



# **Department of the Premier and Cabinet**

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## **Annual Report 2004/2005**

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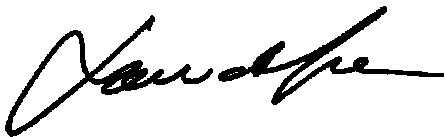
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Hon Dr G I Gallop BEc MA MPhil DPhil MLA  
PREMIER

In accordance with section 62 of the Financial Administration and Audit Act 1985, I hereby submit for your information and presentation to Parliament, the Annual Report for the Department of the Premier and Cabinet, for the year ended 30 June 2005.

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

A handwritten signature in black ink, appearing to read 'M C Wauchope', written in a cursive style.

M C Wauchope  
DIRECTOR GENERAL

31 August 2005

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## **THE YEAR IN REVIEW**

The Department of the Premier and Cabinet is responsible for:

***Supporting the Premier and Cabinet in achieving the Government's vision for all Western Australians, through leadership and coordination and the promotion of excellence in the public sector.***

I am pleased to report that our various Divisions and Offices have provided a high quality service to their respective clients across a broad spectrum of functions and activities in what has been a very busy year. The following highlights some of the key work undertaken.

Formalities associated with the State General Election, including the oversight of the Caretaker Conventions, were coordinated, as well as the establishment and/or relocation of a number of Minister's offices and new parliamentary electorate offices following the election.

International events continue to reinforce the importance of security and emergency management. Advice and support was provided to the Premier on all security and emergency management related issues relevant to Western Australia, including the State response to the Boxing Day Tsunami.

With competing pressures challenging the federal balance of power between the Commonwealth and the States and Territories, advice and support was provided to the Premier on strategic federal affairs issues.

Trade and Business developments, and inward investment opportunities, continue to be promoted through our offices in Japan, London and Dubai. Activities likely to have an impact on Western Australia's interest in, and ability to do business in Asia, Europe and the Middle East were also monitored.

The Premier and Cabinet were provided with high-level advice on a broad range of issues in areas of economic, environmental, social, regional and sustainability policy. Examples include advice on strategies related to water supply options and initiatives, greenhouse issues, the Carnarvon-Ningaloo Coast, the ageing population and workforce, family and child wellbeing and State Budget matters. Responses to the Gordon Inquiry were also coordinated.

The Department has played a leading role in the development and implementation of a range of new initiatives related to improvements in the efficiency and effectiveness of the public sector. Corporate Service Reform is one such initiative that was progressed significantly during the year with the relocation of the Shared Corporate Services Program Office to Cannington and tenders being awarded for the supply, implementation and support of a suite of corporate service business systems for the new Shared Services Centres.


A number of special events or projects were also coordinated such as the 175<sup>th</sup> Anniversary of the founding of the State, initiatives fostering the ANZAC spirit, promotion of healthy lifestyles, the Northbridge History Project and many others.

Ongoing support was provided to the Parliament with printing and production of Bills and a range of other related papers, with electronic versions also published on the Parliament website. Online access to all legislation was made available free of charge during the year and the legislation reprints program continued.

The Department is also responsible for the specialised functions of citizenship and multicultural interests, native title, science and innovation, road safety, e-government and crime prevention. The following points highlight some of the work undertaken by the Department in these areas during the year:

- *Citizenship* - acted as a catalyst and facilitator to coordinate intergovernmental collaboration and enhance community engagement practices, and provided leadership and coordination for the cross government implementation of the Western Australian Citizenship Strategy, '*A Voice for All: Strengthening Democracy*'.
- *Multicultural Interests* – conducted a range of community education and awareness raising events, commissioned research to identify issues of risk to ethnic children and youth, and developed policy in other areas of anti-racism and substantive equality. Cabinet also endorsed the Charter of Multiculturalism, based on the principles of democratic pluralism.
- *Native Title* - six determinations of native title (incorporating eleven native title claims) were finalised with the highlight being the achievement of the Ngaanyatjarra Lands consent determination. A \$40 million Land and Equity Fund was also established in December 2004 to assist in the resolution of native title matters.
- *Science and Innovation* – work on attracting significant international scientific projects and researchers to the State continued, while ongoing support and funding was also provided to eight new Centres of Excellence. In November 2004, a site in the Mid-West was selected as the Australian bid for the international Square Kilometre Array radio astronomy project, valued at approximately €1 billion (Euros).
- *Road Safety* - the *Arriving Safely: Western Australian Road Safety Strategy - 2003/07*, was implemented and ongoing support was provided to the Road Safety Council to implement, monitor and evaluate the State's road safety initiatives.
- *e-Government* - worked with agencies in implementing the 'e-Government Strategy for the Western Australian Public Sector' and continued developing and implementing initiatives to enhance the public sector's capacity to deliver integrated services through the use of technology.
- *Crime Prevention* - played a key role in coordinating crime reduction activity and has increased funding for strategic crime control projects aimed at further reducing these crime rates. The State '*Community Safety and Crime Prevention Strategy*' was also launched in August 2004, and its implementation commenced across the State.

With twelve Service areas, and the additional work required in an election year, the Department worked under considerable pressure throughout this period. I would like to take this opportunity to express my appreciation of the professional and dedicated service provided by all Department staff during the year.



M C WAUCHOPE  
DIRECTOR GENERAL

## DEPARTMENT OVERVIEW

### RESPONSIBLE MINISTER

The Department reports to the Hon Dr G I Gallop BEc MA MPhil DPhil, MLA, in his capacity as Premier; Minister for Public Sector Management; Water Resources, Federal Affairs.

### CHIEF EXECUTIVE OFFICER

The Chief Executive Officer of the Department is Mr Malcolm Wauchope. Mr Wauchope is also the Accountable Officer for the Department, as prescribed in section 52 of the Financial Administration and Audit Act 1985.

### MISSION

The mission of the Department is to

***“Support the Premier and Cabinet in achieving the Government’s vision for all Western Australians, through leadership and coordination and the promotion of excellence in the public sector”.***

The Output Structure to support the achievement of this mission comprises the following:

#### **Support for the Premier as Head of Government (Service 1)**

The Department provides administrative support and advice responsive to the Premier’s requirements as Head of Government. This Output also includes the promotion of Western Australia’s interests overseas and communicating Government policies and activities.

#### **Management of Matters of State (Service 2)**

The Department provides a range of services on behalf of the Premier, including:

- support for the functions of Executive Government;
- administration of entitlements for Members of Parliament;
- support for Ministerial Offices and the Leaders of the Opposition Parties;
- developing whole-of-government positions on treaties, defence, federal reform and other matters raised through the Council of Australian Governments;
- managing and coordinating Western Australian Government input to federal negotiations;
- coordinating delivery of Government services provided to the Indian Ocean Territories on behalf of the Commonwealth Government; and
- provision of advice, briefing and support to the Premier, Ministers and other government agencies, and coordination of a whole-of-government, all hazards approach to the prevention, response to and recovery from significant security and/or natural disaster incidents.

This service also includes the corporate services function provided to the Office of the Public Sector Standards Commissioner, the Parliamentary Commissioner for Administrative Investigations; and the Department of Treasury and Finance.

**Management of Policy (Service 3)**

The Department provides advice to and co-ordination for the Premier and Cabinet on key policy matters to ensure an effective government-wide perspective in the following policy areas:

- economic;
- environmental;
- regional;
- social; and
- sustainability.

The Policy Division also provides substantial support to Cabinet Standing Committees. The Cabinet Standing Committees have endorsed terms of reference, which include overviews of Cabinet decision-making and advising Cabinet on the impact of Government policies and decisions on Western Australian communities.

**Support for the Premier as Minister for Public Sector Management (Service 4)**

The Department provides advice, assistance and support to the Minister for Public Sector Management and the public sector on a range of public sector management matters, including:

- functions under the *Public Sector Management Act 1994*, including as the employer of Chief Executive Officers and manager of the Senior Executive Service;
- best practice in human resource management including recruitment, employment, professional development, skills training and deployment;
- whole-of-government reporting on public sector workforce demographics, trends and management issues; and
- support for organisational restructuring and promotion of whole-of-government management improvement strategies and special projects.

**Parliamentary, Statutory and Legislative Publishing Service (Service 5)**

Through the State Law Publisher, the Department provides a secure, confidential and time critical publishing service to meet the needs of Parliament and Government.

**Management of the Constitutional Centre Programs (Service 6) (*Reports to the Minister for Disability Services; Sport and Recreation; Citizenship and Multicultural Interests; Seniors*)**

The Government is committed to helping educate the community on Western Australian and Commonwealth Constitutions, and the Federal system of government through the provision of exhibitions and programs at the Constitutional Centre.

**Promotion and Support of Citizenship and Multiculturalism in Western Australia. (Service 7) (*Reports to the Minister for Disability Services; Sport and Recreation; Citizenship and Multicultural Interests; Seniors*)**

The Citizens and Civics Unit coordinates the implementation of the 'Western Australian Citizenship Strategy', 'A Voice for All: Strengthening Democracy', by:

- developing policy in the areas of citizenship and governance, civics and strengthening democracy;
- identifying information, skills and mechanisms required for effective participation in public life and decision-making; and

- facilitating and fostering dialogue between the people of Western Australia, their governments and other institutions.

The Office of Multicultural Interests assists in delivering Government's commitments set out in the Western Australian Charter of Multiculturalism by:

- promoting the ideals of multiculturalism to public sector agencies by developing and influencing policies that reflect these principles; and
- providing information to the culturally and linguistically diverse communities on the availability of public sector services.

**Native Title Policy Development, Implementation and Negotiation (Service 8)** *(Reports to Deputy Premier; Treasurer; Minister for Energy)*

The Office of Native Title implements Government's Native Title objectives through:

- resolution of Native Title determination applications and compensation applications wherever possible by agreement;
- resolution of Native Title matters in accordance with the requirements of the *Native Title Act 1993 (Cth)* and relevant case law;
- ensuring valid future acts that minimise the extinguishment or impairment of Native Title and minimise the State's exposure to compensation liability;
- developing, implementing and monitoring policies, procedures and practices across Government that ensure Native Title matters are administered efficiently and consistently;
- concluding agreements that deal in a comprehensive way with the determination of Native Title, compensation and arrangements for future acts; and
- negotiating and participating in the implementation of project agreements.

**Science and Innovation Promotion and Support (Service 9)** *(Reports to the Minister for the Environment; Science)*

The Office of Science and Innovation coordinates implementation of Government's Innovate WA policy and strategy by:

- undertaking science policy development and providing support to the Premier's Science Council;
- identifying and promoting science and innovation opportunities;
- supporting the development of Western Australian research capability and infrastructure;
- administering research scholarships and fellowships; and
- promoting science and innovation in schools and through the Scitech Discovery Centre.

**Support for Implementation of the State's Road Safety Initiatives (Service 10)** *(Reports to Minister for Police and Emergency Services, Community Safety)*

Support is provided to the Road Safety Council to undertake implementation, monitoring and evaluation of the State's road safety initiatives.



**e-Government Policy and Coordination (Service 11)**

The Office of e-government is responsible for:

- promoting and leading the implementation of the e-Government Strategy for the Western Australian Public Sector;
- developing a policy framework, standards and guidelines that are consistent with the e-Government Strategy for the Western Australian Public Sector, and with national and international best practice;
- coordinating and facilitating cross-sector implementation of the e-Government Strategy for the Western Australian Public Sector and policy framework;
- initiating, leading and coordinating strategic e-government projects that deliver improved internal efficiencies, integrated service delivery and greater opportunities for community participation; and
- encouraging a better understanding of e-Government and promoting its benefits to the public sector, business and the community.

**Implementation of the State Crime Prevention Strategy (Service 12)** *(Reports to Minister for Police and Emergency Services, Community Safety)*

The Office of Crime Prevention implements the 'State Crime Prevention Strategy' by:

- providing high level advice to the Government;
- conducting policy research and development to identify effective methods to reduce crime;
- establishing community safety and crime prevention partnerships and plans;
- communicating with key stakeholders and the community; and
- managing and evaluating projects supported by grant funding.

**SENIOR OFFICERS  
AS AT 30 JUNE 2005****DIRECTOR GENERAL****MR MALCOLM WAUCHOPE B Com (Hons), M Com**

Mr Wauchope was appointed to the position of Director General in October 1997 and reappointed in October 2002 having previously held the positions of Chief Executive, Office of State Administration and Chief Executive, Department of the Premier. Mr Wauchope has 32 years public sector experience and held senior positions in the Treasury Department prior to joining the Department of the Premier and Cabinet. In addition to holding the position of Director General, Mr Wauchope is the State representative on the Council for the Order of Australia and has been Clerk of the Executive Council since 1987.

**CHIEF OF STAFF, OFFICE OF THE PREMIER****MR SEAN WALSH**

For the four years prior to taking up his current position, Mr Walsh was Chief of Staff to Dr Gallop while he was the Leader of the Opposition. This followed a period as a consultant in the private sector and nine years as a Principal Private Secretary and adviser with the previous Labor government.

**CHIEF POLICY ADVISOR, POLICY DIVISION****MR DAVID HATT B Ed, JP**

Mr Hatt was appointed to head the Policy Division of Department of the Premier and Cabinet in 2003. Prior to this he held numerous positions in the State Government as an adviser to four Premiers and as a senior public servant. Mr Hatt was Chief Executive of the Department of Planning and Urban Development from 1988-1993, Chairman of the Joondalup Development Corporation and the inaugural Chairman of the Western Australian Land Authority (LandCorp). Mr Hatt also held senior positions in Government sports administration at State and Commonwealth level and for seven years was the Chief Executive of the Fremantle Football Club in the Australian Football League. He is currently Chairman of the AFL Research and Development Board.

**ASSISTANT DIRECTOR GENERAL, PUBLIC SECTOR MANAGEMENT AND SECURITY PLANNING****MR GEOFF HAY B Com (Hons)**

Mr Hay was appointed to the position of Assistant Director General, State Administration and Public Sector Management in February 2002 following periods of acting in the positions of Assistant Director General, State Administration, and Assistant Director General, Public Sector Management. Prior to that Mr Hay held the position of Assistant Under Treasurer at the Treasury Department. Mr Hay has over 20 years of experience in the public sector and in addition to the Treasury Department, he has been employed by the Department of Corrective Services and the Fremantle Port Authority.

**ACTING ASSISTANT DIRECTOR GENERAL, STATE ADMINISTRATION AND CORPORATE SUPPORT****MS JENNY SALES BSc, Grad Dip Bus**

Ms Sales was appointed to the position of Assistant Director General, Corporate and Business Services in April 2002. A minor restructure during the second half of 2004 resulted in the position being expanded to include responsibility for State Administration and Ms Sales has acted in the role since the change. Ms Sales has over 20 years experience in the public sector and prior to joining the Department of the Premier and Cabinet in 1997, held positions in the Department of Land Administration, Department of Commerce and Trade and Department of Productivity and Labour Relations.

**EXECUTIVE DIRECTOR, OFFICE OF FEDERAL AFFAIRS****MRS PETRICE JUDGE B Psych, M Psych**

Mrs Judge has been responsible for Federal Affairs since the unit was created in 1992. Overall, she has over 30 years experience in the public sector. Prior to moving to the Department of the Premier and Cabinet where she managed social policy, multi-skilling and performance management, Mrs Judge practised for 16 years as a psychologist and clinical psychologist in prisons welfare and health with the responsibility for the provision of state-wide psychological services. Currently, Mrs Judge is a member of the Senior Officials Group that provides advice to the Prime Minister, Premiers and Chief Ministers at the Council of Australian Governments.

**MANAGER, STATE LAW PUBLISHER AND GOVERNMENT PRINTER****MR JOHN STRIJK**

Mr Strijk was appointed to the position of Manager, State Law Publisher and Government Printer, in June 1996 having previously acted in the position of Director, State Print. Mr Strijk has over 30 years public sector experience and occupied various positions in the Department of State Services, State Print.

**DIRECTOR, CONSTITUTIONAL CENTRE****MS BETTY O'ROURKE BEd**

Ms O'Rourke was appointed as Director of the Constitutional Centre of Western Australia in February 2000. Ms O'Rourke had 15 years experience as a teacher before spending the following 6 years as Head of Public Programs at the Western Australian Museum.

**EXECUTIVE DIRECTOR, OFFICE OF MULTICULTURAL INTERESTS****DR LEELA DE MEL BA (Hons) MA PhD**

Dr de Mel was appointed to the position of Executive Director, Office of Multicultural Interests in March 2002. Prior to this appointment, she held the positions of Principal Performance Analyst, Office of the Auditor General, and Manager of Monitoring and Evaluation, Aboriginal Affairs Department. She has also held positions in the Department of Training, Office of Higher Education and the Health Department.

**DIRECTOR, CITIZENS AND CIVICS UNIT****DR CHRISTINA GILLGREN PhD**

Dr Christina Gillgren has overseen the Citizens and Civics Unit within the Department of the Premier and Cabinet since being appointed as the Director in February 2001. Christina holds a PhD in the area of citizenship and has extensive experience with issues of citizenship and democracy, community engagement, governance and multiculturalism. She has participated on many national committees including the Standing Committee on Immigration and Multicultural Affairs. She currently chairs the Inter-governmental Reference Group on Community Engagement and participates on various National and State committees that deal with governance, citizenship and public participation.

**EXECUTIVE DIRECTOR, OFFICE OF NATIVE TITLE****MR GARY HAMLEY**

Mr Hamley was appointed to the position of Executive Director, Office of Native Title on 31 May 2004. Mr Hamley was previously the Director of the Northbridge Strategy, within the Department of Premier and Cabinet and before that, Director, Office of Crime Prevention and Director of the SAFER WA. He has over 30 years experience in the Western Australian public sector and has held positions as a Ministerial Chief of Staff in a range of portfolio areas.

**CHIEF SCIENTIST, OFFICE OF SCIENCE AND INNOVATION****DR BRUCE HOBBS BSc(Hons) PhD FAA**

Dr Hobbs was appointed Chief Scientist of Western Australia and Executive Director of the Office of Science and Innovation at the Department of the Premier and Cabinet in 2003. Previously, he was the Deputy Chief Executive at CSIRO. Following a distinguished academic career in Australia and the United States, including a position of Foundation Professor of Earth Sciences at Monash University, Dr Hobbs joined CSIRO in 1984 as Chief Research Scientist, Division of Geomechanics, Melbourne. He was promoted to the position of Chief of Geomechanics in 1988 and in 1992 he was appointed to the position of Chief of CSIRO Exploration and Mining. In February 2000, he was appointed Deputy Chief Executive of Minerals and Energy, CSIRO. He is a Fellow of the Australian Academy of Science.

**EXECUTIVE DIRECTOR, OFFICE OF ROAD SAFETY****MR IAIN CAMERON BPE, Dip Ed, Post Grad Dip Health Prom, MPH**

Mr Cameron was appointed as Executive Director, Office of Road Safety, in October 2000 in the Department of Transport and joined the Department on 1 July 2002 with the transfer of the Office. Mr Cameron started his public service as a teacher in 1984 and has had various roles in the Education and Health Departments, the WA Drug Abuse Strategy Office and a professional teaching association. He has also lectured and written university health promotion courses and has written curriculum materials for the Curriculum Council. He is a member of the Road Safety Council.

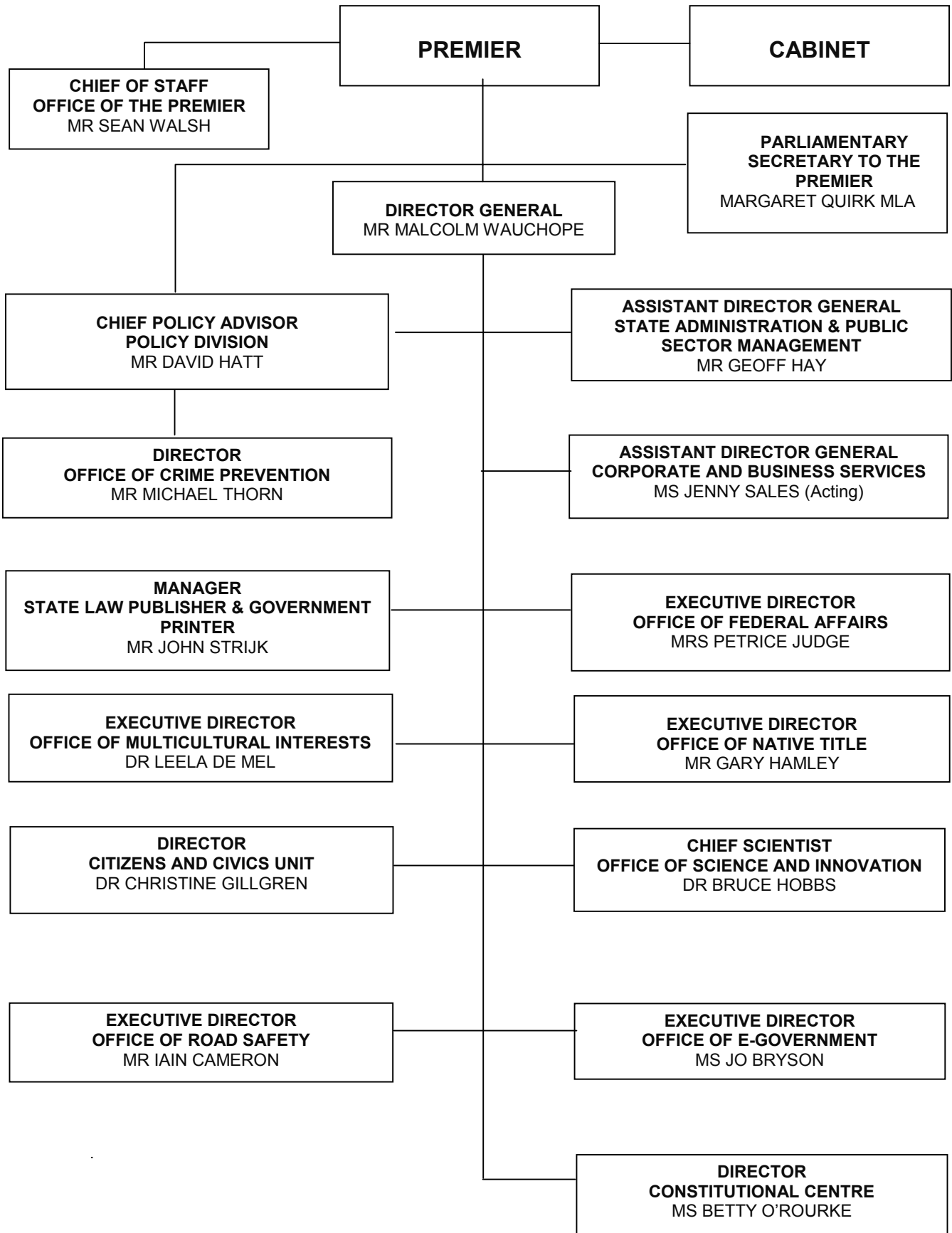
**EXECUTIVE DIRECTOR, OFFICE OF e-GOVERNMENT****MS JO BRYSON M.Bus**

Ms Bryson was appointed Executive Director, Office of e-Government, Department of the Premier and Cabinet in March 2004. She has held senior executive management positions at international, state and local government levels over a period of thirty years. These have included Chief Executive, Office of Communications, Science and Advanced Technology, Northern Territory Government and Director, Strategic Information and IT Unit, and WA Land Information System with the Western Australian Government. Ms Bryson has lectured and is the author of several leading edge management textbooks and journal articles.

**DIRECTOR, OFFICE OF CRIME PREVENTION****MR MICHAEL THORN BA, Grad Dip (Finance)**

Mr Thorn was appointed as Director, Office of Crime Prevention in August 2003. He was an Industrial Advocate for the Civil Service Association from 1979 to 1987. In 1988 he joined the Minister for Health's office as an adviser on industrial relations, mental health and disability policy, and on structural reform and economic issues. From 1993 to 2001 Mr Thorn worked in the private sector on local economic development and employment issues. In 2001 he became a member of the newly established Social Policy Unit in the Department of the Premier and Cabinet. Mr Thorn has been involved on a voluntary basis with a number of community service organisations and between 1988 and 1991 was a South Perth City Councillor.

DEPARTMENT OF THE PREMIER AND CABINET  
ORGANISATIONAL STRUCTURE



## **STATEMENT OF COMPLIANCE WITH RELEVANT WRITTEN LAW**

The Department was established under the Public Sector Management Act 1994. Statutes committed to the administration of the Premier; Minister for Public Sector Management; Water Resources; Federal Affairs as at 30 June 2005, were:

### **LEGISLATION ADMINISTERED BY THE DEPARTMENT**

<i>Agent General Act 1895</i>	<i>Parliamentary and Electorate Staff (Employment) Act 1992</i>
<i>Alteration of Statutory Designations Act 1974</i>	<i>Parliamentary Papers Act 1891</i>
<i>Armorial Bearings Protection Act 1976</i>	<i>Parliamentary Privileges Act 1891</i>
<i>Census Act 1891</i>	<i>Preston Road District Soldiers' Memorial Act 1918</i>
<i>Civil Liability Act 2002</i>	<i>Public Sector Management Act 1994</i>
<i>Constitution Act 1889</i>	<i>Public Servants Act 1915</i>
<i>Constitution Acts Amendment Act 1899</i>	<i>Returned Servicemen's Badges Act 1953</i>
<i>Deputy Governor's Powers Act 1911</i>	<i>Royal Commissions Act 1968</i>
<i>Discharged Servicemen's Badges Act 1967</i>	<i>Royal Commission (Custody of Records) Act 1992</i>
<i>Election of Senators Act 1903</i>	<i>Royal Commission Into Commercial Activities of Government Act 1992</i>
<i>Fairbridge Farm School Act 1948</i>	<i>Royal Powers Act 1953</i>
<i>Friendlies Societies' Association of Kalgoorlie</i>	<i>Royal Style and Titles Act 1947</i>
<i>Investment Validation Act 1919</i>	<i>Salaries and Allowances Act 1975</i>
<i>Governor's Establishment Act 1992</i>	<i>Standard Time Act 1895</i>
<i>Indian Ocean Territories (Administration of Laws) Act 1992</i>	<i>Taxation (Staff Arrangements) Act 1969</i>
<i>Members of Parliament (Financial Interests) Act 1992</i>	<i>Terrorism (Commonwealth Powers) Act 2002</i>
<i>Ministers Titles Act 1925</i>	<i>Titles (Validation) and Native Title (Effect of Past Acts) Act</i>
<i>Multicultural and Ethnic Affairs Commission Act 1983</i>	<i>Unauthorised Documents Act 1961</i>
<i>Mutual Recognition (Western Australia) Act 2001</i>	<i>Uniforms Act 1895</i>
<i>Native Title (State Provisions) Act 1999</i>	

### **LEGISLATION IMPACTING ON THE DEPARTMENT'S ACTIVITIES**

<i>Corruption and Crime Commission Act 2003</i>	<i>Parliamentary Commissioner Act 1971</i>
<i>Disability Services Act 1993</i>	<i>Public and Bank Holidays Act 1972</i>
<i>Equal Opportunity Act 1984</i>	<i>Public Interest Disclosure Act 2003</i>
<i>Financial Administration and Audit Act 1985</i>	<i>Public Sector Management Act 1994</i>
<i>Freedom of Information Act 1992</i>	<i>Road Safety Council Act 2002</i>
<i>Industrial Relations Act 1979</i>	<i>State Records Act 2000</i>
<i>Minimum Conditions of Employment Act 1993</i>	<i>State Supply Commission Act 1991</i>
<i>Occupational Safety and Health Act 1984</i>	<i>Workers Compensation Reform Act 2004</i>

## COMPLIANCE REPORTING REQUIREMENTS

The Department has achieved a high level of compliance with public sector standards in human resource management, the Code of Ethics and Code of Conduct.

