Member	Ms Lesley Yates	Did not apply	12 months	\$0
Total				\$0

PLUMBERS LICENSING BOARD

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Shona Zulsdorf	Full/half day	12 months	\$9,170
Member	Ms Sonia McKeiver	Full/half day	12 months	\$6,008
Member	Mr Murray Thomas	Full/half day	12 months	\$5,557
Member	Mr Brian Bintley	Full/half day	12 months	\$4,961
Member	Mr Michael Wynne	Full/half day	12 months	\$4,510
Member	Ms Gladys Demissie	Full/half day	12 months	\$4,510
Member	Ms Diane Massara	Full/half day	9 months	\$4,059
Member	Ms Tehani Mahony	Full day	1 month	\$451
Total				\$39,226

PROPERTY INDUSTRY ADVISORY COMMITTEE

Position	Name	Type of remuneration	Period of membership	Gross / actual remuneration 2019–20 FY
Chair	Ms Lanie Chopping	Ineligible	5 months	\$0
Chair (former)	Mr David Hillyard	Ineligible	7 months	\$0
Member	Ms Fran Andrews	Did not apply	12 months	\$0
Member	Mr Dion Dosualdo	Did not apply	12 months	\$0
Member	Ms Andrea Constable	Did not apply	12 months	\$0
Member	Ms Kara Grant	Did not apply	3 months	\$0
Member	Ms Rachel Cosentino	Did not apply	5 months	\$0
Member	Ms Lisa Joyce	Did not apply	12 months	\$0
Member	Mr Patrick Lilburne	Did not apply	12 months	\$0
Member	Mr Brad Potter	Did not apply	12 months	\$0
Member	Mr Neville Pozzi	Did not apply	12 months	\$0
Total				\$0

Audit and Risk Committee

Following the release of the revised [Treasurer's Instruction 1201](#), in December 2019, fully independent Audit and Risk Committee was established. During 2019–20 Mr Andrew Cox was remunerated \$4,565 as Chair (and \$2,460 as member of the former Audit and Risk Subcommittee) and all other members were ineligible for payment.

*Working
together is
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