Existing controls and checks are considered sufficient to provide a reasonable assurance of compliance with the standards and ethical codes. Auditing is conducted on a regular basis as part of the internal audit program. The applications made for a breach of standards review and the corresponding outcomes for the reporting period are:

Number Lodged – 2  
Breaches Found – 0  
Multiple Breaches – N/A  
Applications Under Review – N/A  
Material Breaches – 0  
Breaches Withdrawn - 0

Existing procedures and checks satisfy me that the Department has achieved a high level of compliance.

## DISCIPLINARY INVESTIGATIONS

The Department completed four investigations into alleged breaches of discipline during the financial year. Of these investigations, three required no further action, with the fourth having appropriate action taken.

## DISABILITY SERVICES ACT 1993

The prime focus of the Department's operations is to support the Premier and Cabinet in achieving the Government's vision for all Western Australians, through leadership and coordination and the promotion of excellence in the public sector. Accordingly, the Department provides limited services directly to the community or people with disabilities, their families and carers. However, the Department is committed to ensuring services and facilities are fully accessible to people with disabilities where applicable.

The Department has addressed each of the five Disability Services Plan Outcomes as follows:

- Outcome 1: Existing services are adapted to ensure they meet the needs of people with disabilities. No action required.
- Outcome 2: Access to buildings and facilities is improved. No action required.
- Outcome 3: Information about services is provided in formats, which meet the communication requirements of people with disabilities. An upgrade to the Department's website has continued during the year to ensure it meets the requirements under the *Guidelines for State Government Web Sites*, which includes improved access for people with disabilities. No other action required.
- Outcome 4: Advice and services are delivered by staff who are aware of, and understand, the needs of people with disabilities. No action required.
- Outcome 5: Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes. No action required.

The Department's Disability Services Plan, prepared in accordance with section 29 of the *Disability Services Act 1993*, was revised in September 2003.

**ELECTORAL ACT 1907**

Appendix 1 details the information required to be presented by the Department to comply with Section 175ZE of the *Electoral Act 1907*.

A handwritten signature in black ink, appearing to read 'M C Wauchope', with a stylized, cursive script.

M C Wauchope  
DIRECTOR GENERAL



**MINISTERIAL RESPONSIBILITY FOR SERVICES**

<b>Responsible Minister</b>	<b>Service</b>
Premier; Minister for Public Sector Management; Water Resources; Federal Affairs.	1. Support for the Premier as Head of Government 2. Management of matters of State 3. Management of policy 4. Support for the Premier as Minister for Public Sector Management 5. Parliamentary, statutory and legislative publishing service 11. e-Government policy and coordination
Minister for Disability Services; Sport and Recreation; Citizenship and Multicultural Interests; Seniors.	6. Management of the Constitutional Centre programs 7. Promotion and support of citizenship and multiculturalism in Western Australia
Deputy Premier; Treasurer; Minister for Government Enterprises.	8. Native Title policy development, implementation and negotiation
Minister for Environment; Science.	9. Science and innovation promotion and support
Minister for Police and Emergency Services; Community Safety.	10. Support for the implementation of the State's road safety initiatives 12. Implementation of the State Crime Prevention Strategy

**RELATIONSHIP OF SERVICES TO GOVERNMENT STRATEGIC GOALS**

Broad, high level government goals are supported at agency level by more specific desired outcomes. Agencies deliver services to achieve these desired outcomes, which ultimately contribute to meeting the higher level government goals. The following table illustrates the relationship between agency level desired outcomes and the most appropriate government goals.

<b>Government Goals</b>	<b>Desired Outcomes</b>	<b>Services</b>
To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future.	The Premier's requirements and those of Cabinet are met.	1. Support for the Premier as Head of Government 2. Management of matters of State 3. Management of policy
	The Premier's obligations as Minister for Public Sector Management are met.	4. Support for the Premier as Minister for Public Sector Management
	A secure, confidential and time critical printing and publishing service for Parliament and Government.	5. Parliamentary, statutory and legislative publishing service
	Increased level of community awareness of the Western Australian and Commonwealth Constitutions, and the Australian federal system of government.	6. Management of the Constitutional Centre programs
	The strategic transformation of the operations of Government, using technology as a tool to improve internal efficiency, service delivery to citizens and community participation.	11.e-Government policy and coordination

<b>Government Goals</b>	<b>Desired Outcomes</b>	<b>Services</b>
To develop a strong economy that delivers more jobs, more opportunities and greater wealth to Western Australians by creating the conditions required for investment and growth.	Resolution of Native Title matters in accordance with Government policy.	8. Native Title policy development, implementation and negotiation
	Science and innovation has increased in significance as a driver of economic growth for Western Australia.	9. Science and innovation promotion and support
To enhance the quality of life and wellbeing of all people throughout Western Australia.	A Western Australian public sector which recognises that Western. Australian citizens play a significant role in setting policies that shape their society, and in which there is widespread acceptance of the principles of multiculturalism to enable the achievement of substantive equality for culturally and linguistically diverse communities.	7. Promotion and support of citizenship and multiculturalism in Western Australia
	Reducing the number of fatalities in Western Australia through the implementation of Road Safety programs.	10. Support for the implementation of the State's road safety initiatives
	A safer and more secure community.	12. Implementation of the State crime prevention strategy

## **SERVICE ONE SUPPORT FOR THE PREMIER AS HEAD OF GOVERNMENT**

***This Service relates to the Government's Strategic Goal – "To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future"***

The Department provides administrative support and advice responsive to the Premier's requirements as Head of Government. This Output also includes the promotion of Western Australia's interests overseas and communicating Government policies and activities.

### **PREMIER'S OFFICE**

The Premier's Office is staffed by secretarial, administrative, policy and media support employees who operate under the guidance of the Chief of Staff.

Policy Officers assist with Government issues and liaise with State Parliamentary members, Ministers and Ministerial Offices. They also advise the Premier on policy and related issues.

The Premier has direct responsibility for the overseas offices in Japan, London and Dubai and staff in the Premier's Office assist in liaising with these overseas offices. Staff also provide contact and liaison points for matters directly involving the Premier and attend meetings and follow up on matters arising from these meetings.

### **EUROPEAN OFFICE**

Business developments and activities that are likely to have an impact on Western Australia's interest in, and ability to do business with Europe, are monitored continually. Promoting inward investment into Western Australia, particularly in the area of value-enhancing, and secondary processing of the State's natural resource assets, remains a key activity. Trade development opportunities for Western Australian business in both the industrial and domestic markets continues to be promoted. Western Australia is also promoted as a destination for business and skilled migrants and for European students to study.

Some of the key activities undertaken this year were:

- assisted in the coordination of the Premier's visit program to Europe as part of the ANZAC Student Tour;
- recruited a Convention and Event Manager, to promote Western Australia as a venue for major conferences, meetings and events;
- supported the Government of Tuscany's participation at the 2004 Perth Royal Show and Western Australia's participation in Tuscany's 'International Handicrafts Fair', during April-May 2005;
- co-ordinated an Australian Migration Information Day that attracted in excess of 1000 potential business migrants, and supported a Western Australian presence at the 'Emigrate 2005' show held in March 2005;
- promoted Western Australia at various resources-specific conferences and exhibitions as a prime investment location for value-enhancing and secondary processing of the State's base resource commodities;

- participated with a number of Western Australian companies, at the Offshore Northern Seas 2004 oil and gas exhibition in Stavanger, Norway, to promote inward investment into WA and to promote the export of WA goods and services to the European market;
- worked with the WA lobster industry and with individual lobster processors as they developed their promotional and marketing plans to increase their exports to Europe, culminating in participation at the European Seafood Exposition in Brussels, Belgium in April 2005;
- supported a number of other promotions and events in the resources, food and agriculture sector;
- promoted Western Australia as an investment location to European Information and Communications Technology, ICT, based companies seeking to establish a presence in the Australia/South East Asian market; and
- worked with the various Western Australian Universities and TAFE to broaden the State's education profile with representation at numerous trade fairs and conferences.

#### **NORTH ASIA AGENCY**

The Office is responsible for trade development and investment attraction from the North Asia region. Some of the major achievements were:

- assisted a number of Japanese companies to identify trading partners in Western Australia through its business matching services;
- organised for an investment group from the Kansai and Chubu Regions to visit Western Australia under the banner "Discover West", as part of its on-going Hyogo-Kansai Initiative;
- supported two separate Japanese consortiums planning to establish di-methyl ether (DME) production facilities in the Burrup Industrial Precinct. The value of each project is estimated at \$900 million (\$1.8 billion total);
- assisted Hope Downs Management Services to establish registrations of interest from four Japanese Steel Mills;
- assisted a Perth-based representative of twelve wineries, in their marketing efforts in Japan in November 2004;
- assisted the Nagata Sangyo company of Kobe to acquire a dormant starch and gluten factory in Henderson;
- coordinated a visit by two WATC representatives to all major trading houses in Tokyo resulted in re-affirmation of existing relationships;
- staged Japan market entry seminars, designed to promote trade opportunities in Japan to WA SMEs in Perth, Albany and Geraldton in July 2004; and
- provided assistance to WA Go-Online, the first Western Australian ICT company to open an office in Japan - October 2004.

#### **WESTERN AUSTRALIAN TRADE OFFICE – DUBAI, UNITED ARAB EMIRATES**

The Dubai Office was opened in October 2002 and is responsible for trade development and investment attraction from the Middle Eastern region. Since opening there has been a significant growth in numbers of Western Australian clients visiting the region and there has also been an increasing flow of inquiries about the capabilities of the State from Middle East companies.

Some of the major achievements were:

- provided support and coordination to several trade missions from Western Australia to the Middle East in the Oil & Gas, Building & Construction, Food and Education sectors;
- facilitated the visit of senior buyers from major supermarket chains in Gulf States countries including Saudi Arabia, Bahrain and United Arab Emirates to Perth;
- initiated and coordinated the first official visit by a Qatari Minister to Australia - the Minister for Municipal Affairs and Agriculture - in February 2005, to promote trade relations between Western Australia and Qatar;
- monitored, identified and promoted opportunities for Western Australian firms to participate in the Iraq reconstruction. However, given the current security situation in Iraq Western Australian companies have been advised to investigate opportunities to do business through third parties located in Kuwait, Jordan and UAE;
- reached an agreement with Austrade to utilise their services to identify opportunities and promote Western Australian agricultural consultancy and project capabilities to Libya; and is
- working with several Libyan Ministries who are showing considerable interest in Western Australia's TAFE system.

## **GOVERNMENT MEDIA OFFICE**

The Department co-ordinated and distributed information to the media, facilitated liaison between all Ministers and media outlets and provided administrative support for Ministerial Advisers. It also ensured that country, rural and suburban media received Government information services of a quality equal to that provided to major metropolitan outlets.

In total, 1,900 media statements were issued during 2004/05.

There has been a rapid growth in Internet-based services and a significant broadening of communications expertise to achieve savings of millions of dollars in advertising.

## **PHYSICAL ACTIVITY TASKFORCE**

In 2001, the Premier launched the Physical Activity Taskforce which aimed to increase the proportion of the Western Australian population who undertake sufficient physical activity for a health benefit by five percentage points, from 58% to 63%, over ten years from 2001 to 2011.

Achievements of the Taskforce this year include:

- release of the results of the 2003 benchmark survey: Western Australian Child and Adolescent Physical Activity and Nutrition Survey (CAPANS);
- launch of a three year program of children's physical activity and nutrition initiatives across the State including Fundamental Movement Skills training for over 120 teachers, new resources for teachers of Years 4-7, Crunch and Sip (fruit, vegetable and water) program for primary schools, Walk and Cycle to school challenge, new physical activity website for all teachers and doubling of the Sports Fun program for High School students;
- awarding of grants to seventy-one local, community based, physical activity projects across the state, with the support of Lotterywest and the Western Australian Local Government Association. In collaboration with the Western Australian Local Government Association funds were secured from Lotterywest for an additional three rounds of Local Activity Grants; and

- promotion of physical activity across the state with professional development forums, conference papers, workshops, visits to regional areas, newsletters, upgrading of the website; presentations to local governments and university students and newspaper and journal articles.

### ANZAC DAY WORKING GROUP

In July 2003, the Premier announced the formation of the ANZAC Day Working Group to enhance Western Australia's observance of ANZAC Day and to plan for the ANZAC Day Centenary in 2015.

The Parliamentary Secretary to the Premier chairs the Working Group which is made up of representatives from the Department of the Premier and Cabinet, Department of Education and Training, Department of Housing and Works, Celebrate WA, Office for Children and Youth, The West Australian Newspaper and the Returned and Services League (RSL). The Working Group has been involved in the following projects:

- ***A Grateful State Remembers Program*** - In July 2004, the Premier announced the program to commemorate the 60<sup>th</sup> anniversary of the end of World War II in 2005. It provided an ideal opportunity to remember and recognise the enormous contribution that generation made to Australia. Program initiatives are as follows:
  - ***ANZAC Medallion*** - A commemorative medallion was struck by the Perth Mint to commemorate the 60<sup>th</sup> anniversary of the end of World War II. ANZAC Medallions, as they are now called, are awarded to surviving men and women who fought, helped or dedicated their services to Australia and/or its Allied Forces during World War II.
  - ***Tell Us Your Story*** - This program involves inviting people to submit their story in writing about wartime experiences – either of battle, friendship or a contribution made on the home front. A selection of essays has been posted on the ANZAC website and all essays will be lodged with the Battye Library as a rich resource for students and researches in the future. To date, over 240 stories have been submitted with 115 being placed on the ANZAC website.
  - the State Government provided funding of \$40,000 for special commemorative events to be held in the eight Western Australian communities that came under attack during World War II. So far, events have been funded for Broome, Derby, Onslow, and Port Gregory.
- ***Student Delegation to ANZAC Sites*** - 12 students accompanied the Premier on the 2<sup>nd</sup> annual ANZAC tour, which this year visited battlefields, cemeteries, and attended special ANZAC ceremonies on the Greek mainland and on the island of Crete. The student tour will be held each year until the Gallipoli centenary in 2015;
- ***ANZAC Website and War Memorial Register*** - the website [www.anzac.dpc.wa.gov.au](http://www.anzac.dpc.wa.gov.au) contains the WA War Memorial Register, a comprehensive database of memorials throughout the State;
- ***Adopt-A-Memorial Program*** – encourages Western Australian schools, Cadet Groups, and other local bodies to adopt a War Memorial or Honour Roll, tending to its general care and organising activities pertaining to the Memorial;
- ***ANZAC Day Act 1960*** - proposed amendments are intended to ensure that ANZAC Day is enshrined in legislation as a day of commemoration to those who have served in Australia's armed forces;

- ***School Curriculum and School Ceremonies*** - The ANZAC Day Working Group are responsible for providing advice and developing material appropriate for ANZAC Day Services in government schools throughout Western Australia;
- ***State War Memorial*** - has been reconstructed as part of the 175th Anniversary of Western Australia. The State Government allocated \$445,000 in funding to undertake the restoration project that involved dismantling and repairing water damage to the monument. The Federal Government contributed equivalent funding;
- ***Mandurah War Memorial*** - The State Government donated \$150,000 towards the development of the Mandurah War Memorial. This was one of the city's most important community projects and its unveiling was a significant event for both Mandurah and its surrounding Peel Region; and
- ***Ballajura Memorial Peace Park*** - The State Government donated \$150,000 towards the development of the Ballajura Memorial Peace Park located at the front of Ballajura Community College on Illawarra Crescent.



**SERVICE TWO  
MANAGEMENT OF MATTERS OF STATE**

***This Service relates to the Government's Strategic Goal – "To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future"***

The Department provides a range of services on behalf of the Premier, including:

- support for the functions of Executive Government;
- administration of entitlements for Members of Parliament;
- support for Ministerial Offices and the Leaders of the Opposition Parties;
- developing whole-of-government positions on treaties, defence, federal reform and other matters raised through the Council of Australian Governments;
- managing and coordinating Western Australian Government input to federal negotiations;
- coordinating delivery of Government services provided to the Indian Ocean Territories on behalf of the Commonwealth Government; and
- provision of advice, briefing and support to the Premier, Ministers and other government agencies, and coordination of a whole-of-government, all hazards approach to the prevention, response to and recovery from significant security and/or natural disaster incidents.

This service also includes the corporate services function provided to the Office of the Public Sector Standards Commissioner, the Parliamentary Commissioner for Administrative Investigations; and the Department of Treasury and Finance.

**SUPPORT TO MINISTERS AND LEADERS OF THE OPPOSITION**

Services provided on behalf of the Premier include support for the functions of Executive Government, administration of the entitlements of Members of Parliament, and support for Ministerial Offices and the Leaders of the Opposition parties.

The Department continued to provide corporate services to the Office of the Leader of the Opposition and the Office of the Leader of the Second Party in Opposition during the year.

The Department convenes a Merit Panel, which assesses the merits of any intended secondments and appointments to Ministerial Offices, together with any assessment of the designation and salary to be offered. This results in a consistent approach to the appointment of staff across all Ministerial Offices. The Merit Panel met on 15 occasions and considered 69 submissions during the year.

Following the election, the Director General commenced briefings for Ministerial Officers on topics including the Public Sector Management Act, Department and Ministerial Codes of Conduct, procedures and guidelines covered by the Ministerial Office Manual and the role of the Corruption and Crime Commission.

## **CABINET SERVICES**

The Department continued to provide procedural, operational and other services to Cabinet, including:

- the programming of Cabinet business and setting of agendas;
- the monitoring of submissions presented to Cabinet to ensure that they conform with the guidelines set down in the Cabinet Handbook;
- ensuring that members of Cabinet have all relevant information relating to issues that may impact on one or more of their agencies through the Cabinet referral process;
- providing advice to Ministers, departments and agencies on Cabinet operations and requirements;
- recording and distributing Cabinet submissions and decisions in a secure manner;
- monitoring and recording appointments to Government boards and committees; and
- maintaining a register of people who have expressed an interest in being appointed to Government boards and committees.

There were 43 Cabinet meetings held between 1 July 2004 and 30 June 2005, including 1 Special Meeting held on 5 August 2004 and 6 Regional meetings. During this period Cabinet considered a total of 759 submissions.

The locations and dates for the Regional meetings were as follows:

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. Harvey – 6 July 2004           | 4. Bunbury – 1 November 2004 |
| 2. Ningaloo – 27 July 2004        | 5. Mandurah - 9 May 2005     |
| 3. Kalgoorlie – 27 September 2004 | 6. Pilbara – 14 June 2005    |

Cabinet also held a meeting at the Perth Convention Exhibition Centre, in conjunction with the Australian Tourism Exchange, on 20 June 2005.

## **PARLIAMENTARY SERVICES**

The Second Session of the Thirty-Sixth Parliament concluded on 1 December 2004 and the Legislative Assembly was dissolved on 23 January 2005. The official opening of the First Session of the Thirty-Seventh Parliament was held on 29 March 2005 and the autumn sitting concluded on 30 June 2005.

Assistance was provided to the Government with its legislative program and managing the parliamentary questions database.

There were 2 754 Questions on Notice and 1 732 Questions Without Notice.

75 Government and 2 Private Members' Bills were passed during the year.

## **CONSTITUTIONAL AND VICE-REGAL**

The Department arranged the formalities associated with 34 temporary allocations of ministerial portfolios during the year to provide for Ministers' short-term absences from office.

The composition of the Ministry at 30 June 2005 is shown at Appendix 2.

Arrangements were made by the Department on 12 occasions during the year for the appointment of a deputy of the Governor or Administrator to exercise the powers and functions of the office when the Governor was formally absent from office.

## **EXECUTIVE COUNCIL**

Throughout the year, the Department continued to provide administrative and research support to the Executive Council and acted as a contact point for inquiries.

The Department coordinated 26 regular meetings of the Executive Council and 20 special meetings during the year. The total number of submissions processed was 1,059.

## **COMMUNITY ACCESS AND CORRESPONDENCE**

The Department continued to provide the Community Access service, which enables the public to convey their views to the Premier. Departmental officers attended three interviews of members of the public on behalf of the Premier and responded to 3,283 telephone calls to the Community Access telephone line. Officers also provided administrative assistance and responded to 158 calls from the public arising from radio interviews and talk back undertaken by the Premier.

The telephone numbers and email address for the Community Access service are as follows:

Metropolitan	(08) 9222 9449
Country (toll free)	1800 198 274
Email	wa-government@dpc.wa.gov.au

The Department continued to service the Premier's correspondence needs during the year. The Correspondence Secretariat prepared 10,267 items of correspondence for the Premier.

## **ENTITLEMENTS**

The Department administers and provides advice in respect of a range of travel, vehicle and other entitlements provided for Members of Parliament, Ministers and others.

Support and assistance was also provided to Members and their staff in the administration of their Parliamentary electorate offices located throughout the State. In particular, the Department facilitated the relocation of two electorate offices, with a further fifteen being at various stages of completion. Visits to 22 other offices were conducted as part of an organised visit program to liaise with staff, determine any general maintenance requirements and organise the replacement of furniture and equipment where necessary.

## **TRANSPORT**

The Department, through the Government Garage, coordinated the delivery of vehicle and Chauffeur services to the Premier, Ministers and certain designated Office Holders. It also administered the operational leasing facilities for departmental vehicles.

## **SECURITY AND EMERGENCY MANAGEMENT**

The Department, through its representation on the State Emergency Management Committee (SEMC) and the National Counter-Terrorism Committee (NCTC) and various sub-groups of those bodies, continued to provide advice and support to the Premier on matters associated with security and emergency management in Western Australia.

## **EVENTS AND VISIT MANAGEMENT SERVICES**

The Department continued its role of planning and coordinating official visits to the State, directing and arranging State hospitality functions and major Government ceremonial and special events, arranging official gifts for presentation by the Premier, providing protocol advice to the Government and the public, and being a focal point for liaison with the Consular Corps.

### **State Visit Management**

The Department was responsible for the coordination of 22 visit programs during the year. The categories of visits coordinated by the Department were as follows:

- 2 Royal visits
- 2 Visits by Heads of State/Heads of Government
- 2 Ministerial level visits
- 8 Visits by Ambassadors and High Commissioners
- 3 Visits by Consuls and Consuls-General
- 2 Overseas visits by the Premier
- 3 Other visits

Significant visits included those by:

- His Excellency Mr Claudio Martini, President of the Regional Government of Tuscany, from 2 – 5 October 2004;
- His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan and Yang Di-Pertuan of Brunei Darussalam, from 18 – 20 February 2005;
- His Royal Highness The Prince of Wales, from 28 February – 2 March 2005;
- His Excellency S R Nathan, President of the Republic of Singapore, from 16 – 18 March 2005; and
- His Excellency Mr Wu Bangguo, Chairman of the Standing Committee of the National People's Congress of the People's Republic of China, from 19 – 21 May 2005

Specific assistance was provided with the planning and coordination of the Premier's official visits to Korea from 20 – 26 October 2004 and Italy and Greece from 21 – 28 April 2005.

### **Dignitary Protection**

As part of its visit management role, the Department maintained close liaison with protective security agencies especially in relation to dignitary protection. The Department was represented at the annual meeting of the National Counter Terrorism Committee's Dignitary Protection Managers' Forum held in Melbourne in June 2005.

### **Hospitality, Ceremonial and Special Event Management**

A total of 38 hospitality, ceremonial and special events were arranged by the Department during the year. These included receptions, dinners and luncheons for distinguished visitors, hosted by the Premier or Ministers on his behalf and community functions associated with regional cabinet meetings.

Major ceremonial and special events arranged during the year included:

- State Funeral Service for the former Governor of Western Australia, the Hon Sir Francis Burt AC KCMG QC on 15 September 2004;

- Western Australia's Interfaith Service for Tsunami Victims on the National Day of Mourning and Reflection on 16 January 2005; and
- Welcome home events for Western Australian participants in the 2004 Olympic Games (9 September 2004) and Paralympic Games (15 October 2004)

## **CELEBRATION / RECOGNITION AND PROMOTION MANAGEMENT**

The Department manages services provided for the recognition of special achievements and celebrations for Western Australians, through the administration of Bravery Awards and arranges the issue of congratulatory messages from the Premier. It also manages services provided for promotion of the State through the provision of presentation packs to exchange students and teachers and through the administration of the State Flag allocation and loan schemes.

## **PROJECTED ACTIVITIES**

As at 30 June 2005, preliminary planning has begun for a number of visits and special and ceremonial events, including:

- a State Funeral for Mr Peter Casserly, the last Western Australian World War 1 veteran;
- a State Reception and Executive Council luncheon to farewell His Excellency the Governor and Mrs Sanderson (October 2005);
- an official visit by the King and Queen of Sweden (November 2005);
- the Swearing-in of Dr Ken Michael AM to the office of Governor of Western Australia (January 2006);
- ten visits by Ambassadors and High Commissioners and associated hospitality functions; and
- functions associated with three planned Regional Cabinet Meetings.

## **THE AUSTRALIAN HONOURS SYSTEM**

Her Majesty The Queen established the Australian Honours system in 1975. The system recognises outstanding achievement and commitment by Australians who have contributed to our country in a way that encourages and reinforces the highest community standards and values.

The Director General is Western Australia's Representative on the Council for the Order of Australia and the Chair of the State selection panel for the Public Service Medal.

A total of 103 awards were made to Western Australians in the Australia Day and Queen's Birthday Honours Lists 2005.

## **OFFICE OF FEDERAL AFFAIRS**

### **Federal Affairs**

Advice was provided for the Premier in relation to a range of matters considered at the June 2005 Council of Australian Governments' meeting and Leaders' Forum on:

- skill shortages, particularly links to vocational education and training;
- workplace relations reform;
- Australia's health system;
- infrastructure;
- review of National Competition Policy;
- native vegetation and biodiversity regulation;
- child pornography; and
- climate change

Support was provided to the Premier for Heads of Government negotiations on a number of issues, including the National Water Initiative, Indigenous affairs, counter-terrorism, bushfires and the provision of health services.

An independent cost-benefit and gap analysis on the impact of the National Water Initiative on Western Australia was commissioned.

The Department led high-level negotiations between the Commonwealth and relevant State agencies on a range of Indigenous issues. Intensive negotiations were undertaken towards an Indigenous Bilateral Agreement on organisational arrangements, effective Indigenous representation and enhanced Indigenous service delivery.

The development of the State's contribution to the national report *Overcoming Indigenous Disadvantage: Key Indicators 2004* was managed. This is the second report against key national indicators of Indigenous disadvantage prepared by Commonwealth and State and Territory representatives under the auspices of the Council of Australian Governments (COAG).

The Department coordinated the State's input to the COAG-commissioned study on the health workforce, including education issues, the needs of rural areas and addressing supply and demand pressures over the next ten years.

A number of negotiations were facilitated in the counter-terrorism area. The:

- *Intergovernmental Agreement on Counter-Terrorism Laws* was signed;
- *National Guidelines for Protection of Critical Infrastructure from Terrorism* was endorsed, following consultation with industry;
- *Intergovernmental Agreement on Surface Transport Security* was signed at the June 2005 COAG meeting;
- Western Australia's input to the COAG *Review of Hazardous Materials*, and negotiations on nationally consistent controls of those substances identified as security sensitive, continues to be managed; and
- Regulations for security sensitive ammonium nitrate in the State are being drafted under comprehensive new dangerous goods reform legislation.

Model bills have been developed on cross-border investigations into surveillance, controlled operations, assumed identities and witness anonymity. Work is continuing to ensure effective and consistent money laundering offences. Western Australian legislation, the *Criminal Law Amendment (Criminal Property) Bill 2004*, received assent in October 2004.

Western Australia's implementation of the COAG response to the National Inquiry on Bushfire Mitigation and Management was coordinated across government.

The Department became the single point of contact with the Commonwealth on national heritage list matters, to ensure a coordinated State response to nominations and to facilitate the flow of information to State agencies. The Department led State negotiations with the Commonwealth on the implementation of the National Heritage List Protocol and participated in the Burrup Heritage Communication Group, set up to promote a whole-of-government

approach to nominations relating to an area of major industrial, as well as heritage significance.

Working groups were convened to progress high priority defence issues of strategic importance to Western Australia, including army training areas, strategic land use and unexploded ordnance. The Department co-chaired and coordinated State participation in the annual Defence-Western Australian Government Consultative Meeting, and led a whole-of-government briefing during a Centre of Defence and Strategic Studies visit to Western Australia.

The Department represented the State on the Commonwealth-State Standing Committee on Treaties to make sure Western Australia's interests were recognised in international treaties being negotiated by the Commonwealth, and Western Australia's submissions to various treaty negotiations were coordinated. Major treaties under negotiation include the:

- World Trade Organisation General Agreement on Trade in Services;
- State's reservation lists for the Singapore-Australia Free Trade Agreement;
- Australia-United States Free Trade Agreement, and
- a number of United Nations Conventions.

Western Australia's contributions to Australia's reports under several United Nations Human Rights Conventions were also prepared.

### **Indian Ocean Territories [Christmas and the Cocos (Keeling) Islands]**

The Department continued to ensure that the State's interests were protected whilst assisting the Commonwealth in the provision of services, under applied Western Australian legislation, in the Indian Ocean Territories.

The Department was instrumental in:

- reviewing and renegotiating services provided by the Departments of Environment, and Treasury and Finance (Government Procurement Division), whose existing Service Delivery Arrangements expired on 30 June 2005;
- amending Service Delivery Arrangements, that is, a variation of the Department of Justice arrangement to include the State Administrative Tribunal, as well as the inclusion of commercial property management in the arrangement with the Department of Housing and Works;
- negotiating the development of possible new Service Delivery Arrangements with the Commonwealth, for Energy Safety, Sport and Recreation, Tourism and Police; and
- providing State agencies with advice, facilitating networks between portfolio groups, and monitoring the 32 Service Delivery Arrangements in place between the State and the Commonwealth.

### **MAHONEY INQUIRY**

The Inquiry into the Management of Offenders in Custody and in the Community was established on 5 April 2005 with a reporting date of 1 October 2005.

The Inquiry is to examine and report on processes and procedures involved in the assessment, placement, management and rehabilitation of offenders in custody, and upon the release of those offenders into the community.

### SERVICE THREE MANAGEMENT OF POLICY

**This Service relates to the Government's Strategic Goal – “To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future”**

The Department provides advice to, and co-ordination for the Premier and Cabinet on key policy matters to ensure an effective government-wide perspective in the following policy areas:

- Economic
- Environmental
- Regional
- Social; and
- Sustainability

The Policy Division also provides substantial support to Cabinet Standing Committees. The Cabinet Standing Committees have endorsed terms of reference, which include overviews of Cabinet decision-making and advising Cabinet on the impact of Government policies and decisions on Western Australian communities.

The following highlights the major achievements by the specific policy units of the Department.

#### ENVIRONMENTAL POLICY UNIT

The Department provided support to the Cabinet Standing Committee on Environmental Policy, which met 4 times during the year.

The following contributions were made to a number of environment-related initiatives with whole-of-government implications:

- contributed to improved management arrangements for the Swan River, including the proposal for a Swan River Act and Swan River Park;
- contributed to the Government's environmental legislation program, including the *Contaminated Sites Act 2003* and the *Nuclear Waste Storage (Prohibition) Amendment Act 2003*, and legislation being developed in relation to biodiversity conservation and waste management;
- assisted in the development of strategic policy on hazardous waste management and the establishment of new hazardous waste precincts; and
- played a co-ordination role for whole-of-government consideration on marine parks and strategic marine policy issues, including the development of a proposal for marine regional planning and co-operation with the Commonwealth and South Australia, on the proposed regional plan for the south coast.

#### GREENHOUSE UNIT

The Department:

- established the Greenhouse Unit to co-ordinate climate change and greenhouse policy and activities, including implementation of the *Western Australian Greenhouse Strategy*;
- provided support to a greenhouse stakeholder group, chaired by the Minister for the Environment, established to provide a forum for consultation and information exchange on climate change and greenhouse issues;



- represented Western Australia on an inter-jurisdictional working group investigating a model for a national greenhouse gas emissions trading scheme. Premiers and First Ministers accepted the first report of the working group and released a joint communiqué at the end of March 2005; and
- represented Western Australia and other States/Territories at the 10<sup>th</sup> Convention to the Parties to the United Nations Framework Convention on Climate Change.

## **REGIONAL POLICY UNIT**

The Department provided support to the Cabinet Standing Committee on Regional Policy, which met eight times during the year. One of the meetings was held jointly with the Regional Development Council. The Department also provided policy support to Cabinet for the inaugural regional sitting of the Legislative Council in Kalgoorlie in September 2004, as well as six regional Cabinet meetings.

In addition, the following contributions were made to a number of regional initiatives with whole-of-government implications:

- in partnership with the Department of Local Government and Regional Development, assisted in the implementation of the Regional Development Policy for Western Australia;
- co-ordinated and monitored the Government's commitments on the Carnarvon-Ningaloo coast; played a key role in the establishment of the Ningaloo Sustainable Development Office and supporting the implementation of the Carnarvon-Ningaloo Coast Regional Strategy;
- played a key role in developing the Carnarvon 2020 Strategy, a strategy for sustainable development;
- in partnership with the Department of Local Government and Regional Development, reviewed the Regional Investment Fund, and developed guidelines for the administration of an extension of the Fund;
- provided ongoing executive support for the Premier's Rockingham Planning and Development Taskforce, which facilitated the opening of the Rockingham Development Office in September 2004;
- played a key role in developing and introducing the Pilbara Fund, a package that aims to accelerate investment in community and Government infrastructure throughout the Pilbara;
- monitored and supported the bid for the Square Kilometre Array telescope to be located in the Mid-West;
- participated in the operations of the Institute for Regional Development, the Institute for Service Professions, the WA Planning Commission, the Housing Advisory Committee, the Disability Services Commission Board, the Regional Electricity Supply Committee, State/Local Government Council and the Gascoyne Murchison Strategy and the Albany Boat Harbour Steering Committee as part of regional capacity building;
- contributed to the development of the Pinjarra-Brunswick Sustainability Study;
- contributed to research being conducted on Building and Sustaining Core Public Services in Regional Western Australia;
- managed research on social issues in Carnarvon being undertaken by Edith Cowan University and the University of W.A; and
- supplied advice and support to the Regional Development Council.

## **SOCIAL POLICY UNIT**

The Department provided strategic social policy advice and executive support to the Cabinet Standing Committee on Social Policy (CSCSP), which met 7 times during the year, and the Human Service Directors' General Group (HSDGG), which met 9 times during the year.

The Department also:

- established the Industry Council to monitor and review the progress of the *Industry Plan for the Non-Government Human Services Sector*, and commenced a specific project to support reform and development of this Sector in collaboration with peak non-government organisations and State government agencies;
- developed the State's joined-up government strategic agenda in Indigenous Affairs as part of the new arrangements in Commonwealth/State relations;
- progressed the State government's response to the Gordon Inquiry;
- conducted the community consultation and developed the model for the Commissioner of Children and Youth;
- under the auspices of the Cabinet Standing Committee on Social Policy, established the Human Services Regional Managers Forums, which are the basis of effective collaboration at the regional level to implement whole-of-government initiatives; and
- established the Human Services Senior Officers Group – Research and Evaluation, which is responsible for the development, contract management and monitoring of the WA Aboriginal Child Health Research (WAACHS) and the Rio Tinto Partnership Project.

## **SUSTAINABILITY**

The Department:

- supported the Sustainability Roundtable
  - in the development of headline sustainability indicators and a reporting framework; and
  - in the development of a framework communications strategy for sustainability;
- co-ordinated the implementation of the "State Sustainability Strategy" across government; and
- developed and finalised a Sustainability Code of Practice for government agencies and a correspondence guide.

## **STATE WATER STRATEGY**

The Department continued with its implementation of the State Water Strategy, including the following activities:

- assisted in the deliberations that resulted in the construction of the Perth Seawater Desalination Plant as a weather independent source of water for Western Australia;
- provided executive support to the Irrigation Steering Committee that reviewed irrigation practices in Western Australia;
- provided executive support to the expert panel of the Kimberley Water Source Project which was established by the State government to examine proposals to transport water from the Kimberley to Perth;

- provided executive support to the State Water Council, the Water Resources Cabinet Sub Committee, the Premier's Water Foundation, and other committees involved in the implementation of the State Water Strategy.
- continued to jointly fund the *Waterwise on the Farm* program, which was established by the Department of Agriculture;
- revised the Waterwise Rebate Scheme and expanded the products covered by the scheme to include pool covers, subsurface irrigation systems, waterwise garden assessments and rain sensors;
- organised a one-day Water Symposium in Perth to advise on the progress of the implementation and initiatives of the State Water Strategy;
- co-funded the establishment of a Local Government Water Campaign in partnership with the WA Local Government Association and the International Council of Local Environmental Initiatives; and
- established an Office of Water Strategy to support the Premier in his role as the Minister for Water Resources.

#### **GORDON IMPLEMENTATION UNIT**

The second year of the Government's Response to the Gordon Inquiry, *Putting People First*, has seen the implementation of most of the funded initiatives.

The Department continued to support the Human Services Directors' General Group and manage the secretariat to oversee the Government's response. Key achievements have been the:

- expansion of the Child Protection Unit at Princess Margaret Hospital;
- expansion of the Sexual Assault Resource Centres;
- establishment of a Video Evidentiary Unit;
- development of the remote policing response with full time police being deployed at Kalumburu, Warburton, Balgo, Bidyadanga and Kintore (in the Northern Territory as part of the joint initiatives);
- commencement of the new multi-functional policing facilities at Warburton, Balgo and Kalumburu;
- planning for the rollout of full time policing to Warmun Warakurna, the Dampier Peninsula and Jigalong;
- employment of 25 new Child Protection Workers, of which 7 are being placed with the multi-functional policing facilities;
- employment of 14 Aboriginal Support Workers;
- expansion of the *Strong Families Program* around the State;
- development of the *Safe Places Safe People Program* around the State; and
- improvements to justice initiatives supporting both victims and perpetrators.

The Department has been responsible for the implementation of the *Community Building and Security Needs – Place Management Approach*, employing a team to roll out community controlled responses in Ngaanyatjarra, Jigalong, Kullari, Government-led responses in the Kimberley and the metropolitan area, and working to develop a town based response for Carnarvon. The Place Management approach is based around a specific location to enable

Government services and responses to be delivered to better meet community plans and aspirations.

From 2005/06, administration of the Gordon Secretariat and the Place Management Program will be the responsibility of the Department of Indigenous Affairs.

**SERVICE FOUR  
SUPPORT FOR THE PREMIER AS MINISTER  
FOR PUBLIC SECTOR MANAGEMENT**

**This Service relates to the Government's Strategic Goal – “To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future”**

The Department provides advice, assistance and support to the Minister for Public Sector Management and the public sector on a range of public sector management matters, including:

- functions under the *Public Sector Management Act 1994*, including as the employer of Chief Executive Officers and manager of the Senior Executive Service;
- best practice in human resource management including recruitment, employment, professional development, skills training and deployment;
- whole-of-government reporting on public sector workforce demographics, trends and management issues; and
- support for organisational restructuring and promotion of whole-of-government management improvement strategies and special projects.

The functions of the Minister, as set out in section 10 of the *Public Sector Management Act 1994* ('the Act'), dictate a broad role for the Department. The Department also has a very specific role in assisting the Minister to fulfil employment related functions outlined in the Act, and plays a key leadership role in developing policy, guidelines and legislation in a range of public sector management issues.

**ADVICE, ASSISTANCE AND SUPPORT TO THE MINISTER**

The Department has provided advice, assistance and support to the Minister on policy development and implementation in the following areas:

**Government Structures**

Support and advice was provided on major reforms in a number of agencies, including the Department of Agriculture and the Swan River Trust. With the Premier assuming responsibility for Water Resources and the appointment of a Minister Assisting the Minister for Water Resources, assistance was also provided in the re-allocation of legislation and entities from the Minister for the Environment to the Minister Assisting. In addition, the establishment of an Ombudsman for the water industry is currently being progressed.

The Department also assisted with the development of Criminal Record Screening legislation and procedures, which will apply to public sector employees. The *Working with Children (Criminal Record Checking) Act 2004* was passed by State Parliament in November 2004 and will be phased in from 1 January 2006. In addition, assistance was provided in relation to the development of a model for the proposed Commissioner for Children and Young People. A related Bill was introduced in June 2005.

**Reviews**

The review of the Department for Planning and Infrastructure was finalised and support was provided to a review of the Heritage Council. This review was chaired by an external consultant and reported to the Minister for Heritage in August 2004.

The Department has had a significant role in the development and review of the *Machinery of Government (Miscellaneous Amendments) Bill 2003* and civil liability legislation. Contributions were made to other legislative proposals, including the *Statute Law Revision Bill 2005* and other Bills relating to whole-of-government public sector management issues. The *Machinery of Government (Miscellaneous Amendments) Bill 2003* lapsed following the calling of the 2005 State election and was reintroduced to Parliament as the *Machinery of Government (Miscellaneous Amendments) Bill 2005* in June 2005. The Department continues to support the Premier as the Minister responsible for the *Civil Liability Act 2002*.

### **Policy Support**

Executive support was provided for the six meetings of the Strategic Management Council of Directors General in 2004/05. A review of the operations of the Council has been undertaken, and, as a result, two new sub-committees will be formed - an Economic Sub-Committee and a Public Sector Improvement Sub-Committee. It is envisaged that these sub-committees will provide strategic high-level oversight and guidance.

A report of the activities of the Strategic Management Council in 2004 is available on the Department's web-site at <http://www.dpc.wa.gov.au/psmd/pubs/pubs.html#governance>.

The Department supported the development of strategic directions for the Western Australian public sector workforce, *People Making a Difference: The Public Sector*, by drawing on consultation within the sector and with relevant stakeholders. The External Reference Group was chaired by Professor John Yovich and comprised Ms Sharon Brown, Mr Robert Browning, Mr Tony Pietropiccolo, Ms Erica Smyth, Ms Toni Walkington and Mrs Marli Wallace.

### **Chief Executive Officers**

The Department is responsible for:

- appointment of Chief Executive Officers (CEO). During the year, 13 CEO appointments were managed; and
- performance management for Chief Executive Officers across the public sector. This includes reviewing the performance criteria in Chief Executive Officer performance agreements to ensure that they are consistent with the requirements of Ministers and with government policy.

The following appointments were made during the reporting year:

CEO	AGENCY	APPOINTMENT/ REAPPOINTMENT	DATE TERM OF APPOINTMENT COMMENCED
Mr Michael O'Loughlin	Pilbara College of TAFE	Appointment	7 July 2004
Mr Adrian Mitchell	Kimberley College of TAFE	Appointment	7 July 2004
Dr Karl O'Callaghan	Western Australia Police Service	Appointment	16 August 2004
Mr Reece Waldock	Public Transport Authority	Appointment	17 August 2004
Ms Sue Slavin	West Coast College of TAFE	Appointment	17 August 2004
Mr Wayne Collyer	Swan College of TAFE	Appointment	18 August 2004
Ms Margaret Allen	Library Board of Western Australia	Appointment	1 November 2004

CEO	AGENCY	APPOINTMENT/ REAPPOINTMENT	DATE TERM OF APPOINTMENT COMMENCED
Mr Mark Webb	Botanic Gardens and Parks Authority	Appointment	23 November 2004
Mr Ian Longson	Department of Agriculture	Appointment	22 December 2004
Mr Adrian Warner	WorkCover Western Australia Authority	Appointment	10 January 2005
Mr Bert Beevers	Central West College of TAFE	Appointment	18 January 2005
Dr Dawn Casey	The Western Australian Museum	Appointment	16 February 2005
Mr Tim Marney	Department of Treasury and Finance	Appointment	20 June 2005

### Senior Executive Service

The Public Sector Management Act 1994 establishes the senior executive service (SES). The SES provides a group of executive officers that are capable of furnishing high level policy advice and undertaking managerial responsibilities in agencies; and be deployed within and between agencies to promote the efficiency of the public sector.

As at 30 June 2005 the number of SES members was 364.

All applications for classification or reclassification of positions within the Senior Executive Service are assessed by the Department. During the year, 103 applications were assessed.

Classification Requests (New Positions)	88
Reclassification Requests	7
Temporary Special Allowance Requests	8
<b>TOTAL</b>	<b>103</b>

The Department also continued to manage Management Initiated Retirements within the Senior Executive Service. During the year, 8 senior executives accepted a Management Initiated Retirement package.

### Human Resource Management

The Department continued to provide an advisory service on public sector human resource management. The service primarily provides:

- human resource policy development for the public sector;
- advice on human resource policy matters to the Minister for Public Sector Management;
- advice and information for practitioners on interpreting the Public Sector Management Act 1994, subsidiary legislation and PSM policy; and
- advice to practitioners and managers on a range of human resource management issues including classification determination, discipline, remuneration, and performance management.

## **COORDINATION OF AND SUPPORT FOR MANAGEMENT IMPROVEMENT IN THE PUBLIC SECTOR**

The Department has provided advice, assistance and support to the public sector in relation to issues of whole-of-government strategic coordination and management improvement.

### **Strategic Coordination**

The Department managed the Western Australian public sector's copyright royalty obligations. Following an agreement between the Government and Screenrights, a 12-month survey commenced on 1 June 2005 related to the copying of radio and television broadcasts by public sector entities for work purposes. The results of the survey will be used in negotiating a licensing agreement with Screenrights. An agreement with the Copyright Agency Limited was progressed.

### **Management Improvement**

A progress report on the first year of implementation of *Better Planning: Better Services A Strategic Planning Framework for the Western Australian Public Sector* was presented to Cabinet in November 2004 with a number of suggested changes to the structure and content of the Framework. Further to the progress report, some consultation has occurred with agencies across the sector regarding the review and further development of *Better Planning: Better Services* with an options paper to be presented to Cabinet in 2005/06.

The *Annual Report Framework* for 2004/05 was issued. This document provides agencies with guidelines for all annual reporting requirements. The Framework has been updated to provide guidance on reporting in terms of *Better Planning: Better Services – A Strategic Planning Framework for the Western Australian Public Sector*. This year's Framework provides further clarification and rearrangement of the general guidelines and policy explanations and includes a summarised checklist to assist agencies to ensure that their annual reports comply with all relevant policies and reporting requirements.

A number of initiatives were undertaken to enhance complaints handling across the public sector. These include:

- a website has been developed at [www.complaints.wa.gov.au](http://www.complaints.wa.gov.au) to increase public awareness of the process to complain about a Government agency. The website includes information in 10 different languages. This information is also available in a brochure format;
- a website at [www.dpc.wa.gov.au/psmd](http://www.dpc.wa.gov.au/psmd) provides resources for complaints managers in Government agencies, to encourage a high standard of complaints management. This website includes practical suggestions on how to adhere to the Australian Standard on Complaints Management in a public sector context; and
- information sessions were held for public sector complaints managers, including a launch of a complaints management software program. This software, the Complaints Management Business Improvement Tool, specifically addresses public sector needs and the requirements of the Australian Standard on Complaints Handling.

In 2004/05, 13 new Premier's Circulars were issued and 32 Premier's Circulars were rescinded, leaving a total of 57 at 30 June 2005.

The Department in partnership with the Institute of Public Administration Australia (WA Branch) undertook a project to collect oral histories from long-serving public servants about changes they observed and experienced over the term of their employment in the Western Australia Public Sector. Oral histories were collected from Mr Digby Blight, Mr John Clarke,



Ms Isobel Aitken-Barr, Dr Des Kelly and Mrs May O'Brien and have been lodged with Battye Library.

### **Entry Level and Traineeship Recruitment**

The Department assists public sector agencies recruit for clerical entry level (i.e. Level 1) and traineeship opportunities. This is facilitated by way of a database of suitable and interested candidates who are seeking an opportunity to apply their clerical and administrative skills or further develop their experience in that area.

The *Access Government Traineeships* strategy has assisted in placing young people in public sector agencies in metropolitan and regional areas. This strategic partnership with the Department of Education and Training targets people less than 25 years of age and is not limited to clerical trainees, although the Department specifically assists with the placement of trainees interested in clerical/administrative opportunities.

Part-time and full-time traineeships in Certificate II or III in Business have accounted for 92 trainee commencements during the year. Of that figure there were 30 school based traineeship commencements during the year. Under that program trainees are located in public sector agencies for two days a week during years 11 and 12, and attend school for three days a week.

There were a total of 611 entry level and traineeship opportunities filled from the central database in response to agency requests during the year.

### **Entry Level and Traineeship Opportunities Filled**

	<b>General</b>	<b>Indigenous</b>	<b>Disability</b>	<b>Total</b>
Full Time Trainees	47	5	10	62
School Based Trainees	28	1	1	30
Entry Level	433	13	73	519
	508	19	84	611

### **Entry Level Indigenous Program**

From 1 July 2004 funding for indigenous trainees under the Structured Training and Employment Program (STEP) administered by the Department ceased. Funding under the STEP was a joint State/Commonwealth Aboriginal Employment Agreement, which provided Commonwealth funding to support the recruitment of Indigenous trainees. The Department is seeking to renegotiate funding through the STEP program with the Commonwealth.

### **Entry Level and Traineeship Opportunities Filled by People with a Disability**

The Entry Level Disability Employment Program continues to enjoy success. The integration of the disability employment referral process with the entry level recruitment process has been accepted well by employers and has clearly contributed to the positive trend in placement statistics. The program achieved 84 placements this financial year.

### **Redeployment and Redundancy Management**

The Department continues to assist Government's workforce reform initiatives through appropriate deployment approaches. It has responsibility for the maintenance of the redeployment and redundancy legislative and policy framework. It also provides strategic and policy advice on relevant issues to Government and to public sector employers and employees.

Individual agencies retain responsibility and accountability for the management of their own redeployees who undertake work assignments while awaiting redeployment. Redeployees are

required to take an active role in the redeployment process and are provided priority access to public sector vacancies through an internet based *Recruitment Advertising Management System*.

Redeployment registration and voluntary severance requests continue to be subject to closer scrutiny and tests, and interventionist strategies applied to vacancy matching, referral and placement processes.

The Department has moved to resume redeployment case management activities previously undertaken by individual agencies under devolved arrangements. This will optimise redeployment and redundancy management outcomes for employees made surplus as a result of the establishment of the Shared Service Centres.

### **Redeployment and Redundancy Activity**

130 employees were registered for redeployment during 2004/05, which represents a 58.2% decrease on the number of registrations in 2003/04. Registrations emanated from 26 public sector agencies.

As at 30 June 2005, 106 public sector employees were registered for redeployment on the Department's redeployment database. Of these 42 employees were placed in secondment positions.

A total of 140 placements of surplus employees were recorded in 2004/05.

10,344 vacant positions were referred for redeployment consideration in 2004/05.

Specific assistance was provided to The Western Australian Egg Marketing Board and the Potato Marketing Corporation of Western Australia to assist reform initiatives emanating from the implementation of the National Competition policy.

### **Voluntary Severance**

Public sector agencies reported that a total of 92 employees accepted offers of voluntary severance during the financial year. This represents a 24.6% decrease on 2003/04.

### **Professional Development**

The Public Sector Management (PSM) Program continues to develop as a quality tertiary course for middle to senior managers in the public sector. More recently the curriculum has undergone renewal and has been reduced from six to four units, and the assessments have been condensed to bring the PSM program into line with other tertiary Graduate Certificate programs. The framework continues to be based on the roles and responsibilities of contemporary public sector managers, while the syllabus maintains its focus on skills and strengthens the emphasis on capability, adaptability and coping with complexity and uncertainty.

The 'Public Sector in Focus' Graduate Program was launched in April 2005. The program offers graduates a premium opportunity to understand the business of government and to learn about government wide policies, issues and trends from public sector leaders and other experts. Graduates also have the opportunity to connect with peers and fellow graduates from across the public sector. The program has been very successful with high attendance at all sessions.

Career Development Program is a new initiative offering workshops in *Application and Interview Skills, Career Management and Working in Government – An introduction to the WA*

*Public Sector.* The workshops have been well received and will continue to be offered in 2005/06.

### **Summary of Events and Attendances**

The following summarises program activity during the year:

<b>PROGRAM CATEGORY</b>	<b>NO. OF EVENTS</b>	<b>REGISTRATIONS</b>	<b>HOURS</b>
Leadership Programs #	7	147	871.5
Executive Seminar Series	3	410	615.0
Executive Skills Programs	9	183	1634.5
HR Practitioner Development Programs	2	59	660.0
Career Development Programs	27	459	3442.5
Graduate Development Program	4	244	488.0
Policy Programs	1	93	230.0
<b>TOTALS</b>	<b>53</b>	<b>1,595</b>	<b>7,941.5</b>

# Does not include the Public Sector Management program

### **Premier's Awards**

The categories for the Premier's Awards for Excellence in Public Sector Management were restructured to reflect the goals contained in the Government's Strategic Planning Framework, *Better Planning: Better Services*. The Leadership Award was again presented for outstanding performance in providing clients from diverse backgrounds with equal opportunity to access and participate in services relevant to their needs and aspirations. The judging panel consisted of eminent people from the private, academic and community sectors.

In 2004 the winners in the seven categories were:

**People and Communities: Social and Community Development** – Western Australian Planning Commission, Department of Indigenous Affairs and Department of Housing and Works for *Town Planning for Aboriginal Communities*.

**People and Communities: Education and Skills Development** – Challenger TAFE for *Fremantle e-Tech Centre*.

**The Economy** – Department of Housing and Works for *The Perth Convention Exhibition Centre*.

**The Environment** – Water Corporation for *Busselton Environment Improvement Initiative*.

**The Regions** – Western Australia Police Service for *Remote Service Delivery – An Innovative Approach to Remote Policing in WA*.

**Governance** – Department of Fisheries for *The Department of Fisheries' Vessel Monitoring System*.

**Leadership in Serving a Diverse Client Base** – Department of Agriculture for *Indigenous Management Support Project*.

The overall Premier's Award for Excellence in Public Sector Management was shared by the Water Corporation's *Busselton Environmental Improvement Initiative* and the Department of Agriculture's *Indigenous Management Support Project*.

## **WORKFORCE ANALYSIS**

### **Workforce Information**

The Department manages an information system based on Human Resource Minimum Obligatory Information Requirements (HR MOIR) to enable strategic management of the Government's workforce and evaluation of critical human resource management issues.

Information produced from the system is used as the basis for policy decisions, policy advice and monitoring of public sector performance in aspects of human resource management. Regular reports, including the annual *"Profile of the Western Australian State Government Workforce"*:

- assist agencies evaluate and continuously improve aspects of their own human resource management practices;
- provide workforce information that can form the basis of research and decision making; and
- ensure open and accountable management practices throughout the State Public Sector.

The Profile is distributed on the Internet and advertised widely throughout the Public Sector. Copies are sent to all Ministers, chief executive officers, human resource managers and librarians.

A range of other statistical and analytical publications on aspects of the Government's workforce have been published on the Public Sector Management Division website - <http://www.dpc.wa.gov.au/psmd> (see Public Sector Management section in Appendix 4).

### **Integrated Workforce Management Framework**

The Integrated Workforce Management Framework was launched in October 2003. The Framework is a whole-of-government plan for 2003/05 to ensure a public sector workforce that is capable of delivering quality services to the community. The Framework requires agencies to be active in workforce planning as a means of addressing ageing workforce issues and ensuring development of new skills in their employees.

Numerous actions under the framework have been completed, including continued work and emphasis on workforce planning, the establishment of processes to attract and retain young people, a review of the performance management approach in the sector and a draft whole of sector workforce development policy. In addition, over thirty senior HR managers received professional development throughout 2004, linked to the key results areas of the framework.

### **Workforce Planning**

The Department has continued to support agency workforce planning activities through the maintenance and ongoing development of the Workforce Planning Toolkit (<http://www.dpc.wa.gov.au/psmd/wptoolkit>). The toolkit provides agencies with a model for workforce planning and a range of reference material including:

- Workforce Beyond 2000 Series;
- Profile of WA Government Workforce;
- Ageing Workforce,
- Workforce Analysis / Demographic Tools;
- Workforce Management Strategies; and
- Diversity

Apart from this resource, the Department is also committed to providing support and advice to workforce planners across the public sector. This work is often specifically tailored to individual needs of agencies.

### **Communication**

InterSector, the Western Australian Public Sector magazine, is a free magazine published by the Department for all Western Australian public sector employees. It aims to:

- showcase the Western Australian State Public Sector;
- publish details and news on events and awards; and
- profile people and work groups.

There has been an increase in the diversity and range of articles appearing in the magazine, from the promotion of achievements and provision of information to all parts of the public sector, through to encouraging discussion and debate in the sector. A variety of online communication options are currently under construction to foster information sharing and innovation within the sector.

InterSector began in November 1995 as a monthly newsletter and developed into a fortnightly magazine with a combination of informative articles on public sector issues and Government Career Opportunities. In 2004, the Government Career Opportunities were removed from the InterSector magazine and are now posted daily on the [jobs.wa.gov.au](http://jobs.wa.gov.au) website.

Currently, InterSector is published every four weeks in a free hardcopy version. The InterSector website ([intersector.wa.gov.au](http://intersector.wa.gov.au)) provides supplementary material as well as an electronic version of the magazine. The website is being developed to be a dynamic vehicle for State government agencies to promote new initiatives and achievements and a focal point for people to obtain information that is relevant to their work as State government employees.

InterSector has a current hardcopy circulation of 12,000 copies and the website currently records an average of over 14,000 visits each month to a potential readership of approximately 100,000 WA State public sector workers. The hardcopy is distributed widely within Western Australia to 3,000 locations – almost every State government workplace.

### **Recruitment Advertising and Management System (RAMS)**

The integrated e-recruitment system, the Recruitment Advertising & Management System (RAMS) has been fully implemented. It streamlines managing redeployment and severance, clerical entry level recruitment and advertising jobs on the WA Government Job Board - [jobs.wa.gov.au](http://jobs.wa.gov.au)

Another component of the system, the Candidate Management System (CMS), enables agencies to receive applications online into their own secure database. Receiving applications through CMS is far superior to receiving them by email as it facilitates easy communication with applicants, and the applicant tracking functionality to help keep recruitment processes on track. CMS is being implemented progressively throughout the sector.

### **FUNCTIONAL REVIEW IMPLEMENTATION TEAM (FRIT)**

The Functional Review Taskforce recommendations, endorsed by Cabinet in December 2002, included a number of whole-of-government initiatives designed to improve the efficiency and effectiveness of the public sector and deliver savings for re-distribution to Government's core objectives.

The Functional Review Implementation Team was established in January 2003, its main purpose being to undertake the coordination, implementation and monitoring of Cabinet endorsed recommendations contained in the Functional Review Taskforce Report. The recommendations included reforms to corporate services and procurement, focusing on the aggregation, simplification and standardisation of those services to public sector agencies.

Cabinet endorsed the establishment of five shared service centres to enable the sharing of corporate services support between public sector agencies in December 2003, subsequently revising this to three, in December 2004. Cabinet also endorsed the aggregation of procurement within the Department of Treasury and Finance.

The current business cases reveal that the funding required for FRIT to implement the Corporate Services and Procurement reforms, along with its other reform work, will be \$143.6 million over five years (2003/04 to 2007/08). This investment will deliver \$432M in savings to government over the period 2004/05 to 2007/08, and then ongoing \$168M pa. It is noted that the Procurement Reform Business Case and management of savings etc was transferred to the Department of Treasury and Finance following the approval of ERC in April 2005.

### **Corporate Services Reform**

Over the last 12 months, significant work has been undertaken towards the implementation of the shared corporate services model across the public sector. The corporate services reform project budget is currently \$117M. This investment will deliver an ongoing minimum benefit of \$50 million per annum from 2008/09.

The following implementation work has been completed:

- the Business Case for the Corporate Services Reform has been reviewed and was presented to ERC in April 2005, affirming the savings of \$50M per annum, which are factored into the Forward Estimates;
- evaluation of the Business Systems Tender has been undertaken and contract negotiations finalised with Oracle/ASG as the preferred tenderer;
- significant consultation, collaboration has occurred across the sector, including the completion of the Whole-of-Government Business Process Design and Gap Analysis;
- whole-of-government governance structure has been implemented, inclusive of sector Steering Committee and individual cluster Client Management Councils;
- approval gained to establish the Office of Shared Services from 1 July 2005. The Office of Shared Services (OSS) will be a new office with its own FAAA delegations, reporting directly to a Minister. The Department of the Premier and Cabinet is the employing Authority. The OSS incorporates the general agency Clusters A and B, the associated ICT Services formerly termed the ICT Business Unit and the existing Shared Corporate Services Program Office;
- appointments to five Executive Positions to support the implementation of shared services have been made:
  - Executive Director Office of Shared Services
  - Four General Managers to oversee each cluster of agencies;
- lease negotiations have been completed and fit out has commenced at the Cannington premises;
- relocation of the Project Office to Cannington has been completed;

- Memorandum of Understanding signed with the CPSU/CSA regarding employment of sector staff and their transition into shared services clusters;
- the Agency Workforce Transition Program has commenced; and
- Pilot Agencies Roll-in preparation has commenced.

Further developments undertaken within the project include:

- the development of “Heads of Corporate Services” groups which cater for the discussion of agency issues in a high-level corporate services forum;
- an awareness-raising program undertaken for all affected corporate services staff;
- the development of an abridged application process to make the transition for staff more efficient;
- the holding of position and application workshops for corporate services staff interested in applying for positions at the OSS;
- the development of JDFs and criteria for positions at the OSS;
- recruiting for the OSS began in June 2005; and
- client Consultative Forums and Peak Delegates Forums have been held to ensure engagement with employees’ representatives.

**Functional Review Taskforce (FRT) Recommendations**

FRIT also has responsibility for monitoring and progressing the other 88 FRT recommendations that were endorsed by Cabinet.

**SERVICE FIVE  
PARLIAMENTARY, STATUTORY  
AND LEGISLATIVE PUBLISHING SERVICES**

***This Service relates to the Government's Strategic Goal – "To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future"***

Through the State Law Publisher, the Department provides a secure, confidential and time critical publishing service to meet the needs of Parliament and Government.

**ONLINE ACCESS TO LEGISLATION MATERIALS**

Free online access to Western Australian legislation materials on the State Law Publisher's website commenced from 1 July 2004. A policy decision was made by Government to fund free online access to legislation materials that were previously available on a subscription basis.

The service provides access to all Western Australian legislation titles that are consolidated and completely up to date, including all current amendments in force. Free access to current editions of the WA Government Gazette, and an archive of previously published Gazettes dating back to 1998, was also provided.

The service will benefit regional areas and other parts of the community such as the legal profession, Commonwealth, State and Local Governments, educational institutions and business.

**CLIENT SURVEY**

The annual client survey of State Law Publisher clients was conducted to measure the level of satisfaction with the services provided and identify further potential products and services required by clients.

The survey was conducted by mail outs to a random selection of 450 State Law Publisher clients, intercept interviews with 20 counter sales clients, and unstructured personal interviews with key Document Reproduction Services clients.

The survey results indicated that 98% of clients surveyed were either highly satisfied or satisfied with the levels of customer service they received from the State Law Publisher. The result illustrates there has been a slight increase in client levels of satisfaction with an overall increase of 2% on the previous year's result.

**REPRINTS PROGRAM**

The reprints program undertaken jointly with the Parliamentary Counsel's Office resulted in 186 titles of legislation being consolidated and reprinted for the financial year.

This program aims to fast track titles that have extensive amendments through the reprint process, particularly titles that are in high demand. The major benefits to clients as a result of this initiative are reduced costs and titles that are more user-friendly.

Initially the program was scheduled to run for three years, however as a result of the heavy legislation programs over the past few years, support for this initiative will need to continue so as to keep most high demand legislation titles consolidated and reprinted.



## **PARLIAMENTARY SUPPORT**

Continued support for the Parliament was provided during the year with the production of chamber documents, Bills, Weekly Hansard and the Bound Volumes of Hansard.

During the year there were 644 deliveries of documents to the Parliament with a 100% on time delivery record within prescribed deadlines being achieved.

The State Law Publisher also prepares electronic documents for publishing onto the Parliament's website.

## **AUSTRALASIAN GOVERNMENT PRINTER'S CONFERENCE**

The Government Printer's Conference was hosted by the Victorian Parliamentary Counsel and Government Printer, and was held on the 25 May 2005. Government Printers from Tasmania, Northern Territory, Victoria, NSW, ACT, South Australia, Papua New Guinea and Western Australia attended the Conference.

The Conference is held every two years and provides an opportunity for Government Printers from Australian States and Territories, and some of the South Pacific Nations to come together to discuss a range of issues that are common within the government-printing environment.

## SERVICE SIX

### MANAGEMENT OF THE CONSTITUTIONAL CENTRE PROGRAMS

**This Service relates to the Government's Strategic Goal – “To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future”**

The Government is committed to helping educate the community on the Western Australian and Commonwealth Constitutions, and the Federal system of government through the provision of exhibitions and programs at the Constitutional Centre.

The Constitutional Centre is the only one of its kind in Australia and is supported by an Advisory Board, consisting of:

- Mr Malcolm McCusker, QC (Chairperson)
- Professor David Black
- Mrs Anne Conti
- Mrs Janice Dudley (Deputy Chairperson)
- Mr Bill Hassell
- Mr Robert O'Connor, QC
- Mrs Irene Stainton
- Ms Diana Warnock
- Professor Greg Craven
- Dr Kanishka Jayasuriya
- Professor Harry Phillip

### SCHOOLS EDUCATION PROGRAMS

Participation has continued to grow with a particular increase in demand for outreach programs in the metropolitan area. Programs and staff have been adapted to meet this need.

The Joint Civics Education Outreach program, conducted with the Parliamentary Education Office and the Electoral Education Centre takes programs to regional areas of the State and now has 25 presenters based in Albany, Bunbury, Dumbleyung, Esperance, Kalgoorlie, Merredin, Geraldton and Broome. This program is for both primary and secondary students and provides free civics education and teacher resources. Since it commenced in July 2003 9,379 country students have taken part. This program is also offered to schools in the metropolitan area and since September 2003, 8,736 students have participated.

One of the Centre's more popular programs, *Larfalot's Letter*, a civics program for junior primary students, has been established as an outreach program from Albany and Bunbury.

The annual Schools Constitutional Convention was held in September and attended by 100 students from around the State. The convention theme was *An Australian Republic*. Its aim was to provide an opportunity for young people to contribute to the debate on an Australian Republic and the model for appointment of the Head of State. Attending students were eligible to apply to be one of fifteen students to represent the State at the National Schools Constitutional Convention in Canberra in March 2005.

In conjunction with the Office of Multicultural Interests, the Centre held a convention on *Human Rights and the Constitution* for 150 - Year 10 students during Harmony Week.

Special event newsletters were developed and distributed to schools for Harmony Week, Proclamation Day and Foundation Day to assist teachers.

Use of the Constitutional Centre website continues to increase with many schools using it to teach their students as part of their civics education program. 179,428 pages of information were downloaded, an increase of over 75% on the previous year. The 175<sup>th</sup> anniversary website had 1,281,123 pages of information downloaded between December 2003 and June 2005.

## **ADULT EDUCATION PROGRAMS**

Conferences and lectures enabled members of the public to participate in discussion on issues related to government. On 6 April 2005 - *Western Australia: Potential and Federalism* attracted 175 people to a full day conference to hear speakers Professor Robert Pascoe, Dr Alan Fenna, Professor Greg Craven and Justice Robert French. On 25 May - *Election 2005: What made a Winner* attracted 220 people to an evening lecture chaired by Professor Harry Phillips, with speakers Professor David Black, Professor Greg Craven with Ms Katie Hodson-Thomas MLA, Hon Ken Travers MLC and Giz Watson MLC.

A two year Research Fellowship was established with Curtin University's Centre for Government and Constitutional Law. Topics to be considered include a:

- review of the State's Constitution and analysis of options for consolidation, codification and reform;
- analysis of the constitutional provisions for resolution of deadlock between the upper and lower houses of Australia's State governments;
- analysis of the constitutional status and role of the judiciary in the Australian States, with particular reference to Western Australia;
- analysis of the implications and possibilities for the States of transition to a republican head of state; and an
- analysis of the options for reform of amendment procedures in State constitutions in light of principles of constitutionalism and democratic government.

The Centre also participated in WA on Show and the Royal Show.

## **175<sup>TH</sup> ANNIVERSARY OF THE FOUNDING OF WESTERN AUSTRALIA**

The Constitutional Centre continued to work with the 175<sup>th</sup> Anniversary Steering Committee chaired by Mark McGowan, MLA, to co-ordinate the activities of the 175<sup>th</sup> Anniversary of the Founding of the State. Programs in the second half of the anniversary year included:

- the WA Heritage Icons Program - In conjunction with the National Trust, a new heritage icon was announced each month from the list nominated by members of the public. The Icons were:
  - January – The Swan River
  - February - Fremantle Port
  - March – Kings Park
  - April – Albany Anzac Dawn Service
  - May – Rottnest Island
  - June – Broome Pearls.
  - July – Ningaloo Reef
  - August – The Western Derby
  - September – Kalgoorlie Gold
  - October- Perth Royal Show
  - November – Bungle Bungle Ranges
  - December – His Majesty's Theatre
  - December - Midland Railway Workshops
- the Legislative Council held its first historic sitting in Kalgoorlie/Boulder 28-29 September, 2004;
- on 8 July 2004, His Excellency, Lt Gen John Sanderson AC, Governor of Western Australia and The Hon Geoff Gallop, Premier hosted a function to recognise the contribution of Indigenous players to football in Western Australia;

- *On Track: Contemporary Aboriginal Art from Western Australia*, an exhibition developed by the Berndt Museum at the University of Western Australia, toured the regional areas of Bunbury, Esperance, Albany and Geraldton;
- the winners of the State Song Contest were announced by the Premier at *WA on Show*:
  - Overall Winner - Steve Frawley with *Seems Like Heaven*
  - Amateur Section - Steve Frawley with *Seems Like Heaven*.
  - Primary School Section - Kevin Penkin and Max Tandy with *Wonderland*,
  - Secondary Section - Jayden Delfos with *West*
  - Professional Section - Ash Gregg with *Echoes of WA*
- *WA on Show* was held to mark the 175<sup>th</sup> anniversary of the founding of the State. It ran August 28 - 31 in the new Perth Convention Exhibition Centre, and brought together the State's finest attributes and products under one roof for the people of Western Australia to experience first hand. Over 200,000 people attended the show;
- *WA 2029: A Shared Journey*, 17-19 November 2004 over 800 people attended the three day conference at the Perth Convention and Exhibition Centre as part of the 175<sup>th</sup> anniversary year. The program had stands for History, Resources & Technology, Heritage, Built Environment, Indigenous, Constitutional, Sustainable Futures, Children & Youth and Citizenship & Participation; and
- a Migrant Wall celebrating the migrant contribution to Western Australia was opened at the Western Australian Maritime Museum, on Sunday, 19 December 2004.

#### **OTHER AREAS OF RESPONSIBILITY**

- administration of grant to Celebrate WA Inc;
- administration of grant to The Australia Day Council;
- administration and implementation of annual Premier's Awards on behalf of the Public Sector Management Division; and
- administration and distribution of Anzac Medallions on behalf of the Anzac Day Working Group.

**SERVICE SEVEN**  
**PROMOTION AND SUPPORT OF CITIZENSHIP AND MULTICULTURALISM IN WESTERN AUSTRALIA.** (Minister for Disability Services; Sport and Recreation; Citizenship and Multicultural Interests; Seniors)

**This Service relates to the Government's Strategic Goal –“ *To enhance the quality of life and wellbeing of all people throughout Western Australia*”.**

The Citizens and Civics Unit coordinates the implementation of the 'Western Australian Citizenship Strategy', 'A Voice for All: Strengthening Democracy', by:

- developing policy in the areas of citizenship and governance, civics and strengthening democracy;
- identifying information, skills and mechanisms required for effective participation in public life and decision-making; and
- facilitating and fostering dialogue between the people of Western Australia, their governments and other institutions.

The Office of Multicultural Interests assists in delivering Government's commitments set out in the Western Australian Charter of Multiculturalism by:

- promoting the ideals of multiculturalism to public sector agencies by developing and influencing policies that reflect these principles; and
- providing information to the culturally and linguistically diverse communities on the availability of public sector services.

## **CITIZENSHIP**

### **Strategic Direction**

Following the 2005 election, the Citizens and Civics Unit was established as a discrete office within the Department to lead the development and implementation of policy and initiatives within the Citizenship portfolio.

A strategic aim is to contribute to the well being of Western Australian communities by strengthening and renewing trust in our democracy and building people's confidence in public processes. The Department seeks to achieve this by providing leadership and coordination for the cross government implementation of the Western Australian Citizenship Strategy, 'A Voice for All: Strengthening Democracy'.

The Strategy sets out series of projects across four key areas that will build knowledge and understanding of our systems of government to ensure the inclusive and participatory practice of government agencies and actively contribute to better governance.

### **Key Functions**

The Department acts as a catalyst and facilitator to coordinate intergovernmental collaboration and enhance community engagement practices. This is achieved by:

- developing State policy in the areas of citizenship, governance, civics and community participation;
- identifying the information, skills and mechanisms required for the public sector to effectively involve the community in public life and decision-making;

- establishing partnerships across government to research, explore and evaluate successful, innovative models for citizen participation and governance;
- providing strategic support to agencies to help improve practice to ensure good governance and the meaningful participation of the community; and
- involving agencies in all aspects of planning and delivery of related change strategies.

### **Outcomes and Achievements**

Since the 2004 launch of the Western Australian Citizenship Strategy – *A Voice for All: Strengthening Democracy*, the focus has been on the development of supporting policies in the areas of citizenship, governance and community engagement for the whole-of-government.

As a first step in the implementation of the Strategy, a review of community involvement to identify, support and improve future community engagement initiatives was undertaken. Following an audit of current practice within State agencies, a phased public participation plan was developed to address identified barriers to participation and inclusion, and deal with issues of consistency and coordination, in order to embed public participation best practice within government processes.

A key component of this new plan was the establishment of a strategic partnership between the Institute for Public Administration Australia (IPAA), Challenger TAFE's Western Australian College of Leadership and Community Development (WACLCD) and the Department to develop and run a suite of skills and knowledge-based training and professional development courses on public participation. The Minister for Consumer and Employment Protection launched the partnership agreement in September 2004 with Sue Vardon, the National President of IPAA presenting the keynote address. Under this agreement the first Public Participation Workshop on the 'Discovery Phase' of consultation was held on 5 November 2004. The workshop included three case studies from State and Local government and was attended by senior officers from across State agencies, local government and business.

In order to ensure that mechanisms developed to facilitate public participation are easily accessible, fair and equitable, ongoing advice and assistance is provided in planning major consultations. During 2004/5, 157 planned consultations for State agencies were reviewed in order to identify and address gaps, strengthen processes and ensure consistency.

During the year partnerships were formed with a number of agencies to research, explore and evaluate successful, innovative models for citizen participation. The Unit worked in partnership with the Department of Environment, Swan River Trust, City of Joondalup, Drug and Alcohol Authority, South West Area Health Service, Main Roads, Roe 7 Alliance and the Department of Planning and Infrastructure to successfully resolve complex issues through the use of appropriate community engagement strategies.

As part of 175th Anniversary Conference and celebrations, a cross sector forum was organised to discuss and explore the links between citizenship and democracy and the way we describe and measure progress. The workshop examined democracy, citizenship, human rights and good governance as essential elements of progress and wellbeing, and as an investment for public policy and a healthy society. Following the workshop the presenter, Professor Mike Salvaris from the Institute for Community Engagement and Policy Alternatives at Victoria University, summarised the work into a paper, *Making paths to the future: strategies for citizenship, democracy and progress in WA*. The paper commends the use of citizenship and democracy as concrete policy goals in themselves, rather than as aspirations or principles. It recommends, like other goals, in order to make positive changes both citizenship and democracy require innovative policies and specific measures of progress. This paper has now been widely circulated for discussion and is available on the Citizenscape website.

Information to the public is facilitated by providing an electronic catalogue on the Citizenscape website of all Government consultations. Recently renamed ConsultWA, the site is maintained in order to maximise use of electronic technologies, and ensure that all people have equal access to government information. All agencies are encouraged to promote their consultations online, and to date, there has been over 300 consultations listed on the site.

Working in partnership with the Office of e-Government, protocols have been developed for online consultation to assist government agencies undertaking community engagements using information and communication technology. This project was developed to maximise the potential of Information and Communication Technologies (ICTs) to facilitate community access and participation. The new e-Engagement Guidelines have now been finalised and will be available from August 2005.

The Department again collaborated with Celebrate WA to host the second annual Foundation Day Citizens' Breakfast with the Governor of Western Australia, and the Minister for Citizenship and Multicultural Interests at Government House. To provide people in all regions of the State with an opportunity to attend the breakfast, a series of community service advertisements were published in The West Australian newspaper on May 16, 18 and 20, 2005, inviting the public to apply for complimentary tickets by responding to the question: *What is special about where you live in Western Australia?*

Public interest was overwhelming and more than 1,000 entries were received from people of all ages and walks of life each containing insights into life in cities, towns and suburbs throughout Western Australia. Representatives from Celebrate WA and the department selected the most innovative and interesting responses and extended 200 invitations to families and individuals from metropolitan and regional Western Australia.

### **Promotional Material**

A range of promotional material was distributed during the year, including advertisements and invitations to the Foundation Day Citizens' Breakfast produced in partnership with Celebrate WA.

Demand continues for the series of three Consulting Citizen Guides and to date over 19,000 guides have been distributed. However, the majority of its information is circulated electronically through the Citizenscape website which continues to be very popular. During the year the site recorded over 35,000 'hits', a substantial increase on last year.

## **MULTICULTURALISM**

### **Strategic Directions**

The strategic direction for multiculturalism was reinforced through the Charter of Multiculturalism which became Government Policy in November 2004. Although Multiculturalism as a concept that informs public policy is not new, it continues to be contested. The purpose of the Charter was to explicitly recognize that the people of Western Australia are of different linguistic, religious, racial and ethnic backgrounds, and to promote their participation in democratic governance, within an inclusive society. On the basis of the Charter the Office of Multicultural Interest's primary role has been to work with public sector agencies to raise awareness about institutional barriers that may lie in organisational policies and practices that can discriminate, often unintentionally.

### **Community Profiles - Ethnic Communities in Western Australia**

In order to promote recognition of diversity in Western Australia, a series of community profiles were produced based on data from the 2001 Census. The profiles, produced in conjunction

with the Australian Bureau of Statistics, provide an analysis of socio-economic and demographic characteristics of selected established, and new and emerging communities represented in Western Australia.

The first 14 groups to be included in the profiles were a mix of both large and emerging ethnic communities. They cover Malaysia, Vietnam, China, India, Italy, Poland, Croatia, Bosnia and Herzegovina, Afghanistan, Netherlands, Iraq, Germany, Indonesia and communities from the Horn of Africa region (Somalia, Sierra Leone and Ethiopia).

The community profiles, which focus on socio-economic factors such as labour force participation, occupation, income, housing tenure and family, provide a key source of information for those providing and planning services to Western Australia's culturally diverse community.

### **Education Package Development**

Extensive research has been undertaken into the development of a community education resource package to be used in schools as well as in the wider community. The research found that while there is an extensive body of educational material available on the broad area of multiculturalism, there is no suitable resource that considers multiculturalism from the perspective of equal opportunity, anti-discrimination and human rights. As a consequence, an external consultant was contracted to develop a package that should be completed early in the new financial year.

The proposed resource and teaching guide will be used by Department staff, teachers and community educators to deliver education programs of up to 2 hours' duration for each of the three modules. The three modules in the resource and teaching guide will focus on the three main planks of the State Government's Anti-Racism Strategy, namely:

- multiculturalism
- human rights
- discrimination and racism.

The resource and teaching guide will target high school students in years 8-10. However, it will be adaptable for use in the wider community, including community organisations, non-government organisations contracted to provide services to migrants, refugees or the wider community, and community interest groups.

### **Ethnic Children and Youth at Risk**

The Department, in partnership with the Office for Children and Youth (OCY), chairs a Working Group consisting of senior representatives from key State Government, Commonwealth and Community agencies to:

- identify and explore issues for ethnic children and youth deemed to be at risk; and
- develop appropriate strategies to address these issues.

The project commenced in 2004 with the endorsement of the Premier and the Minister for Community Development. The Government is committed to ensuring that young people are provided with opportunities to voice their opinions and ideas by actively participating in decision-making processes that impact their lives. In line with this commitment, an Ethnic Youth Advisory Group was formed late last year to inform and advise the Working Group.

An Ethnic Youth Consultation Forum was held in partnership with the OCY on Sunday, 26 June 2005 at the Constitutional Centre of Western Australia. The forum was held with ethnic



youth from the ages of 12 to 25, to identify their needs and priorities, as well as their issues and concerns.

Some of the issues highlighted by the young people attending the forum included: lack of appropriate educational support, racism, unemployment, inter-generational conflict and inadequate public transport. Racism, lack of educational support and unemployment were nominated by forum participants as the top three issues affecting ethnic young people in Perth.

A mapping exercise of State government services for ethnic children and youth was conducted in June 2005. A report outlining the findings of the consultation forum and the mapping of services will be presented to the Working Group in July 2005 for further action.

### **Racism in Schools**

The working party on Racism in Education Project has developed the *Countering Racism in Education: Anti-Racism Planning and Evaluation Tool* for Western Australian Primary and Secondary Schools. The tool is aimed at assisting schools to implement the outcomes and values of the Curriculum Framework by providing them with a whole school approach to combating racism. Users of the tool will include parents and the school community, teachers, staff and students. These key stakeholders will be able to use the tool to assess and evaluate the schools response to racism, and to plan actions to counter racism within the school system.

A Steering Committee comprising representatives from the Department of Education and Training, Edith Cowan University, Equal Opportunity Commission, members of the Anti-Racism Steering Committee and two pilot schools, Embleton Primary School and Mirrabooka Senior High School, has guided the development of the project.

The tool is currently undergoing a critical reading seeking comments and input from a panel of identified experts in racism and/or education. In Semester 2 of the school year, the *Countering Racism in Education: Planning and Evaluation Tool* will be piloted.

### **Systemic Discrimination in the Public Sector**

The Public Sector Anti-Racism and Equality Program developed the *Policy Framework for Substantive Equality*, which was endorsed by Cabinet in 2004. The Substantive Equality Unit, located within the Equal Opportunity Commission, has been established to provide support and assistance to the public sector in implementing the Policy Framework.

The Department continues to participate as a Program Partner along with the Equal Opportunity Commission, Office of Equal Employment Opportunity, Department of Indigenous Affairs and the Department of Premier and Cabinet. The Program Partners provide strategic direction to the Substantive Equality Unit.

### **Language Services Policy Review**

A *Needs Analysis of Interpreting and Translating Services* within the Western Australian Government was completed in May 2004. The analysis highlighted issues in the provision of translating and interpreting services and found that the most immediate and feasible method for addressing these issues was a revision of the current Language Services Policy.

The recommendations of the report were presented to the Strategic Management Council in September. Following the presentation, a consultant was appointed to review the policy in consultation with all stakeholders. The review is expected to be completed in October 2005.

### **Charter of Multiculturalism**

The Charter of Multiculturalism was approved by Cabinet as government policy in October 2004. The purpose of the Charter is to explicitly recognise that the people of Western Australia are of different linguistic, religious, racial and ethnic backgrounds, and to promote their participation in democratic governance within an inclusive society.

The Charter addresses some of the challenges posed by the concept of multiculturalism, and from a broad perspective these include:

- the many differing definitions associated with multiculturalism that have emerged over the past two decades, some of which have resulted in confusion, and at times, discontent amongst Western Australians;
- the lack of recognition of the unique status of Aboriginal people as the first Australians in previous policies relating to multiculturalism;
- the perception that multiculturalism refers to a policy perspective that relates specifically and only to people who are perceived to be of a particular cultural, linguistic or ethnic background;
- the prevalence of a myth that multiculturalism is about giving special treatment to some minorities;
- the belief by some sections of the population that cultural uniformity is a necessary prerequisite for societal unity; and
- the association of multiculturalism primarily with the practice and preservation of traditional cultures.

The Charter represents a significant shift in the direction of multicultural policy in Western Australia. Its premise is not cultural pluralism but a democratic pluralism that recognises difference as a hallmark of democracy, both at an institutional and individual level. It takes into account the varying needs that may arise from this pluralism. The Charter signals the necessity to adopt different approaches to respond appropriately to these varying needs in order to ensure that all people can participate fully in society.

### **Amendment to the Criminal Code on Racial Vilification**

In August 2004, the Department together with the Equal Opportunity Commission (EOC) developed the consultation paper on Racial and Religious Vilification Legislation as part of the Anti-racism Strategy, which was released for comment by the Premier and then Minister for Citizenship and Multicultural Interests. The paper set out three options for legislative reform being to:

- amend the existing provisions in the *Criminal Code* and amend the *Equal Opportunity Act* to include a civil complaints based procedure, using the Commissioner for Equal Opportunity's existing investigative and conciliatory powers and processes;
- enact stand-alone racial and religious vilification legislation that sets up a range of administrative, civil and potentially, in substitution for the *Criminal Code*, criminal provisions; and
- develop a new range of civil remedies to enable victims (individuals and representative groups), to initiate proceedings in the District Court, with the criminal offence either retained in the *Criminal Code* or placed in a separate Act.

A series of community information sessions were conducted in conjunction with the Equal Opportunity Commission, with interpreters in several community languages assisting persons from ethnic minorities to participate in the consultation process.

Approximately 2,000 submissions were received during the comment period. An analysis of the submissions was undertaken and submitted to the Minister.

### **Migrant Contribution to Western Australian Society**

A publication on migrant contribution to the development of the State of Western Australia, titled "*A Changing People – Diverse Contributions to the State of Western Australia*", was commissioned as part of Western Australia's 175<sup>th</sup> anniversary celebrations. The publication was launched by the Premier in November 2004.

The publication depicts the complexity of Western Australian settlement and consists of a collection of accounts and stories of different waves and groups of migrants into Western Australia. This includes the contributions they have made to Western Australian society, and the difficulties they confronted, and continue to confront, in their transition to a new country.

The publication was undertaken in partnership with the Migration Research Network, which includes academics from the four public universities in Western Australia.

### **Communications Strategy**

A range of community education initiatives was undertaken during the last financial year to raise awareness about multiculturalism.

These include the organisation of Harmony Week, held from 14–21 March 2005, which involved the production of:

- community education material and media advertising in the mainstream press, radio and television on the theme 'Shared Rights, Diverse Cultures';
- the official launch together with the other major Harmony Week events such as the
  - hypothetical debate;
  - primary and secondary school conventions;
  - presentation of the 2005 Minister for Citizenship and Multicultural Interests' Multicultural Awards; and the
  - 2005 Vice-Chancellors' Oration, delivered by Sir William Deane; and
- posters, flyers and brochures on the theme 'Shared Rights, Diverse Cultures' were distributed among schools, TAFE colleges, universities, community organisations, public sector agencies and the general public.

Ongoing community education projects, such as the *Mosaic* radio program - broadcast on 6EBA, the Online WA Multicultural Communities Project and a series of publications have continued. Workshops also continue to be held with community groups and public sector agencies to raise awareness about multiculturalism in the context of equal opportunity, anti-discrimination and human rights.

### **Grants and Sponsorship Program**

A \$300,000 Community Grants Program (CGP) to not-for-profit community-based organisations is administered. The program was established in October 2001 and aims to assist and encourage the involvement of all Western Australians in projects and events that promote positive interaction among the citizens of our diverse community.

In 2004/05, 155 grant applications were processed resulting in 130 grants and sponsorships being approved for a wide range of activities.

**SERVICE EIGHT**  
**NATIVE TITLE POLICY DEVELOPMENT, IMPLEMENTATION AND NEGOTIATION**  
(Deputy Premier; Treasurer; Minister for Energy)

***This Service relates to the Government's Strategic Goal – "To develop a strong economy that delivers more jobs, more opportunities and greater wealth to Western Australians by creating the conditions required for investment and growth".***

The Office of Native Title implements Government's Native Title objectives through:

- resolution of Native Title determination applications and compensation applications wherever possible by agreement;
- resolution of Native Title matters in accordance with the requirements of the *Native Title Act 1993 (Cth)* and relevant case law;
- ensuring valid future acts that minimise the extinguishment or impairment of Native Title and minimise the State's exposure to compensation liability;
- developing, implementing and monitoring policies, procedures and practices across Government that ensure Native Title matters are administered efficiently and consistently;
- concluding agreements that deal in a comprehensive way with the determination of Native Title, compensation and arrangements for future acts; and
- negotiating and participating in the implementation of project agreements.

**PROGRESS TOWARDS DETERMINATION**

In 2004/05, six determinations of native title (incorporating eleven native title claims) were finalised.

- **The Ngaanyatjarra Lands Determination** – The highlight of 2004/05 was the achievement of the Ngaanyatjarra Lands consent determination.

The Ngaanyatjarra Lands Native Title Claim was filed in the Federal Court in April 2004. Located in the Central Desert region, the claim encompasses six existing native title determination applications; Gibson Desert, Tingarri Tjina, Tjirrkarli Kanpa (in part), Warburton-Mantamaru, Irrunytju Papulankutja and Baker Lake. In-principle agreement over the form of a consent determination was endorsed by State Cabinet in December and the final determination was made on 29 June 2005. The Ngaanyatjarra Lands determination is the largest ever made in Australia;

- **Karajarri Area B Determination** – A consent determination over Karajarri Area B was ratified by the Federal Court in September 2004. The claim is located in the Kimberley region;
- **Ngarluma Yindjibarndi Determination** – The Ngarluma Yindjibarndi determination was handed down by the Federal Court in May 2005. The litigated determination is the first to be made in the Pilbara region;
- **Wanjina Wunggurr Willinggin, Wanjina Wunggurr Willinggin 2 and Ngarinyin Determinations** – These litigated determinations were handed down concurrently by the Federal Court in August 2004. The claims are located in the Kimberley region;
- **Noonkanbah In-principle Agreement** – In December 2004, State Cabinet endorsed an in-principle agreement for a determination by consent over the Noonkanbah native title application, which is located in the Kimberly region. A final determination is expected to be made later this year; and

- **Bardi Jawi Preliminary Determination** – A preliminary determination over the Bardi Jawi native title application was made in June 2005. Although the State reached in-principle agreement with the Kimberley Land Council over this application, other respondents would not consent to the terms of the agreement and the matter was decided by the Federal Court. A final determination is pending.

## FUTURE ACTS

Throughout 2004/05, work continued with the Department of Industry and Resources to develop and implement strategies to reduce the backlog of mining tenement applications in a staged and manageable timeframe.

- **Regional Heritage Agreements** – The Heritage Protection Working Group, convened by the Department, facilitated the development of template regional heritage protection agreements between industry and native title groups in respect to the Goldfields, Geraldton/Pilbara, Central Desert and South West regions. Negotiations are underway for the development of a similar agreement for the Kimberley region.

Early indications are that these agreements are having an impact on the number of objections made by native title parties to the granting of licence applications under the expedited procedures of the *Native Title Act 1993 (Clth)*. A comprehensive review of the Regional Standard Heritage Agreements, and their impact, is planned for the second half of 2005.

- **Mining Act Amendments** – The Mining Recommendation Working Group, also convened by the Department, recommended amendments to the *Mining Act 1978* that will reduce the backlog of mining lease applications. While significant progress has been made, the amendments are not expected to become fully operational until October 2005.

## AGREEMENTS

Throughout 2004/05 the development of agreements, complementary to the formal determination process was also supported.

- **Ord Stage 2 Global Negotiations** – The Department lead the negotiations between the State and the Kimberley Land Council, the representative body for the Miriung Gajerrong people, to settle native title and heritage matters over the Ord Stage 2 development area in the East Kimberley. This has involved:
  - the Department of Industry and Resources, the Department of Planning and Infrastructure, the State Solicitor's Office and the Kimberley Development Commission; and
  - leading the cross-government development of an appropriate compensation package in return for the compulsory acquisition and/or surrender of native title.

In November 2004, a Memorandum of Understanding (MOU) was negotiated with the Miriung Gajerrong people. This provides a broad outline for a final and binding agreement. Negotiations are progressing and are expected to conclude later this year.

- **Burrup Agreement** – The Department has continued to manage and coordinate progress in the implementation of the Burrup Agreement. Work has continued with all stakeholders throughout this period resulting in significant progress in the development of a management plan for the conservation estate.

**POLICY DEVELOPMENT**

- **Connection Guidelines Review** – The review of the *Guidelines for the Provision of Evidentiary Material in Support of Applications for a Determination of Native Title*, October 2002, was finalised and the revised guidelines (*Guidelines for the Provision of Information in Support of Applications for a Determination of Native Title*) were released in October 2004. Coinciding with the release of the *Guidelines*, the Department conducted a major workshop to discuss the State's requirements;
- **Alternative Settlements Policy** – The Department is undertaking the development of policy for the resolution of native title applications where a mediated outcome is not possible due to the limitations of the *Native Title Act 1993* (Cth) and applicable case law; and
- **Land and Equity Fund** – A \$40 million Land and Equity Fund was established in December 2004 to assist in the resolution of native title matters. The Department is finalising the development of policy to guide the use and distribution of the funds.

**SERVICE NINE  
SCIENCE AND INNOVATION PROMOTION AND SUPPORT**

***This Service relates to the Government's Strategic Goal – "To develop a strong economy that delivers more jobs, more opportunities and greater wealth to Western Australians by creating the conditions required for investment and growth".***

The Office of Science and Innovation coordinates implementation of Government's Innovate WA policy and strategy by;

- undertaking science policy development and providing support to the Premier's Science Council;
- identifying and promoting science and innovation opportunities;
- supporting the development of Western Australian research capability and infrastructure;
- administering research scholarships and fellowships; and
- promoting science and innovation in schools and through the Scitech Discovery Centre.

The Department develops and manages Government Science and Innovation policy, programs and projects. Key objectives include:

- raising awareness of innovation as a driver of economic and technological change;
- strengthening and diversifying the scientific research capacity of the State;
- maximising the commercialisation of ideas by building links between industry and research; and
- leveraging support and investment in science and innovation.

**POLICY**

State Government funding of \$21M was committed to the Western Australian Institution for Marine Science (WAMSI), as the second recipient of funding through the WA Major Research Facility program. WAMSI is a major new vehicle, to significantly boost the State's marine science capability in areas of strategic importance to the Western Australia. WAMSI is a collaborative joint venture involving Universities, State and Federal research organisations and industry partners. The total investment brought into WAMSI at its establishment is valued at over \$80M.

One of the inaugural recipients of a Premier's Research Fellowship, Professor Julian Gale, is making significant contributions to the advancement of science capability in nanotechnology and has attracted significant external funding for his research. Scientists employed as a consequence of Prof. Gale's Fellowship are involved in new Australian Research Council (ARC) grants valued at over \$2.8M.

The WA Major Research Facility Program funding agreement has been signed with the WA Energy Research Alliance (WAERA) a new joint venture involving CSIRO, Curtin University of Technology and The University of Western Australia. Following the commitment of \$20M from the State Government, WAERA signed a \$30M research contract with Woodside Pty Ltd and a similar agreement with Chevron Texaco.

The Government's HECS Offset Program has supported more than 100 mathematics and physical science teachers in the two years 2003/04 to 2004/05.

## **SCIENCE CAPABILITY DEVELOPMENT**

New investment from the Centre of Excellence in Science and Innovation program was conditionally approved for eight Centres of Excellence following a call for Expressions of Interest and a competitive review process. These Centres are:

Centre of Excellence for Child Health Research	\$1,710,035
Data Linkage Australia	\$2,079,796
Nanoscale Characterisation Centre WA	\$2,284,000
Centre of Excellence in Comparative Genomics	\$1,455,943
Institute for Immunology and Infectious Diseases	\$2,300,000
Centre for High Definition Geophysics	\$2,299,000
John De Laeter Centre for Mass Spectrometry	\$2,060,000
Centre of Excellence for Alzheimer's Disease Research and Care	\$1,300,000

Funding agreements for 4 Centres of Excellence previously approved were established:

Western Australian Telecommunications Research Institute	\$2,424,000
Western Australian Nanochemistry Research Institute	\$2,300,000
Centre for Exploration Targeting	\$2,100,000
International Centre for Mobile Health Solutions	\$2,250,000

Investment through the Centres of Excellence program has also been offered to successful applicants to the Commonwealth Cooperative Research Centre program and the Australian Research Council's Centres of Excellence and Federation Fellows programs.

The Science and Innovation Studentships Awards program funded 10 new studentships of \$7,000 each on a competitive basis to assist young science graduates to work with local businesses on short-term research projects.

The Scitech Discovery Centre continued to receive major operational and capital works funding through the Office of Science and Innovation.

## **INTERNATIONAL SCIENCE INFRASTRUCTURE**

### ***Radio Astronomy***

In November 2004, a submission for the Mileura Station site in the Mid-West was selected as the nominated Australian site for the € 1 billion (Euro) international Square Kilometre Array (SKA) radio telescope project. Site testing results for the SKA bid and for the Massachusetts Institute of Technology (MIT) Low Frequency Demonstrator project have indicated the outstanding characteristics of the Mileura site.

A Premier's Fellowship in Radio Astronomy, worth \$1M over 4 years, has been created to establish first-class radio astronomy research in Western Australia. Other university and educational activities have been undertaken to support the SKA project.

Preliminary site information for the US\$ 1 billion NASA Deep Space Array Network was prepared in November 2004. Further information, preparatory to a formal bid, will be provided to NASA on request.



***UNESCO/IOC Regional Programme Office in Perth***

In February 2005, a review of the performance of the Intergovernmental Oceanographic Commission (IOC) Regional Office in Perth was conducted. The review concluded that the Perth Office has made significant contributions to the success of Global Ocean Observing System (GOOS) in the regions of Western Australia, Indian Ocean, Southwest Pacific and Southeast Asia. In particular, the Perth Office raised \$337,500 for GOOS Project activities.

The Memorandum of Understanding between UNESCO, Government of Western Australia, through the Department, and the Commonwealth of Australia, through the Australian Bureau of Meteorology, to operate the IOC/UNESCO Regional Programme Office in Perth to 30 June 2008 has been renewed.

**STRATEGIC RESEARCH FUND FOR THE MARINE ENVIRONMENT (SRFME)**

SRFME is a six year, \$20M joint venture between CSIRO and the State Government, managed by the Department. The initiative seeks to enhance the capability and capacity in Western Australia for research, which underpins the management and sustainable use of the marine environment.

SRFME was established with the following high-level goals. To:

- build capability and capacity in marine science in Western Australia;
- facilitate strong collaboration among the Western Australian marine science community; and
- conduct fundamental and strategic research that is of benefit to Western Australia and Australia.

These goals have been achieved or are being achieved and a new benchmark has been set in establishing collaborative research partnerships.

The goals have been achieved by growing CSIRO's marine research capacity in Western Australia from just 4 scientific and support staff in 2001 to over 25 in 2005. These staff have been relocated or recruited to its Floreat laboratories where they have formed part of a critical mass of over 300 staff within CSIRO's Centre for Environment and Life Sciences.

Capability and capacity have also been further developed in Western Australia through its Postgraduate Scholarship program and the Collaborative Projects program. SRFME has 13 PhDs at four Western Australian Universities who have strongly supported the program through co-investing in stipends and operating funds and providing supervision. Many of these students participate in SRFME Core Projects and are co-supervised by staff from CSIRO and other Commonwealth and State research and management agencies. It has also created capability and capacity through the recruitment of 6 postdoctoral researchers at Western Australian Universities as part of its \$2M investment in the SRFME Collaborative Projects.

In terms of facilitating collaboration, SRFME has brought about a range of strong multidisciplinary collaborations to its research programs. Research described in this report outlines the involvement of ten research organisations in its projects with the vast majority of projects having collaborations amongst multiple organisations. In particular, the SRFME Core projects and the Jurien Bay Collaborative projects comprise large multidisciplinary teams and include postdoctoral fellows and PhD students in the projects. Through these large multidisciplinary research projects SRFME researchers have also secured a large number of national facility sea days aboard the Southern Surveyor enhancing these collaborations.

SRFME is meeting its goal to fundamental and strategic research that is of benefit to Western Australia and Australia through all of its programs. The highlights of this work are outlined in a 450 page Interim Final Report produced in June 2005.

## SERVICE TEN

### SUPPORT FOR THE IMPLEMENTATION OF THE STATE'S ROAD SAFETY INITIATIVES

**This Service relates to the Government's Strategic Goal – “*To enhance the quality of life and wellbeing of all people throughout Western Australia*”.**

Support is provided to the Road Safety Council to undertake implementation, monitoring and evaluation of the State's road safety initiatives.

The Department provides a range of legislated road safety services on behalf of the Road Safety Council (RSC) and the Government.

The Department is responsible for developing the Road Safety Strategy for Western Australia on behalf of the RSC and the Minister. It also coordinates the implementation of strategy in partnership with the responsible agencies and monitors it using data obtained from the relevant agencies. A major output is the road safety community education campaigns focusing on the major risk behaviours of speeding, drink driving, not wearing seatbelts and fatigue. The State Strategy aims to reduce the fatality rate per 100,000 population in Western Australia to equal the lowest fatality rate in Australia, over a 5 year period.

Over \$21 million was committed last year, and road safety funds were further enhanced by the core business expenditure of other agencies responsible for road safety outcomes, such as Main Roads Western Australia and the Western Australian Police Service. In addition, the *Road Safety Council Act 2002* provides that one third of all monies collected from red light and speed camera infringements are credited to the Road Trauma Trust Fund (RTTF). These funds are complemented by sponsorship revenue received from the Insurance Commission of Western Australia.

Funds held within the RTTF are applied for the purposes determined by the Minister on the recommendation of the Road Safety Council. A yearly budget is prepared by the Department to accord with the outcomes outlined in the Road Safety Strategy for Western Australia.

The components of the Road Safety Strategy for Western Australia together will:

- *improve the safety of the road and vehicle infrastructure* by increasing the focus on safety in land use planning, by remedial action to treat Blackspots and progressive improvements to the existing road system, by reducing vehicle speeds and promoting the purchase of safer vehicles;
- *encourage safer modes of travel* including a greater use of public transport;
- *deter unsafe driver behaviours* by increasing publicity, improving the effectiveness of enforcement and improving the coordination of publicity and enforcement; and
- *support the implementation of new road safety initiatives* by building community support for road safety, by supporting legislation with significant road safety benefits, and by monitoring the progress and impact of road safety activity.

### MAJOR ACHIEVEMENTS

- the ‘*Arriving Safely: Western Australian Road Safety Strategy for 2003 – 2007*’ was implemented and a progress report completed showing improvement in the key action areas compared to the baseline period of 1998-2000;
- legislation was drafted to give effect to the Drug Impaired Driving Program;

- major state-wide road safety community education programs focusing on drink driving, use of restraints, fatigue and speeding were implemented. These campaigns continued to develop an increasingly regional focus;
- the 2004 National Road Safety, Policing, Education and Research Conference was hosted on behalf of the Road Safety Council; and
- implementation of the '*Keys for Life*' pre-driver education program commenced in 80 Western Australian secondary schools. The program aims to develop safer attitudes to road use and promote supervised practice for learner drivers.

## SERVICE ELEVEN

### e-GOVERNMENT POLICY AND COORDINATION

**This Output relates to the Government's Strategic Goal – *"To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future"***

The Office of e-government is responsible for:

- promoting and leading the implementation of the e-Government Strategy for the Western Australian Public Sector;
- developing a policy framework, standards and guidelines that are consistent with the e-Government Strategy for the Western Australian Public Sector, and with national and international best practice;
- coordinating and facilitating cross-sector implementation of the e-Government Strategy for the Western Australian Public Sector and policy framework;
- initiating, leading and coordinating strategic e-government projects that deliver improved internal efficiencies, integrated service delivery and greater opportunities for community participation; and
- encouraging a better understanding of e-Government and promoting its benefits to the public sector, business and the community.

The Department is responsible for the strategic transformation of the operations of Government, using technology as a tool, to improve internal efficiency, service delivery to citizens and community participation.

The objectives are:

- **Strategic Leadership** – lead the e-government agenda in the Western Australian public sector;
- **Foundations and Frameworks** – establish standards-based frameworks, policies and guidelines that support the implementation of e-government in the Western Australian public sector;
- **Collaborative Approaches** – coordinate and develop whole-of-government and cross agency initiatives designed to assist in achieving increased efficiency, improved service delivery and increased community participation; and
- **Awareness Raising** – raise awareness and promote the benefits of e-government for government, business and the community.

## STRATEGIC LEADERSHIP

### e-Government Strategy

The 'e-Government Strategy for the Western Australian Public Sector' is currently being implemented by agencies. 'Guidelines for Aligning Agency Projects to the e-Government Strategy' are also used in conjunction with the Strategy and are part of a step in the capital funding process for significant e-government projects.

### Western Australian Public Sector Telecommunications Strategy

In conjunction with Department of Treasury and Finance, the 'Western Australian Public Sector Telecommunications Strategy,' was prepared which provides an integrated whole-of-government approach to the planning, procurement and management of communications

services within the State public sector for the next five to ten years. The development of this strategy included the appointment of the Western Australian Public Sector Telecommunications Expert Group, who provided strategic advice and direction to the e-Government Sub-Committee during the development of the Strategy.

### **Strategic Advice to Agencies**

Assistance is provided to agencies to identify and progress e-government projects, including facilitating collaboration between agencies and levels of government. The key roles are to ensure the program and projects are proceeding in a manner consistent with the Government's strategic direction, to foster inter-agency cooperation and to advise on opportunities for integrating, coordinating and collaborating across agencies and jurisdictions for improved internal efficiencies and service delivery.

Strategic advice and assistance is provided on the Shared Land Information Platform Executive Committee, the Perth Metropolitan Radio Network Executive Committee and the Transport Executive Licensing Information System Oversight Group.

Departmental Representatives also participate on various State Government Committees including:

- Western Australian Telecentre Advisory Council;
- Telecentre External Review Working Party;
- Shared Land Information Platform Enabling Framework Committee;
- Knowledge Economy Strategy Committee;
- Functional Review Implementation Team Committees;
- Open Source Steering Committee;
- Digital Records Working Group;
- Western Australian Land Information Service Core Management Group;
- Western Australian Land Information Service Council;
- Inter-Agency Information Security Management Group;
- WA Information and Technology Industries Development Forum;
- Senior Officers Group Knowledge Economy Initiative;
- Health Information Steering Group ICT Committee; and
- WA Police Information Technology and Information Management Strategy Steering Group.

### **Cross-Jurisdictional Liaison**

Work was undertaken with the Australian Government Information Management Office on a cross-jurisdictional project to measure Australians' use of and satisfaction with e-government services.

Departmental representatives also participate on cross-jurisdictional forums such as:

- the Cross-Jurisdictional Chief Information Officers Group;
- Integrated Transactions Reference Group, a working group of the Ministers' Online Council;

- National Coordinating Committee for Government Radiocommunications;
- National Broadband Strategy Information Group;
- Next Generation Network Working Party; and
- Department of Communications, Information Technology and the Arts Spyware Public Consultation.

## **FOUNDATIONS AND FRAMEWORKS**

### **Support to Functional Review Implementation Team**

Assistance is provided to the Functional Review Implementation Team in the development of policies and frameworks to support planned public sector reforms and produced Position Papers on the following areas:

- privacy;
- portals;
- information technology security;
- information technology service management; and
- identity and access management.

These papers assisted the Shared Corporate Services Project by providing strategic guidance on aspects of the Project that have relevance to the e-Government Strategy for the Western Australian Public Sector. The papers also provided guidance to all public sector agencies.

### **Whole-of-Government Telecommunications Audit**

A whole-of-government telecommunications audit was conducted to establish baseline information in preparation for a more coordinated approach to the procurement and management of public sector telecommunications. In addition, a company was asked to prepare a special report on telecommunications services expenditure as part of their ongoing consultancy with the Department of Treasury and Finance.

### **e-Engagement Guidelines**

An e-Engagement Guide has been developed in collaboration with the Citizens and Civics Unit, to assist agencies to interact effectively with the community and key stakeholder groups using Information and Communications Technologies. The guide aims to show how technology can help increase opportunities for citizens to participate in government decision-making.

## **COLLABORATIVE APPROACHES**

### **Enterprise Collaboration**

A feasibility study which examined the current and potential use of Enterprise Collaboration tools across the Western Australian Public Sector was completed.

### **Voice Over Internet Protocol Pilot**

A Voice Over Internet Protocol scoping pilot has been undertaken to design an Internet Protocol trunking pilot across government agencies in the Central Business District.

### **National Communications Fund (NCF) / Network WA**

A project funded by a grant from the Commonwealth Government to establish the National Communications Fund (NCF) / Network WA project was completed. The project was established to improve health, education and training service delivery by upgrading telecommunications services and increasing bandwidth in regional Western Australia. The services and favorable pricing under the contract are accessible to other State Government agencies, local government and local businesses.

### **Information Security**

Whilst security is an agency responsibility, during the 2004/05 financial year a range of security services were provided to agencies to increase the integrity, confidentiality and availability of Government information.

- **“GovSecure”** is an innovative information security management system that includes an agency risk assessment and management methodology and an “express” version suitable for agencies with a lower risk profile;
- **AustCert** membership assists agencies by advising on security issues and alerts;
- **Computer Security Incident Response Team (CSIRT)** provides a single, trusted point of contact for agencies to deal with computer security incidents and their prevention through the Western Australian Computer Security Response Team; and
- **A Whole-of-Government Email Filtering Business Case** has been endorsed by the e-Government Sub-Committee. The Office of e-Government is now progressing a whole-of-government email filtering initiative.

### **AWARENESS RAISING**

#### **Information Sessions**

The Department continued a program to raise awareness of e-government issues. This included presentations to public sector and industry groups, and visits to regional agencies.

- an information session about Network WA was conducted on 20 August 2004 for State Government agencies; and
- information sessions about Network WA and the ‘e-Government Strategy for the Western Australian Public Sector’ were held in:
  - September 2004, for the Regional Development Council and State Government agencies in the Mid-West;
  - December 2004, for State Government agencies in Kununurra and Broome; and
  - January 2005 in Esperance and Kalgoorlie.

#### **Industry Liaison**

The Premier delivered a keynote speech, at the Alphawest 8th Annual Show Case on 7 September 2004.

A presentation was made to the ICT Industry Collaboration Centre on the implications of the e-Government Strategy for industry on 10 March 2005.

Liaison was continued with industry, through information sharing meetings, representation on industry groups, and attendance and presentations at seminars and functions such as the Western Australian Technology Industry Advisory Committee and the Information Industry Forum Working Group.

### **.NET Solutions – WA initiative**

The Department is also the primary contact point for the .NET Solutions – WA initiative. It handles applications and undertakes assessments of agency proposals. Microsoft .NET Solutions – WA provides the opportunity to develop unique “proof of concept” solutions that address business issues within agencies based on Microsoft technologies. The initiative enables the Western Australian Government, Microsoft and local ICT industry partners to foster innovation and experimentation.



**SERVICE TWELVE  
IMPLEMENTATION OF THE STATE CRIME PREVENTION STRATEGY  
(Minister for Police and Emergency Services, Justice, Community Safety)**

**This Service relates to the Government's Strategic Goal – “*To enhance the quality of life and wellbeing of all people throughout Western Australia*”.**

The Office of Crime Prevention implements the ‘State Crime Prevention Strategy’ by:

- providing high level advice to the Government;
- conducting policy research and development to identify effective methods to reduce crime;
- establishing community safety and crime prevention partnerships and plans;
- communicating with key stakeholders and the community; and
- managing and evaluating projects supported by grant funding.

**CRIME PREVENTION**

The State ‘Community Safety and Crime Prevention Strategy’ was launched in August 2004, and its implementation commenced across the State. The strategy focuses State agency action on five goals:

- supporting families, children and young people
- strengthening communities and revitalising neighbourhoods;
- targeting priority offences;
- reducing repeat offending; and
- designing out crime.

‘Operation Burglary Countdown’ was extended to Carnarvon in July 2004, reducing burglaries in the town by 50.5% in the 12 months to July 2005. This follows the success of ‘Operation Burglary Countdown’ in the pilot suburbs of Bentley and Morley, which achieved a 43 per cent and 24 per cent reduction respectively in residential burglary.

The ‘Operation Burglary Countdown’ initiative is now being rolled out under the name of ‘Burglar Beware’ as an ongoing program in the south-east metropolitan region over the next three years. This region accounts for a quarter of the State’s burglaries.

A Designing Out Crime Unit was established to oversee development of the State designing out crime strategy, and \$1.2 million in grants to local communities was approved. The strategy will guide the operation of the Unit for the application of crime prevention through environmental design.

The Department has a strategic role in forming partnerships with Local Government through the establishment of community safety and crime prevention partnership agreements. These partnerships are pivotal in delivering initiatives and achieving innovation in crime prevention at the local level.

More than 60 local government community safety and crime prevention partnerships were formed and training provided to support local governments in completing their crime prevention plans.

Over \$7.9 million was invested in 2004/05 to support crime reduction and crime prevention projects, including research and development partnerships with universities.

More than 100 communities received funding from the Community Safety and Crime Prevention Fund, including the allocation of \$1 million to Local Government. A record achievement includes a significant investment in community safety and crime prevention of around \$16.3 million since the 2001/02 financial year.

The Department implemented strategies to address temporal and seasonal crime hotspots, and coordinated across-government responses to school-leavers' week and the 2005 'Skyworks' event.

The ParentSupport service was established in the south-east metropolitan area and the *Parental Support and Responsibility Bill 2005* was drafted for introduction to Parliament. The Bill introduces a system of Responsible Parenting agreements and orders for parents at law of children aged up to 15 years, who are not attending school, or are engaging in anti-social or offending behaviour. It also permits early intervention with parents of children under 10 to curtail anti-social behaviour and improve supervision.

The inaugural 'Community Safety Month' was held in October 2004 raising public awareness of community safety and the prevention of injuries, violence and crime. The month had five key themes: Women's Safety; Crime Prevention; Road Safety; Emergency Services; and Injury Prevention. The month's success ensured that the event is now to be held annually.

**AFFILIATED BODIES  
SALARIES AND ALLOWANCES TRIBUNAL**

**FUNCTIONS**

The *Salaries and Allowances Act 1975* requires the Tribunal to enquire into, and determine at intervals of not more than twelve months, the remuneration to be paid to:

- Ministers of the Crown and the Parliamentary Secretary of the Cabinet;
- A Parliamentary Secretary appointed under section 44A(1) of the *Constitution Acts Amendment Act 1899*;
- Officers and members of the Parliament including additional remuneration to be paid or provided to members of committees of a House or joint committees of both Houses;
- Clerk of the Legislative Council or Clerk of the Legislative Assembly or the Deputy Clerk of either House;
- Officers of the Public Service holding offices included in the Special Division of the Public Service;
- Person holding any other office of a full-time nature, created or established under a law of the State, that is prescribed for the purposes of this section, but not being an office the remuneration for which is determined by or under any industrial award or agreement made or in force under any other law of the State; and
- Chief Commissioner, Senior Commissioner and Commissioners of the Western Australian Industrial Relations Commission (WAIRC).

For Parliamentarians the tribunal determines:

- basic salary;
- additional salary for Ministers of the Crown and Officers of the Parliament;
- electorate allowances;
- expense, travelling (including air charter and hire) and accommodation allowances; and
- postage and telephone allowances.

For the Clerk of the Legislative Council or the Clerk of the Legislative Assembly or the Deputy Clerk of either House, Officers of the Public Service holding offices in the Special Division of the Public Service, person holding prescribed offices and Chief Commissioner, Senior Commissioner and Commissioners of the WAIRC. The Tribunal determines the salaries to be paid to the holders of the positions and the motor vehicle entitlement.

The Tribunal also is required to enquire into and report at intervals of not more than twelve months the remuneration to be paid to:

- Judges of the Supreme Court, the Masters of the Supreme Court and Judges of the District Court;
- Stipendiary Magistrates; and
- The Parliamentary Inspector of the Corruption and Crime Commission.

The report with recommendations to the Minister must be tabled before each House of Parliament and the recommendations may be disallowed.

The Tribunal is responsible for determining (before an appointment is made to the office) the remuneration to be paid to the Governor of Western Australia.

The Tribunal also enquires into and reports on CEOs of local government areas remuneration levels at intervals of not more than twelve months. The Tribunal's recommendations are published in the *Government Gazette*.

The Tribunal also is required from time to time as it sees fit, to determine aspects of Parliamentary Superannuation. Changes to the *Parliamentary Superannuation Act 1970* in October 2000 significantly increased the responsibilities of the Tribunal in this area.

The benefits and entitlements granted to former Premiers, Ministers of the Crown and members of the Parliament are determined from time to time by the Tribunal.

### **TRIBUNAL MEMBERSHIP**

The members of the Tribunal are appointed by the Governor for a three-year period. The current membership is:

Professor M C Wood, Chairman  
Mr J A S Mews, Member  
Ms M L Nadebaum, Member

Mr Michael Hollier is the Tribunal's Acting Executive Officer.

Meetings are held monthly or as required.

### **MAJOR ACTIVITIES**

The Tribunal has issued a number of determination and reports in the reporting period. These include:

- in August 2004 a determination was issued increasing the salary for parliamentarians by 3.6% to \$109,816 per annum;
- in August 2004 the Tribunal enquired into and determined that there would not be redundancy payments provided to parliamentarians who ceased to be members;
- in March 2005 a determination was issued for the Commissioners of the WAIRC;
- a determination was given for the special division positions and prescribed office holder positions which granted an across the board 3.6% increase with further increases of 0.5% to each of the more senior classified Groups, to a maximum of 5.1%; and
- several additional variation determinations were produced to acknowledge specific changes in circumstances or to clarify earlier determinations.

## CORPORATE AND OTHER SERVICES

Core Corporate Services include Human Resource Management, Financial Services, Information Technology, Corporate Information, Ancillary Services, Library and Reception. Other services include Corporate Governance and Review, Internal Audit, Risk Management, Freedom of Information, Energy Smart and Recycling Programs, Sustainability, Corruption Prevention and Complaint Handling.

### HUMAN RESOURCE SERVICES

#### Employee Profile

The following graph and table portray the gender and salary range for permanent and fixed term staff as at 30 June 2005. The table also provides a comparison with the previous year.

Salary Range	2004/2005			2003/2004		
	Total	Female	Male	Total	Female	Male
0-35951	42	19	23	84	52	32
35952-41420	84	63	21	134	106	28
41421-46640	111	89	22	101	74	27
46641-51883	107	71	36	67	50	17
51884-60377	88	62	26	80	43	37
60378-70355	77	43	34	70	39	31
70356-79686	84	42	42	81	38	43
79687-91298	66	28	38	55	18	37
91299-103693	52	18	34	29	9	20
103694+	41	12	29	16	5	11
	<b>752</b>	<b>447</b>	<b>305</b>	<b>717</b>	<b>434</b>	<b>283</b>



#### Human Resource Management System/Web Kiosk/leave flow through

Phase Two of Web Self Service (leave module) has commenced. Employees and Managers are being educated and familiarised with the process of applying for and approving leave online.

## **Employee Relations**

### ***Public Sector General Agreement 2004***

The Public Service General Agreement 2002 was replaced by the Public Service General Agreement 2004 and included a significant number of amendments, including flexible working arrangements (unless otherwise specified by the Employer), and Personal Leave (replaced sick, carers and short leave).

### ***Public Service Award 1992***

Amendments to the Award arose from the negotiation of the Public Service General Agreement 2004 and took effect 30 July 2004. A number of provisions from the PSGA 2002 have been incorporated into the Award.

### ***Ministerial Chauffeurs Agreement 2004***

The Ministerial Chauffeurs Agreement 2002 was replaced with the above Agreement effective 18 March 2005. Amendments included clarification of meal allowance, and wage outcomes in accordance with current Government policy.

## **Functional Review Implementation Team (FRIT)**

The Department has continued to manage the resource requirements of the FRIT as the project progresses towards the implementation of the Office of Shared Services (with effect from 1 July 2005) and the Shared Services Centres. Staff from the Human Resource Services Branch continue to participate in workshops and reference groups related to the Human Resource service area.

## **Traineeships**

The Department continues to support trainees and as at 30 June 2005 has 4 trainees participating in the Instep Program, a school based traineeship that employs the students part time while they complete Years 11 and 12. The students rotate through the Department to achieve a large variety of competencies that are linked to their school studies.

## **Graduate Employment**

On 31 January 2005, the Department recruited a further four graduates into its graduate pool. Graduates are provided with opportunities to rotate throughout core parts of the organisation over a period of two years and are provided with specific training and development related to the roles they undertake. Each graduate becomes a permanent officer after the initial twelve months, subject to satisfactory performance. The Department has recruited 19 graduates since the program began in 2001.

## **Public Sector Standards in Human Resource Management**

Associated policies to the Public Sector Standards in Human Resource Management and the Breach of Standards Regulations, are reviewed to ensure compliance, currency and relevancy.

Two claims of Breach of the Public Sector Standards in Human Resource Management – Recruitment, Selection and Appointment were lodged during 2004/05 and subsequently dismissed.

## **Training and Development**

Courses offered to staff throughout the year included:

- **Occupational Safety and Health:**  
Senior First Aid  
Resuscitation
- **Management**  
“Selecting the right person for the job”  
“You’ll just have to manage”  
Grievance and Contact Officer  
Workplace Bullying
- **Information Technology**  
courses are provided internally.

### **Equity and Diversity Plan Objectives**

The progress report for the Equity and Diversity Plan for the year ending June 2005 indicates the Department has exceeded the objectives in relation to the representation of people with disabilities and people from culturally diverse backgrounds. There has been no increase in the percentage of indigenous employees and women in management tiers, and there was a decrease in the representation of youth employment.

### **Code of Ethics**

The Department has complied with the ethical codes. It continues to maintain a Code of Conduct, which is communicated widely to all employees and there have been no complaints relating to non-compliance lodged in 2004/05.

### **Code of Conduct**

The Code of Conduct 2004 was been reviewed and replaced early in 2005 in order to clarify integrity in relation to ethical behaviour, including obligations relating to responsibility associated with alcohol and drugs in the workplace.

Significant changes in the PSGA 2004, and in relation to Corrupt Conduct that now includes information related to the Crime and Corruption Commission were also included.

### **Employee Assistance Program**

Employees, and their immediate family, are offered confidential and professional counselling services on a voluntary basis to assist in resolving both personal and work related issues.

### **Occupational Safety and Health**

The Department had 6 new workers’ compensation claims lodged within the financial year, of which two claims resulted in lost time. The Department continues addressing the ergonomic aspect of workstations to ensure minimal numbers of claims resulting from soft tissue injury.

### **INFORMATION TECHNOLOGY**

Major projects undertaken during the year included:

- upgraded the computer systems in Parliamentary Electorate Offices;
- established the computer and communications systems for the Mahoney Inquiry;
- setup the computer and communications systems for three new Ministerial Offices;
- carried out multiple computer, data and communications systems changes as a result of the State Election in offices of the Department, Ministers, and Members of Parliament;.

- re-established the IT systems in the office of the leader of the Opposition following the appointment of a new Leader;
- established computer telephone and telecommunications systems in the new Cannington offices of the Office of Shared Services and integrated these to the Department's existing systems;
- converted the Electorate Offices ADSL Network from Layer3 to Layer 2;
- issued new Tenders to replace the existing point-to-point dark fibre optic cable from Dumas House to GST;
- converted all internal PABX trunks to IP;
- convert the distributed TV and CCTV system to accept digital channels, the full FM radio band and some modulated AM radio broadcasts;
- facilitated a number of office relocations, including the occupation by DPC, of the 21st floor in the Governor Stirling Tower;
- carried out a series of network server and bandwidth upgrades;
- moved DPC's mobile phones from Telstra to Optus;
- established new policies, procedures and guidelines for web related projects in DPC;
- made substantial progress towards a standard "look and feel" for all DPC websites, which includes compliance with all recommendations of the "Guidelines for State Government Websites"; and
- set up a Content Management system for all websites to simplify web site information updates and to meet the State Records Act 2000 requirements.

A series of new IT systems were also developed for departmental clients including:

- *Native Title website* – website providing a review of the Native Title claim process in Western Australia;
- *Graffiti Gone website* – facility to enable the prompt reporting and subsequent removal of graffiti damage in the community;
- *Appeals Convenor website* – website providing accurate information to Government agencies and the general public of appeals (Water, Environment and Clearing) lodged and their determination;
- *Community Safety Month website* – interactive website to inform and market the Government's Community Safety Month initiative;
- *Premier's Awards website* – annually re-developed website to launch the Premier's Awards for excellence in public sector management;
- *Salaries and Allowances Tribunal website* – re-developed website relating to determinations and rates of remuneration for the Governor, Members of Parliament, judges, magistrates, members of the Anti-Corruption Commission, Clerks of the Parliament, CEOs in the Special Division of the Public Service and Prescribed Office Holders;
- *Sustainability website* - a revamped website that offers a more streamlined experience for the community and other interested people about the Government's Sustainability Policy as well as its concepts;



- *Sustainability Roundtable website* – website to provide information regarding the purpose and functions of the Sustainability Roundtable and partnership groups and the work being undertaken;
- *Complaints Handling website* – website providing the general public with information regarding the Government's complaints management policy and the procedures with respect to complaints against government agencies;
- *Agency Information System* - a system that collects and distributes various organisational information with respect to State Government agencies;
- *Graduate Employment website* - an extension of the Jobs WA website that provides extensive information and encourages recruitment of new graduates into the State public sector;
- *Functional Review website* - a website for the Functional Review Implementation Team that provides information targeting public sector employees, as well as the general public, regarding the delivery of shared Corporate Services across the Western Australian public sector;
- *Justice Inquiry website* - an information site that tracks the inquiry into the management of offenders in custody following the directive of the Premier on the 5th April 2005;
- *Northbridge History Project website* - this website is an ongoing initiative to create a historical context for the future development of Northbridge as an uniquely attractive place to visit, work and live;
- *Security Planning and Coordination website* - an information site to inform the public about the Government's counter-terrorism framework and arrangements; and
- *Office of Shared Services' Jobs website* - an interactive web site specifically created to provide information and allow users to apply for jobs at the Office of Shared Services.

## **CORPORATE INFORMATION SERVICES**

The *State Records Act 2000* provides for the keeping of government records and requires government organisations to have a recordkeeping plan. The Department's recordkeeping plan includes recordkeeping programs that document and implement the recordkeeping plan at the output level. Recordkeeping programs were reviewed as part of the Department's internal and external audit program. Implementation and deployment of approved electronic records systems continued, with development finalised on an upgrade to the ministerial tracking system.

Archival collections were subject to appraisal and new collections were accessioned into the Department's Archive. Archival activities included the Public Service Board and Commission, Ministerial Records of the First Term Gallop Government, and Select Commissions and Inquiries. A digital preservation program commenced for Executive Council Minutes.

## **Induction and Training**

Employees and contractors are informed of their recordkeeping responsibilities through induction, training and a range of guidelines distributed to service areas. Recordkeeping documentation is revised to maintain currency, and significant induction or training sessions included:

- Ministerial offices prior to and following the State Election - the program for transition to government included briefings about recordkeeping responsibilities;

- Functional Review Implementation Team – Shared Corporate Services Program Office;
- The Ritter Inquiry – Ministerial Inquiry into the Occupational Health and Safety Systems and Practices of BHP Billiton Iron Ore and Boodarie Iron Sites in Western Australia and related matters - included recordkeeping training;
- The Mahoney Inquiry – Inquiry into the Management of Offenders in Custody - included recordkeeping training; and
- Office of Multicultural Interests employees were briefed on areas of responsibility, and induction training was provided.

### **Managing Performance**

The performance of records management services is measured by process performed in accordance with best practice:

<b>Performance Indicators</b>	<b>2005</b>	<b>2004</b>
<i>To capture correspondence into records systems.</i>		
- Ministerial Records (2005 includes Ministerial Offices)	188,200	51,500
- Institutional Records	13,600	34,300
<i>To respond to customer Helpdesk phone, email and individual enquires within agreed timeframes</i>	5,300 (enquiries)	3,600 (enquiries)
<i>To capture official files into the records systems.</i>	5,600 (files)	3,100 (files)
<i>To receive and preserve records in accordance with the Department's recordkeeping plan. Including records of defunct agencies, Ministerial Offices and organisations transferred into the Department.</i>	27,300 (files)	4,800 (files)
<i>To dispose of records in accordance with disposal authorities. Including routine disposal of files no longer required, transfers of custody for records related to bureau service no longer provided or functions no longer performed.</i>	4,800 (files)	700 (files)

## **CORPORATE GOVERNANCE AND REVIEW**

### **Internal Audit**

Internal Audit services to the Department are contracted. The contract is managed by the Manager, Corporate Governance and Review. The results of all audits are reported to the Director General and are reviewed by the Internal Audit Committee.

The Department's Internal Audit Committee met on two occasions during the financial year at which issues discussed included the:

- audits and reviews conducted during the year;
- 2005/2006 Internal Audit Plan; and
- risk management.

The Internal Audit Program for 2004/05 entailed 18 projects. Reviews were conducted across a range of Departmental Units and activities

The 2004/05 Annual Audit Plan was prepared in accordance with Treasurer's Instructions. The plan was based on the Department's risk profile, including the most significant risk areas arising from Risk Management workshops and obligatory reviews.

The plan did not preclude any other audits or reviews that may be considered necessary by the Director General or the Internal Audit Committee. The plan comprised projects to 668 Audit Hours. Total audit hours of 828 were utilised.

The additional audit hours over the estimate, included a priority review of FRIT which was added to the schedule of audits after the plan had been prepared.

### **Risk Management**

Within the Department risk management is an integral part of good management practice, its purpose being to ensure risk exposures are managed in a professional and prudent manner ensuring that the Department's objectives and strategies are met.

Operation of the Department's Risk Management policy is in accordance with Treasurer's Instruction and within the framework of the Australian/New Zealand Risk Management Standard AS/NZS 4360.

Accountability for Risk Management lies with the Management of the operational units within the Department.

The risk profiles for the various Departmental Units are currently by each unit in a spreadsheet format. A consolidated profile is maintained by the Manager, Corporate Governance and Review.

### **ECO-OFFICE MEASURES**

The Department has continued to recycle waste paper and the recycling program has been further reinforced in 2004/05 by raising staff awareness regarding the types of paper that are able to be recycled in this program.

A co-mingled recycling scheme introduced last year for the collection of recyclable waste such as plastic bottles, aluminium and tin cans, juice and milk cartons, cardboard, packaging plastic, and glass bottles and jars continues to be effective.

Staff are encouraged to produce double-sided documents when printing and photocopying, in order to reduce the amount of paper consumed.

### **ENERGY SMART GOVERNMENT PROGRAM**

In accordance with Government policy, the Department of the Premier and Cabinet has continued to implement the Energy Smart Government (ESG) initiative in 2001, intended to reduce stationary energy consumption and the consequent greenhouse gas emissions by 12% by the end of June 2007.

Continuing effort was dedicated to the acquisition and collation of data pertinent to the ESG reporting for all functional units and agencies under the Department's responsibility, including the Governor Stirling Tower and other Perth locations, Ministerial offices, and 91 electorate offices throughout the State.

The Department of the Premier and Cabinet developed a Plan to be implemented upon notification from the Office of Energy of periods of exceptional power demand. The Plan identifies electrical loads that can be turned off or reduced with minimal impact on the Department's operations, staff or public safety and customer service. Nominated representatives from each unit are responsible for carrying out energy saving measures for their respective areas during these times.

The Functional Review Implementation Team (renamed Office of Shared Services) occupied premises in Cannington in August 2004. Commencing 2006, Office of Shared Services (OSS) will provide shared corporate services to WA general public sector agencies as well as managing and supporting future sector reform. To facilitate the provision of these services, OSS staffing has grown from 30 officers in 2003/04 to 178 officers in 2004/05. In addition, the total area occupied by OSS has grown from 695 square metres to over 17,000 square metres. This has significantly increased the Department's total energy consumption for 2004/05.

Three additional Ministerial Offices were established following the State Election in February 2005. This has also impacted on the Department's energy consumption.

OSS and the additional Ministerial Offices did not exist when energy baselines were set in 2001/02. When their respective energy consumption for 2004/05 is excluded from the total energy consumption, the Department has achieved an 8.8% decrease in energy consumption from the 2001/02 baseline, which is in line with the Energy Smart Government Policy.

During 2004/05, key performance indicators have improved with a reduction of 13% in the energy consumed per employee and a 20% reduction in the energy consumed per square metre, as compared with the 2001/02 baseline.

Consideration of energy saving capital investment in Governor Stirling Tower has been deferred, pending a decision on the Department's continuing tenancy in the building.

**Energy Smart Government Program Results 2004/2005.**

<b>Energy Smart Government Program</b>	<b>Baseline Data</b>	<b>2004/2005 Actuals</b>	<b>Variation %</b>
<b>Energy Consumption MJ</b>	11,692,000	12,490,000	6.8%
Energy Cost	\$493,498	\$562,702 (Includes GST)	
Greenhouse Gas Emissions (tonnes of CO <sub>2</sub> )	2,987	3,291	
Area (sqm)	30,932	41,390	
Occupancy (people)	760	936	
<b>Performance indicators</b>			
♦ MJ/sqm	378	302	
♦ MJ/Occupancy (people)	15,384	13,339	

## **SUSTAINABILITY**

In accordance with the *Sustainability Code of Practice for Government Agencies* the Department maintains a commitment to Sustainability and the triple bottom line.

In late 2004, the Department established a Sustainability Committee that aims to bring sustainable practices into the core business of the Department. The Committee was consulted during the development of the department's Sustainability Action Plan that outlines commitments for 2005/07. The Department's State Administration and Corporate Support Division is responsible for overseeing implementation of the plan and supporting the Sustainability Committee.

The Committee established a TravelSmart Sub-Committee that will develop a Green Transport Plan for the Department. This action is in accordance with whole-of-government commitment 1.9 from the *Sustainability Code of Practice for Government Agencies*. It is hoped that the work of this Sub-Committee will help to reduce the use of vehicles by the Department's employees.

## **CORRUPTION PREVENTION**

The Department is taking a number of actions to reduce the risk of corruption and misconduct.

In 2005 a Misconduct Risk and Mitigation Register has been developed and this will contribute to a Corruption Prevention Plan. The Plan will be developed with reference to the Australian Standard AS 8001 *Fraud and Corruption Control*.

The Department's Code of Conduct was revised early in 2005 to clarify aspects of ethical behaviour, purchasing and use of corporate credit cards; and to include information related to the Corruption and Crime Commission. All staff were made aware of these changes through a circular to staff.

The Corruption and Crime Commission has presented a briefing to Corporate Executive and a program of briefings for all ministerial offices has commenced.

## **COMPLAINTS HANDLING POLICY AND GUIDELINES**

The Department's Complaints Handling Policy and Procedures was reviewed during the year, resulting in some minor changes to the online complaints system. The system enables clients to lodge complaints about the Department's services and products and also allows employees to record complaints received in person, on the system on behalf of the complainant.

The Department is a central agency and services provided directly to the community are limited. The Department's major clients are the Premier, Cabinet (Ministers), Members of Parliament, Public Sector Chief Executive Officers, Government Agencies and government employees. However, some outputs provide services, and to a lesser extent products, to external clients, such as members of the public and non-government organisations.

During the year only one complaint was recorded on behalf of a complainant in the DPC Complaints Handling Management System in respect to services provided by the Department.

A separate system – *the Community Access Service* – enables members of the community to provide feedback to the Premier about Government policies, legislation and broader Government issues. (Details page 24).

## **FREEDOM OF INFORMATION (FOI)**

The Department aims to assist the public to access available documents held by this agency at the least possible cost.

Twenty-eight valid applications were received during the year. Of these, one application was transferred in full to another public sector agency for processing. A further four applications were carried over from the previous year.

The table below provides a breakdown of the thirty-one FOI applications that were finalised during this period. A more comprehensive breakdown of this agency's statistics is provided in the Information Commissioner of Western Australia's Annual Report - [www.foi.wa.gov.au](http://www.foi.wa.gov.au).

The Department's FOI Information Statement is provided at Appendix 3 of this Report.

In 2004/05 the Department continued to provide FOI support to the Salaries and Allowances Tribunal as a bureau service and training and advice to FOI Coordinators in Ministerial Offices

### **FOI APPLICATIONS**

	<b>2004/2005</b>			<b>2003/2004</b>		
	Total			Total		
<b>Carried Over</b>	4	-	-	2	-	-
<b>Received</b>	28	-	-	33	-	-
<b>Total handled</b>	<b>32</b>	-	-	<b>35</b>	-	-
<b>Applications Decided in Year</b>		<b>Personal Information</b>	<b>Non-Personal Information</b>		<b>Personal Information</b>	<b>Non-Personal Information</b>
Full Access	8	2	6	8	0	8
Edited Access	17	0	17	10	0	10
Deferred Access	0	0	0	0	0	0
Section 28 Access	0	0	0	0	0	0
Access Refused	5	1	4	10	0	10
<b>TOTAL DECISIONS</b>	<b>30</b>	<b>3</b>	<b>27</b>	<b>28</b>	<b>0</b>	<b>28</b>
Transfer to other Agencies	1	-	-	1	-	-
Withdrawn	0	-	-	2	-	-
<b>Total Applications Finalised</b>	<b>31</b>	-	-	<b>31</b>	-	-
<i>Carried Forward</i>	1	-	-	4	-	-

**CERTIFICATION  
OF PERFORMANCE INDICATORS**

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Department of the Premier and Cabinet's performance, and fairly represent the performance of the Department of the Premier and Cabinet for the financial year ended 30 June 2005.



M C WAUCHOPE  
ACCOUNTABLE OFFICER

11 August 2005



AUDITOR GENERAL

**INDEPENDENT AUDIT OPINION**

**To the Parliament of Western Australia**

**DEPARTMENT OF THE PREMIER AND CABINET  
PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2005**

**Audit Opinion**

In my opinion, the key effectiveness and efficiency performance indicators of the Department of the Premier and Cabinet are relevant and appropriate to help users assess the Department's performance and fairly represent the indicated performance for the year ended 30 June 2005.

**Scope**

***The Director General's Role***

The Director General is responsible for developing and maintaining proper records and systems for preparing performance indicators.

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

***Summary of my Role***

As required by the Financial Administration and Audit Act 1985, I have independently audited the performance indicators to express an opinion on them. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the performance indicators is error free, nor does it examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the performance indicators.

A handwritten signature in black ink, appearing to read 'D D R Pearson'.

D D R PEARSON  
AUDITOR GENERAL  
30 September 2005



## **PERFORMANCE INDICATORS**

The Department of the Premier and Cabinet's mission is ***“Support the Premier and Cabinet in achieving the Government's vision for all Western Australians, through leadership and coordination and the promotion of excellence in the public sector”***.

The Department achieves these objectives by planning and resourcing its functions and activities to ensure that it is able to address current and emerging Government priorities.

Following the General Election on 26 February 2005, several of the Premier's portfolio responsibilities for were transferred to other Ministers as follows:

- Science was transferred to the Hon Dr J M Edwards, MLA Minister for Environment; Science,
- Citizenship and Multicultural Interests was transferred to the Hon R C Kucera, MLA, Minister for Disability Services, Sport and Recreation, Citizenship and Multicultural Interests; Seniors.

Six of the Department's services now report to Ministers other than the Premier as shown in the following table:

<b>Minister</b>	<b>Service #</b>	<b>Service Description</b>
Hon E S Ripper, MLA Deputy Premier, Treasurer, Minister for Government Enterprises	8	Native Title policy development, implementation and negotiation
Hon Dr J M Edwards, MLA Minister for Environment; Science	9	Science and innovation promotion and support.
Hon M H Roberts, MLA Minister for Police and Emergency Services; Community Safety.	10	Support for implementation of the State's Road Safety Initiatives.
	12	Implementation of the State's Crime Prevention Strategy.
Hon R Kucera, MLA, Minister for Disability Services, Sport and Recreation, Citizenship and Multicultural Interests; Seniors	6	Management of the Constitutional Centre Programs.
	7	Promotion and support of citizenship and multiculturalism in Western Australia.

Key effectiveness indicators extracted from survey data are reported in accordance with recommendations made by the Australian Bureau of Statistics. Unless otherwise indicated, quality and timeliness are expressed as values between one and five, where a value of one indicates that services were well below client expectations and five that services were well above client expectations. A value of three indicates that the service met client expectations. Survey instruments used in 2004/05 are consistent with those used for prior periods although response rates have varied over the period. As in previous years, some 2004/05 respondents were unable to evaluate all services provided. The key effectiveness indicator for Services 1 - 4 continues to be a client satisfaction rating derived from the results of the annual expectations survey issued to the Premier's Office and Ministerial Offices.

Key efficiency indicators reported include all the costs associated with the particular product or service identified and, in aggregate, the total costs of the service. Some key efficiency indicators are an aggregation of internal measures captured for management and other purposes. Corporate and Executive Support service costs are distributed across services on an FTE basis, and are included in these indicators. The value of grants administered is excluded from key efficiency indicators since it is considered that those expenditures are not a cost of delivering services.

The corporate services costing allocation methodology adopted in 1999/00 has been applied consistently to determine a value for corporate services provided free of charge to external client agencies, and to allocate remaining corporate service expenditures across services.

**OUTCOME**

**The Premier's requirements and those of Cabinet are met.**

**SERVICES**

**Service 1: SUPPORT FOR THE PREMIER AS HEAD OF GOVERNMENT.**

**Service 2: MANAGEMENT OF MATTERS OF STATE.**

**Service 3: MANAGEMENT OF POLICY.**

The principal clients of the Department of the Premier and Cabinet are the Premier as the Head of Government, Minister for Public Sector Management; Water Resources; Federal Affairs and the Cabinet Ministers. Services provided for the Premier and Cabinet include, but are not limited to:

- the provision of strategic advice;
- support for Ministers;
- support for Members of Parliament;
- the organisation of Cabinet and Executive Council meetings; and
- the provision of executive and administrative support.

**Key Indicators**

The diversity of services provided by the Department prevents representation of the Department's outcomes in one set of efficiency and effectiveness indicators. Individual key efficiency indicators are reported for each of the Department's services, with individual key effectiveness indicators for Services 4-12.

The key effectiveness indicator for Services 1-3 is the degree to which the Premier's Office and Ministerial Office expectations are met by services provided by the Department. This indicator is expressed as a rating between one and five where a value of one indicates that a service was well below expectations, and five that it was well above expectations. A value of three indicates that a service met expectations.

**KEY EFFECTIVENESS INDICATOR**

	00/01	01/02	02/03	03/04	04/05
Premier's Office and Ministerial Office satisfaction with services provided	3.3	3.4	3.3	3.4	3.5

This key effectiveness indicator has been extracted from the responses to the client expectations survey issued to the Office of the Premier and the 16 Ministerial Offices. Responses were received from the Office of the Premier and from 12 of 16 Ministerial Offices surveyed, a combined response rate of 76%. Responses to the question seeking a general rating for all services provided by those services were aggregated to produce this indicator. The Department knows of no circumstances that might have led non-respondents to respond any differently to surveys returned.

## Service 1

### SUPPORT FOR THE PREMIER AS HEAD OF GOVERNMENT

The Department provides administrative support and advice to assist the Premier in discharging his responsibilities as Head of Government. This service includes the promotion of Western Australia's interests overseas, communication of major Government initiatives and promotion of services to the Western Australian community.

### KEY EFFICIENCY INDICATORS

Three major activities are reported as the key efficiency indicators for this service. The prime focus for this service is support for the Premier as Head of Government, and therefore, the principal efficiency indicator is the cost of providing services for the effective operation of the Office of the Premier. The remaining indicators recognise the importance of Western Australia's overseas representation, and of the media and communication services provided to the Premier and to Ministers.

In addition to policy advice and professional support, the Office of the Premier provides administrative and secretariat services to the Premier. Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

Overseas Offices are maintained in Europe (London), the Middle East (Dubai) and North Asia (Tokyo and Kobe) to attract foreign investment into Western Australia, and to promote Western Australian products and services.

Media and communication costs include the co-ordination and monitoring of media releases and articles, the preparation of advice and correspondence associated with matters requiring the Premier's involvement, and support for initiatives such as Regional Cabinet meetings.

	00/01 (\$000s)	01/02 (\$000s)	02/03 (\$000s)	03/04 (\$000s)	04/05 (\$000s)
Cost of services provided to support the Premier <sup>(a)</sup>	3,403	3,035	3,308	3,538	3,660
Average cost of representing WA interests overseas (per region)	1,357	2,361	1,439	1,650	1,687
Average cost of media and communication services provided to each Minister (including the Premier)	209	172	216	236	232 <sup>(b)</sup>

(a) Severance expenses of \$758,101 in 2000/01 and \$53,337 in 2001/02 were excluded from these efficiency indicators as they were considered to be abnormal.

(b) Severance expenses of \$25,782 in 2004/05 are excluded from this efficiency indicator as they are considered to be abnormal.

## Service 2

### MANAGEMENT OF MATTERS OF STATE

The Department provides services to support the functions of Executive Government; the administration of entitlements and services to Members of Parliament; and administrative support for Ministerial Offices and the Leaders of the First and Second parties in Opposition.

### KEY EFFICIENCY INDICATORS

Key efficiency indicators for this service are the average cost of:

- providing administrative services to Ministers and Members of Parliament;
- providing Executive Government Services;
- providing briefings to the Premier as the Minister for Federal Affairs;
- administration of Indian Ocean Territory service delivery arrangements; and
- undertaking security projects.

Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

Support provided to Ministers and Members of Parliament includes office staffing, policy advice, general administration services, travel and accommodation, and the provision of executive and corporate services.

The Department has minimal discretion in respect of expenditure of items included in the operational costs of Ministerial Offices. A separate indicator is reported covering administrative support provided.

Members of Parliament's entitlements as determined by the Salaries and Allowances Tribunal constitute a significant proportion of the expenditure for this service and are non-discretionary. Therefore, expenditure on entitlements is reported separately from the cost of administrative support provided.

	00/01 (\$000s)	01/02 (\$000s)	02/03 (\$000s)	03/04 (\$000s)	04/05 (\$000s)
Average operating cost per Ministerial Office (including the Leaders of the Opposition) <sup>(a)</sup>	1,415	1,343	1,366	1,523	1,475
Average cost of administration provided for each Ministerial Office (including the Leaders of the Opposition)	291	283	301	378	376
Average entitlement cost per Member of Parliament <sup>(b)</sup>	180	190	195	201	204
Average cost of administration per Member of Parliament	3	5	5	8	10 <sup>(c)</sup>
Average cost of providing an Executive Government Service <sup>(d)</sup>	17	14	14	12	15 <sup>(e)</sup>
Average cost per briefing provided to the Premier as Minister for Federal Affairs <sup>(f)</sup>	N/A	13	4	2	6
Average cost per Indian Ocean Territory Service Delivery Arrangement coordinated	8	8	6	8	8
Average cost per security program and project undertaken <sup>(g)</sup>	N/A	N/A	N/A	N/A	41

- (a) *Severance expenses of \$3,982,662 in 2000/01, \$140,924 in 2001/02, \$147,105 in 2002/03 and \$1,317,163 in 2004/05 have been excluded from this efficiency indicator as they are considered to be abnormal.*
- (b) *Severance expenses of \$690,409 in 2000/01, \$60,737 in 2003/04 and \$849,920 in 2004/05 have been excluded from this efficiency indicator as they were considered to be abnormal.*
- (c) *The increased average cost of administration per Member of Parliament in 2004/05 is due to the transfer of salary administration arrangements for the Secretaries to the Parliamentary Parties from Parliament House to the Department of the Premier and Cabinet.*
- (d) *An Executive Government Service may be any of the following: an Executive Council, Cabinet Meeting or Parliamentary Sitting Day supported; an official guest received or a hospitality function organised; and the correspondence service provided for the Premier. Each of these activities utilises resources that are provided by the Department. While the resource requirements for each are not identical, no attempt has been made to weight individual components of the indicator at this time. In prior periods, this indicator included Ministerial Chauffeur Services, but it has not been possible to recast prior period data to make it fully comparable.*
- (e) *The movement in the average cost of Executive Government Services between 2003/04 and 2004/05 is due to a 14% reduction in the number of services provided, principally the reduction in Parliamentary Sitting Days and Cabinet Meetings in a General Election year.*
- (f) *Variations occur from year to year in the number of briefings required, and in 2003-04 the number of briefings to the Premier as Minister for Federal Affairs was unusually high leading to a low average cost per briefing. The decrease in the number of briefings in 2004-05 was in part a consequence of the reduced level of Council of Australian Governments (COAG) activity in a Federal Election year.*
- (g) *The Security Planning and Coordination function was established in 2004/05 and there is no prior period information available for comparison.*

This service includes Corporate Services costing \$466,715 provided during 2004-05 at no charge to the following agencies:

- Governor's Establishment (July – September only);
- Office of the Public Sector Standards Commissioner;
- Parliamentary Commissioner for Administrative Investigations (Ombudsman); and
- Department of Treasury and Finance.

Reported under this service is the cost of support provided to commissions and inquiries, and community service obligations costing \$12,361,308, plus severances of \$56,723 over the year ending 30 June 2005. These amounts are excluded from the costs reported for this service.

## Service 3

### MANAGEMENT OF POLICY

The Department provides advice to and co-ordination for the Premier and Cabinet on key policy matters to ensure an effective government-wide perspective in economic, regional, environmental, social and sustainability areas.

The Policy Division also provides substantial support to Cabinet Standing Committees that operate under endorsed terms of reference. This support includes overviews of Cabinet decision-making and advising the Premier and Cabinet on the impact of Government policy implementation on Western Australian communities.

### KEY EFFICIENCY INDICATOR

An aggregation of the total employee hours spent in policy development, policy co-ordination, provision of policy advice and project management is used as the key efficiency measure for this service. Employee hours are derived from activity sampling conducted twice per year. The cost reported for this key efficiency indicator includes a proportion of the cost of the Departmental executive and corporate services.

	00/01 (\$)	01/02 (\$)	02/03 (\$)	03/04 (\$)	04/05 (\$)
Average cost per hour of policy advice, development and co-ordination <sup>(a) (b)</sup>	108	80 <sup>(c)</sup>	120 <sup>(c)</sup>	107 <sup>(d)</sup>	129 <sup>(e)</sup>

- (a) Severance expenses of \$740,154 in 2000/01, \$57,121 in 2001/02, \$136,396 in 2002/03 and \$25,679 in 2004/05 have been excluded from this efficiency indicator as they are considered to be abnormal.
- (b) Grants of \$3,296,700 in 2000/01, \$1,429,458 in 2001/02, \$1,583,449 in 2002/03, \$205,545 in 2003/04, and \$881,823 in 2004/05 and 175<sup>th</sup> Anniversary Celebration expenses of \$100,525 in 2003/04 and \$265,760 in 2004/05 have been excluded from this key efficiency indicator.
- (c) Indicator recast for 2001/02 and 2002/03 to exclude the Crime Prevention functions now reported under service 12. Grants excluded as reported in footnote (b) above for 2002/03 included \$484,309 for Crime Prevention.
- (d) Indicator recast for 2003/04 to exclude Citizens and Civics Unit that has been transferred to Service 7.
- (e) The movement in the average cost per hour of policy advice, development and coordination is primarily due to additional funding provided during 2004/05 including the Kimberley Water Canal feasibility study.

**OUTCOME**

**The Premier's obligations as Minister for Public Sector Management are met.**

**Service 4****SUPPORT FOR THE PREMIER AS MINISTER FOR PUBLIC SECTOR MANAGEMENT**

The Department provides advice, assistance and support to the Minister for Public Sector Management and the public sector on public sector management matters, including:

- functions under the *Public Sector Management Act* as the employer of Chief Executive Officers and manager of the Senior Executive Service;
- best practice in human resource management including recruitment, employment and programs, and management and workforce development;
- whole of Government reporting on public sector workforce demographics, trends and management issues; and
- support for organisational restructuring and promotion of whole of government management improvement strategies and special projects.

Clients for these services are principally the Premier as Minister for Public Sector Management, and departmental chief executive officers.

The Senior Executive Service, including chief executive officers, is established under the Public Sector Management Act. The Department supports chief executive officer appointment processes, development programs, and products and services such as "SES On-Line". The Department co-ordinates public-sector redeployment policy and practices, co-ordinates some sector-wide recruitment programs, and provides expertise to support whole of government organisational improvement initiatives.

The Department supports the Government's on-line Recruitment Advertising Management System and produces the fortnightly "InterSector" magazine and, publications related to workforce demographic and management issues and other matters.

**KEY EFFECTIVENESS INDICATOR**

	00/01	01/02	02/03	03/04	04/05
Premier's satisfaction with the support services provided Office	5.0	4.0	3.0	4.0	3.0

**KEY EFFICIENCY INDICATORS**

The key efficiency indicators for this service are the average cost of:

- supporting the Minister for Public Sector Management and Senior Executive Service members;
- co-ordination of redeployment and recruitment functions;
- a visit to the on-line facilities provided;
- workforce development hours;
- policy advice and implementation hours;
- participants in the Public Sector Management program; and
- the percentage of workforce development cost recovered.

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Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

	00/01 (\$)	01/02 (\$)	02/03 (\$)	03/04 (\$)	04/05 (\$)
Average cost of support services provided per Senior Executive Service member	1,885 <sup>(a)</sup>	1,962	1,420	1,840	3,105 <sup>(b)</sup>
Average cost per recruitment and redeployment service provided <sup>(c)</sup>	1,427 <sup>(a)</sup>	2,059	1,882	2,007	1,885
Average cost per hour of workforce development provided	N/A	184	130	82	82
Average cost per visit to on-line facilities provided <sup>(d)</sup>	N/A	N/A	N/A	N/A	2
Average cost per hour of policy advice and policy implementation provided <sup>(e)</sup>	91	91	85	92	100
Average cost per Public Sector Management Program participant	N/A	2,491	6,220	3,992	4,033

- (a) Severance expenses of \$173,461 in 2000/01 have been excluded from these efficiency indicators as they are considered to be abnormal.
- (b) A 58% increase in FTE allocation to this efficiency indicator in 2004/05 is the reason for the significant movement in average cost of support services per SES member, and means that prior period data may not be fully comparable.
- (c) Grants of \$303,656 in 2001/02, \$325,385 in 2002/03, \$167,258 in 2003/04 and \$216,449 in 2004/05 have been excluded from this efficiency indicator.
- (d) The average cost per visit to online facilities is a new key efficiency indicator developed and reported in 2004/05 following the implementation of the Recruitment Advertising Management System online recruitment system. This system replaced the government job advertising previously included in the Intersector. A visit is defined as one that involved downloading information. No comparative data is available for prior periods.
- (e) Copyright payments of \$716,143 in 2000/01, \$1,101 in 2001/02, \$ 953,343 in 2002/03, \$149,784 in 2003/04 and \$33,046 in 2004/05 have been excluded from this efficiency indicator.



## OUTCOME

### **A secure, confidential and time critical printing and publishing service for Parliament and Government.**

#### **Service 5**

#### **PARLIAMENTARY, STATUTORY AND LEGISLATIVE PUBLISHING SERVICE**

The Department provides secure, confidential and time critical printing and publishing services to meet Parliament's and Government's needs. All costs of managing the State Law Publisher office, its staffing and equipment are included in the key efficiency indicators for this service.

#### **KEY EFFECTIVENESS INDICATORS**

The key effectiveness indicators relate to the requirement for timely, secure and confidential printing and publishing. Parliamentary documents such as Hansard and Bills must be delivered to the respective Houses of Parliament within certain timeframes. The first key effectiveness indicator reports the percentage of documents provided within those timeframes.

Certain documents are not to be publicly released until tabled in Parliament (for example, Royal Commission and Inquiry proceedings), or prior to scheduled publishing dates (for example, Government Gazette). The second key effectiveness indicator reports the proportion of documents produced and released in accordance with these security and confidentiality requirements.

	00/01	01/02	02/03	03/04	04/05
Proportion of Parliamentary documents produced and delivered within agreed timeframes established by each house of Parliament	99.7%	100%	99.8%	99.9%	100%
Proportion of documents produced and released in accordance with security and confidentiality requirements <sup>(a)</sup>	N/A	N/A	100%	100%	100%

(a) *This indicator was reported for the first time in 2002/03. Prior period comparative data is not available.*

#### **KEY EFFICIENCY INDICATORS**

Key efficiency indicators are the average cost per printing image, the average cost per publication and the average sale value. Costs reported for the first two efficiency indicators include a proportion of the cost of the Departmental executive and corporate services.

	00/01 (\$)	01/02 (\$)	02/03 (\$)	03/04 (\$)	04/05 (\$)
Average cost per printing image produced <sup>(a)</sup> <sup>(b)</sup>	0.12	0.11	0.08	0.08	0.08
Average cost of publication sold <sup>(b)</sup>	3.28	5.08	5.04	4.94	6.90 <sup>(c)</sup>
Average sale value <sup>(d)</sup>	N/A	N/A	9.32	8.93	12.28

(a) *A printing image is a single pass of a document through the Docutech machine.*

(b) *Severance expenses of \$68,180 in 2002/03 and \$122,498 in 2004/05 have been excluded from these efficiency indicators as they are considered to be abnormal.*

- (c) *The significant increase in the average cost per publication sold is due to the 28% decrease in the sales volume for 2004/05 following the introduction of on-line, free of charge access to Western Australian legislation from 1 July 2004.*
- (d) *Average sale value is a new efficiency indicator, reported for the first time in 2002/03. In 2004/05 following the introduction of free on-line access to legislation and to government forms that were previously stocked and sold, the sales of lower priced publications have diminished.*

## OUTCOME

### Increased level of community awareness of the Western Australian and Commonwealth Constitutions, and the Australian Federal system of government.

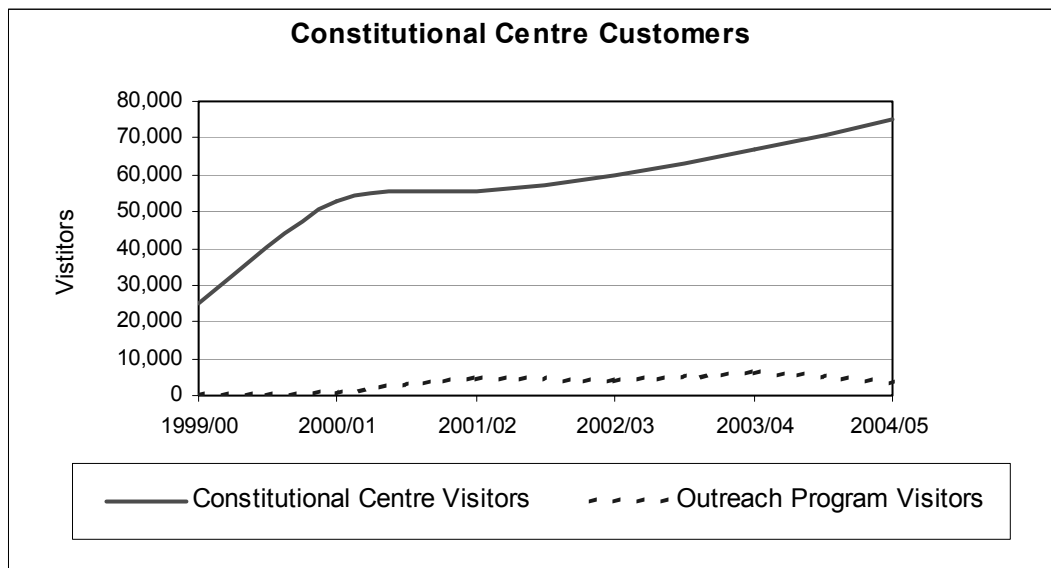
## Service 6

### MANAGEMENT OF THE CONSTITUTIONAL CENTRE PROGRAMS

The Government is committed to helping educate the community about the Western Australian and Commonwealth Constitutions, and the Federal system of government through the provision of exhibitions and programs at the Constitutional Centre.

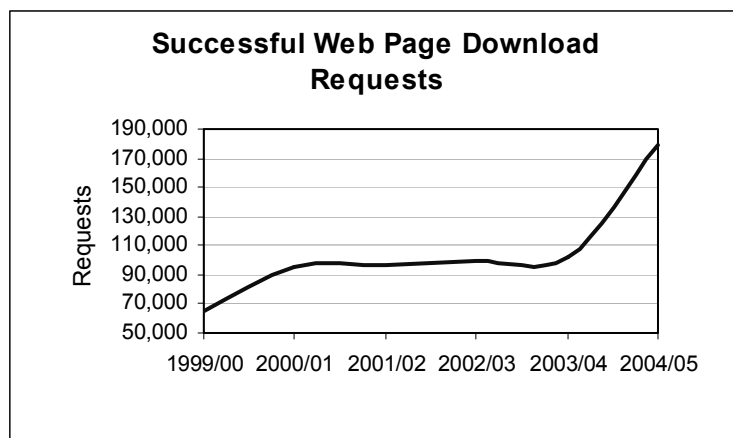
### KEY EFFECTIVENESS INDICATORS

The key effectiveness indicators demonstrate the demand for services provided by the Constitutional Centre. The first indicator reports the annual growth in visitor numbers; and the second, participation rates for travelling and outreach programs delivered to regional areas. The third indicator reports the number of people accessing the Centre's web pages and downloading information about Constitutional matters.



The Constitutional Centre conducts a range of exhibitions and programs providing information about the Western Australian and Commonwealth Constitutions, and the Federal system of government. This chart shows a sharp growth in visitor numbers from 1999/00 to 2000/01 flattening out through 2001/02 to 2002/03 and a steady rise through 2003/04 and 2004/05. Even though the last two years have shown steady growth, similar growth in future is considered unlikely.

The visitor data includes attendances at outreach events conducted in regional centres. Demand for these programs has significantly increased (from a low base) over the past five years. While some outreach activities are conducted in the metropolitan area, the number of visitors to such events is excluded from the outreach indicator, as its purpose is to highlight rural and regional activity. The reduced level of outreach activity in 2004/05 was the result of difficulties experienced in recruiting suitably skilled staff to deliver those programs. Strategies put in place should address this issue in 2005/06.



The Constitutional Centre Web pages are a source of Constitutional information for students and the general public. This indicator demonstrates a sustained level of demand for this facility, and is a meaningful indicator of the site's effectiveness as a means of providing the community with information about Constitutional matters and the Federal system of government. The significant increase in usage in 2004/05 was due to the

inclusion of 175<sup>th</sup> Anniversary Celebration information on the Constitutional Centre Web Pages. The level of use is expected to decline in 2005/06.

### KEY EFFICIENCY INDICATOR

The cost per customer of the Centre (including a proportion of the cost of the Departmental executive and corporate services) is the key efficiency measure for this function.

	00/01 (\$)	01/02 (\$)	02/03 (\$)	03/04 (\$)	04/05 (\$)
Cost per customer of the Constitutional Centre <sup>(a)</sup>	20.86	18.44	17.61	15.49	13.39

- (a) Grants of \$48,000 in 2000/01, \$50,334 in 2001/02, \$116,455 in 2002/03, \$279,667 in 2003/04 and \$382,666 in 2004/05 and expenditure on 175<sup>th</sup> Anniversary of European Settlement celebrations of \$1,869,494 in 2003/04 and \$2,612,042 in 2004/05 have been excluded from this efficiency indicator.

## OUTCOME

**A Western Australian public sector which recognises that Western Australian citizens play a significant role in setting policies that shape their society, and in which there is widespread acceptance of the principle of multiculturalism to enable the achievement of substantive equality for culturally and linguistically diverse communities.**

### Service 7

To enable and encourage the participation of Western Australians in setting policies that shape their society, and to lead the public sector in realising the ideals of multiculturalism, achieving substantive equality for culturally and linguistically diverse communities.

The Citizens and Civics unit coordinates the implementation of the Western Australian Citizenship Strategy, 'A Voice for All: Strengthening Democracy', by:

- developing policy in the areas of citizenship and governance, civics and strengthening democracy;
- identifying information, skills and mechanisms required for effective participation in public life and decision-making; and
- facilitating and fostering dialogue between the people of Western Australia, their governments and other institutions.

This function was included in Service 7 for the 2005/06 budget process to recognise the relationship with the Minister for Disability Services, Sport and Recreation, Citizenship and Multicultural Interests; Seniors following the change in the Premier's portfolio responsibility for Citizenship and Multicultural Interests. The Citizens and Civics function was previously part of Service 3 – Management of Policy and while reported separately in 2004/5 for performance indicator purposes, is included within the Management of Policy service data in the Summary of Consolidated Fund Appropriations and Revenue Estimates for the year ended 30 June 2005.

The Office of Multicultural Interests assists in delivering Government's commitments set out in the Western Australian Charter of Multiculturalism by:

- promoting the ideals of multiculturalism to public sector agencies by developing and influencing policies that reflect these principles; and
- providing information to the culturally and linguistically diverse communities on the availability of public sector services.

## KEY EFFECTIVENESS INDICATORS

### **Citizens and Civics**

A key effectiveness indicator focussed on the implementation of the Western Australian Citizenship Strategy, 'A Voice for All: Strengthening Democracy' was developed and is reported below.

This data is extracted from a standard survey instrument provided to participants engaged in major and/or contentious consultation between government and the community, and where the Citizens and Civics Unit provides strategic advisory and/or validation support. The indicator reports participants' assessment of the Unit's contribution to the process and the extent to which policies within the Western Australian Citizenship Strategy delivered beneficial outcomes for the parties. Respondents include government agencies and instrumentalities, non-government organisations and community members.

	04/05
The extent to which coordination provided by the Citizens and Civics Unit enhances Western Australian citizens' ability to influence government policies that shape their society <sup>(a)</sup>	91.8%

(a) *As this effectiveness indicator relates to a new direction, no prior period comparisons are available. The 2004/05 data establishes the baseline for future periods*

### **Multicultural Interests**

The key effectiveness indicators, first reported in 2003/04 are:

- the extent to which culturally and linguistically diverse (CALD) communities in Western Australia experience substantive equality through the multicultural principles of civic values, fairness, equality and participation in their dealings with the public sector, and
- the extent to which the policies and practices of public sector agencies reflect the principles of multiculturalism.

A standard survey instrument, administered by telephone to a random sample of CALD community organisations and to public sector agencies interacting with those groups is the vehicle to gather data. The population is the Office of Multicultural Interests customer database, and in each case, the target respondent was the individual with whom the Office interacts. Administration by telephone followed an initial contact to arrange a suitable time. A structured telephone survey methodology was utilised to ensure validity and reliability of responses.

Separate survey instruments were used for the CALD community and public sector agencies. Each instrument includes specific questions relating to the principles embedded in the Charter. The CALD Community population was 259 from which 151 responses were received; a response rate of 56.7% and the Public Sector Agency population was 134, from which 88 responses were received, a response rate of 65.2%. The responses to those four questions in each survey have been aggregated to derive the key effectiveness indicators reported hereunder. The results are published as a percentage of all responses, establishing baseline effectiveness indicators for the service.

	03/04	04/05
The extent to which CALD communities in Western Australia experience substantive equality through the multicultural principles of civic values, fairness, equality and participation in their dealings with the public sector <sup>(a)</sup>	65.4%	63.8%
The extent to which the policies and practices of public sector agencies reflect the principles of multiculturalism <sup>(a)</sup>	77.4%	85.8%

(a) *As these effectiveness indicators reflect a new direction taken by this service, there are no comparisons earlier than 2003/04. The 2003/04 survey program established the baseline for future periods.*

### **KEY EFFICIENCY INDICATORS**

All costs of the Citizens and Civics Unit and the Office of Multicultural Interests are included in the efficiency indicators for this service. Key efficiency indicators report the cost of promoting multiculturalism to the wider community and supporting its implementation across the public sector, and the cost of significant policy/research activities. Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

Existing data was recast to provide 2003/04 comparative information for the Citizens and Civics indicators, and for 2001/02 comparative information for the Office of Multicultural Interests. It was not possible to derive comparative information for prior periods given the significant changes in activities conducted.

	<b>01/02 (\$)</b>	<b>02/03 (\$)</b>	<b>03/04 (\$)</b>	<b>04/05 (\$)</b>
Average cost per client assisted to support public sector agency implementation of State Citizenship Strategy policies, strategies and principles <sup>(a)</sup>	N/A	N/A	51,816	27,792
Average cost per initiative undertaken to achieve substantive equality for culturally and linguistically diverse communities <sup>(b)(c)</sup>	48,027	44,437 <sup>(d)</sup>	53,797	42,210 <sup>(e)</sup>
Average cost per initiative undertaken to support public sector agency implementation of policies and practices reflecting the principles of multiculturalism <sup>(b)</sup>	31,277	38,492 <sup>(d)</sup>	34,189	19,493 <sup>(f)</sup>
Average cost per unit of major policy and/or research <sup>(b)</sup>	16,663	16,199 <sup>(d)</sup>	30,768	53,998 <sup>(g)</sup>

- (a) *New key efficiency indicator developed in 2004/05. Existing data was recast to provide 2003/04 comparative information, but may not be fully comparable with 2004/05. The movement in this indicator between 2003/04 and 2004/05 is due to a 150% increase in the number of clients assisted, partially offset by a 34% increase in operational costs in 2004/05.*
- (b) *Functions currently performed are not comparable with those undertaken prior to 2001/02 therefore comparative information is not available for 2000/01.*
- (c) *Grants totalling \$504,133 in 2001/02, \$376,287 in 2002/03, \$502,345 in 2003/04 and \$597,624 in 2004/05 have been excluded from this key efficiency indicator.*
- (d) *Severance expenses of \$372,966 were excluded from these key efficiency indicators in 2002/03 as they were considered to be abnormal.*
- (e) *The decrease in this key efficiency indicator in 2004/05 is the result of a 14% reduction in the FTEs (-1.44FTE) allocated to this activity and marginal 9% increase (+2) in the number of initiatives undertaken when compared with 2003/04. See also footnote (g).*
- (f) *The decrease in this key efficiency indicator for 2004/05 is the result of a 33% (+5) increase in the number of initiatives undertaken and a 26% decrease in the FTEs (-1.23 FTE) allocated to this activity compared with 2003/04. See also footnote (g)*
- (g) *The increase in the key efficiency indicator average cost per unit of major policy and/or research is the result of a 55% (+3.45 FTE) increase in the number of FTE's allocated to this activity. While twenty-one units of policy and research were produced in both 2003/04 and 2004/05, the resources required to deliver the significant research and policy development agenda necessitated a shift of FTE's away from the Office's other major activities represented by the two previous key efficiency indicators. These initiatives are referred to elsewhere in the annual report and include policy and/or research relating to the Charter of Multiculturalism and the Anti-Racism Strategy including the development of an education package, racism in schools and systemic discrimination in the public sector. Other major policy and research undertaken in 2004/05 included the review of the language services policy, research into ethnic youth at risk, and a cabinet submission on skilled migration.*

## OUTCOME

### Resolution of Native Title matters in accordance with Government Policy.

#### Service 8

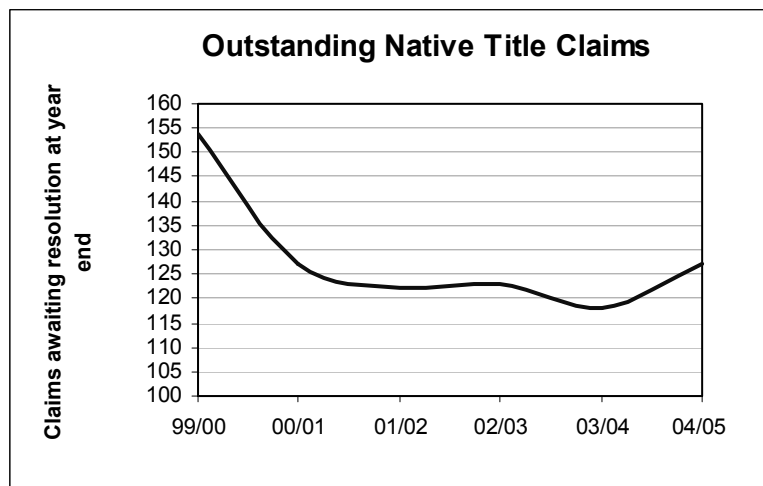
### NATIVE TITLE POLICY DEVELOPMENT, IMPLEMENTATION AND NEGOTIATION

The Office implements Government's Native Title objectives through:

- resolution of Native Title determination applications and compensation applications wherever possible by agreement;
- resolution of Native Title matters in accordance with the requirements of the *Native Title Act 1993 (Cth)* and relevant case law;
- ensuring valid future acts that minimise the extinguishment or impairment of Native Title and minimise the State's exposure to compensation liability;
- developing, implementing and monitoring policies, procedures and practices across government that ensure Native Title matters are administered efficiently and consistently;
- concluding agreements that deal in a comprehensive way with the determination of Native Title, compensation and arrangements for future acts; and
- negotiating and participating in the implementation of project agreements.

### KEY EFFECTIVENESS INDICATORS

The key effectiveness indicators for this service reflect the reduction in the number of outstanding claims awaiting resolution, and the proportion of claims resolved by mutual agreement between the parties.

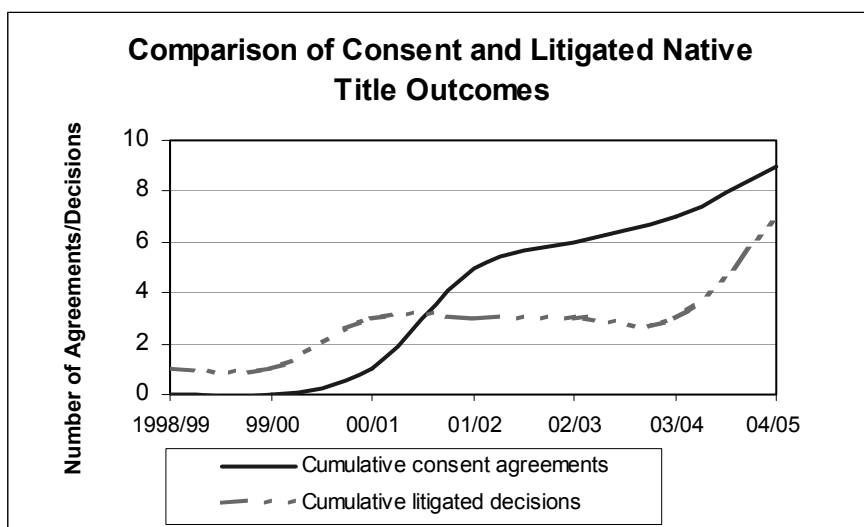


A reduction in the number of outstanding claims was an undertaking in the Government's 2001 election policy. Claims lodged during a year, but remaining unresolved at the end of that year will be added to the number of outstanding claims for the following year. This data shows that 127 claims were outstanding at the 30 June 2005 after the addition of 11 new claims, the settlement of 6 existing claims, and 4 claims being rejected, struck out,

dismissed, subsumed, withdrawn or discontinued.

The Government's Native Title strategy promotes settlement of land title claims by negotiation wherever possible, leading to consent rather than litigated outcomes. The indicator overleaf demonstrates the effectiveness of Office of Native Title policies in implementing the Government's undertaking.





In 2004/05, four native title claims were settled through litigation as other approaches failed to reach agreement.

### KEY EFFICIENCY INDICATORS

The key efficiency indicators are the average cost per native title determination achieved during the year, average cost per native title application managed and average time taken to achieve resolution of prioritised native title applications. A determination is deemed to have taken place when the Federal Court makes an order. A native title application managed is one that the parties (Native Title Tribunal, the State Agency and the Representative Bodies) have agreed to prioritise, and to which resources are allocated. Applications managed are those being progressed towards determination, but not determined during the reporting period. Activities included in this indicator include non-Native Title outcomes such as Industrial Land Use Agreements.

The average time taken to resolve prioritised native title applications is a moving average of the time from the date the parties agree to prioritise the application to its determination.

Where possible, existing data has been recast to produce comparisons for prior periods. Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

	02/03 (\$000s)	03/04 (\$000s)	04/05 (\$000s)
Average cost per native title determination <sup>(a) (e)</sup>	N/A	698	173 <sup>(b)</sup>
Average cost per native title application managed <sup>(a) (d)</sup>	N/A	147	55 <sup>(c)</sup>
Average time taken to achieve resolution of prioritised native title applications (years) <sup>(e)</sup>	N/A	0.5	1.6 yrs

(a) The key efficiency indicators were reviewed in 2004/05 to provide better activity-based cost information. Existing data was recast to provide the 2003/04 comparative information reported, however no data was available to enable comparative information for prior periods to be provided.

(b) The significant decrease in this key efficiency indicator in 2004/05 is the result of a sixfold increase in the number of native title determinations (+ 5) achieved for the period.

(c) The significant decrease in this key efficiency indicator in 2004/05 is the result of a threefold increase in the number of native title applications (+44) managed for the period. A 36% increase in FTEs (+5.22 FTE) allocated to this activity provided the resources required to administer the significant growth in applications managed.

(d) Grants of \$625,181 in 2003/04 and \$2,197,541 in 2004/05 have been excluded from these key efficiency indicators.

(e) This key efficiency indicator is reported for the first time in 2004/05. Comparative information for 2003/04 has been prepared from Departmental records.

## OUTCOME

**Science and innovation has increased in significance as a driver of economic growth for Western Australia.**

### Service 9

#### SCIENCE AND INNOVATION PROMOTION AND SUPPORT

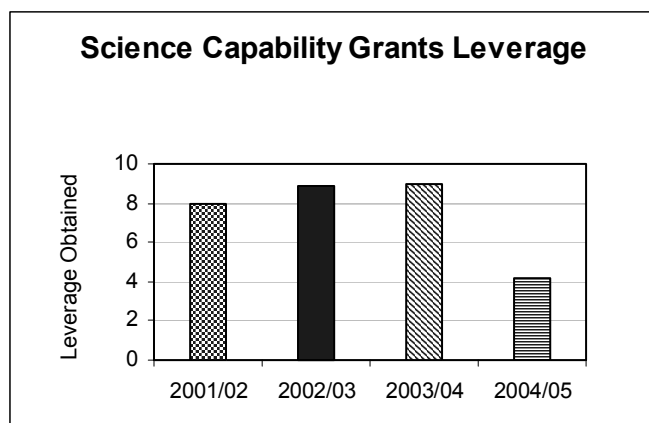
The Office coordinates implementation of Government's Innovate WA policy and strategy by:

- undertaking science policy development and providing support to the Premier's Science Council;
- identifying and promoting science and innovation opportunities;
- supporting the development of Western Australian research capability and infrastructure;
- administering science grants, scholarships and fellowships; and
- promoting science and innovation in schools and through the Scitech Discovery Centre.

#### KEY EFFECTIVENESS INDICATORS

The key effectiveness indicators address the service's objective of increasing the significance of science and innovation as a driver of economic growth in Western Australia. The key effectiveness indicators for this service are the funding leverage (cash only) achieved through grants made to enhance and develop local capability and infrastructure (primarily grants provided through the Centres of Excellence in Science and Innovation program); and the change over time in the level of gross investment in scientific research and development in Western Australia.

Science capability development grants are provided to assist local scientific research bodies seeking Commonwealth, private and international investment to undertake scientific research. The term leverage refers to the ratio of total funding (cash only) from all other sources compared to Government's investment through grant funding provided. The target established in 2002/03 was a leverage factor of 8:1, that is \$8 for every \$1 provided by Government.



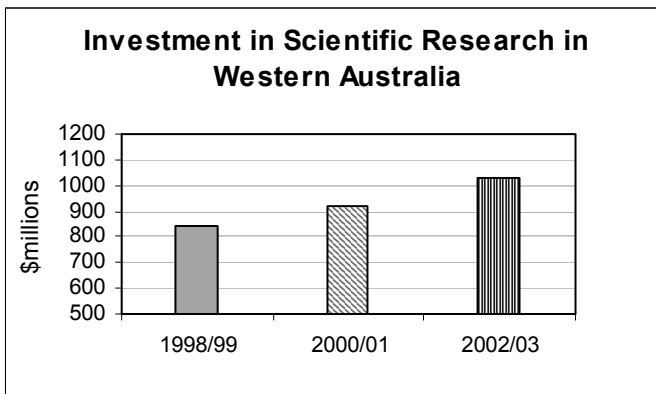
This indicator shows the value of Commonwealth, international and private investment attracted for every dollar invested with Western Australian scientific research bodies by the Government through the Centres of Excellence program.

Principally, this program provides grant funding to local Centres of Excellence and Commonwealth-funded Cooperative Research Centres. While leverage for the Cooperative Research Centres often

exceeds 8:1, local Centres of Excellence are generally lower in the range 1.5-3:1. In 2004/05, no new Cooperative Research Centres were funded, leading to the significant reduction in leverage to 4.17:1. Five new Cooperative Research Centres are expected to receive funding

in 2005/06 and should result in an increase in leverage for that period. This indicator reports leverage at the time the grant is approved, although investments are realised over several years and leverage may increase over that period.

The second effectiveness indicator is the Gross Investment in Research and Development sourced from Australian Bureau of Statistics data. This indicator reports the level of investment in research and development by all research sectors including government, business and higher education in Western Australia.



The Gross Investment data is sourced from the Australian Bureau of Statistics Research and Experimental Development data (ABS 81120), and is reported every two years. As this indicator lags investment, the effect of Government stimulation through grant programs and other direct investment will take time to appear.

The most recent data available for government and business relates to 2002/03 and calendar year 2002 for

higher education. The next data for government and industry for 2004/05 and higher education for calendar year 2004 is scheduled for publication in September 2006.

## **KEY EFFICIENCY INDICATORS**

The key efficiency indicators for this service are the average cost per FTE for support provided to the Science Council, science policy development and advice; the average cost per research capability grant administered; and the average cost per program and project managed. These indicators demonstrate the significant resource commitment to these key activities.

The Science Council advises the Minister on science and innovation opportunities for Western Australia and makes recommendations to realise InnovateWA objectives. The Office of Science and Innovation provides executive and administrative support to the Council, undertakes development of science policy and provides advice to the Minister, Cabinet, Government Departments and the business and academic sectors.

The Office of Science and Innovation is a major grant-making body, and the average cost of grant administration is therefore a key efficiency indicator. The remaining indicator is the average cost for science and innovation programs and projects managed. Major projects include the international Square Kilometre Array radio-telescope projects, the Premier's Research Fellowships and Collaborative Grants, the provision of financial support to the Scitech Discovery Centre, and WA Major Research Facilities support. The dollar value of grants provided to external recipients is excluded from these costs.

Data provided by the former Department of Industry and Technology is reported as 2001/02 comparative information, however the significant changes in the operation of this function following its transfer to the Department of the Premier and Cabinet means that the data may not be fully comparable. Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

	<b>01/02 \$</b>	<b>02/03 (\$)</b>	<b>03/04 (\$)</b>	<b>04/05 (\$)</b>
Average cost per FTE for support provided to the Premier's Science Council, science policy development and advice <sup>(a)</sup>	98,956	206,706	127,442	121,639
Average cost per research capability and infrastructure grant administered <sup>(b)</sup>	3,011	9,122	7,525	9,954 <sup>(c)</sup>
Average cost per science and innovation program and project managed	52,051	86,698	53,014	106,575 <sup>(d)</sup>

- (a) *This key efficiency indicator refers to resources allocated to provide support to the Science Council and to undertake policy development and the provision of policy advice. It is expressed as an average cost per full time equivalent (FTE) and includes salary and contingency expenditures, that is, it is not the average salary for an FTE. For this indicator, FTE's are treated as units of effort. 3.8 FTEs (approximately 22% of the Office of Science and Innovation's staffing resources) were required to support the Science Council, develop policy and provide policy advice in 2004/05.*
- (b) *Grants totalling \$16,362,000 in 2001/02, \$10,319,843 in 2002/03, \$14,159,115 in 2003/04 and \$15,448,633 in 2004/05 have been excluded from this efficiency indicator.*
- (c) *The increase in this key efficiency indicator is principally the result of a 52% increase in FTEs (+ 2.5 FTEs) allocated to this activity in 2004/05, partially offset by a 16% increase in the number of grants (+10) administered. The additional resources were allocated to administer the significant increase in recurrent grant appropriation received in 2004/05.*
- (d) *The increase in this key efficiency indicator is due to a 50% increase in FTEs (+2.6 FTEs) allocated to this activity in 2004/05 and a 16% decrease in the number of programs and projects (-2) managed. Additional resources were allocated to manage major InnovateWA and international science projects that commenced in 2004/05.*

## OUTCOME

### **Reducing the number of fatalities in Western Australia through the implementation of Road Safety programs.**

#### **Service 10**

#### **SUPPORT FOR IMPLEMENTATION OF THE STATE'S ROAD SAFETY INITIATIVES**

Support is provided to the Road Safety Council to undertake implementation, monitoring and evaluation of the State's road safety initiatives.

The key effectiveness indicators for this service report the number of deaths, and, injuries defined as hospital admissions per 100,000 estimated residential population resulting from road crashes. The Road Safety Council's objective is to reduce fatalities from road crashes in Western Australia to a level equivalent to the lowest in Australia over a five-year timeframe commencing 2002/03. These indicators are consistent with those reported in prior periods when the Office was part of the Department of Transport.

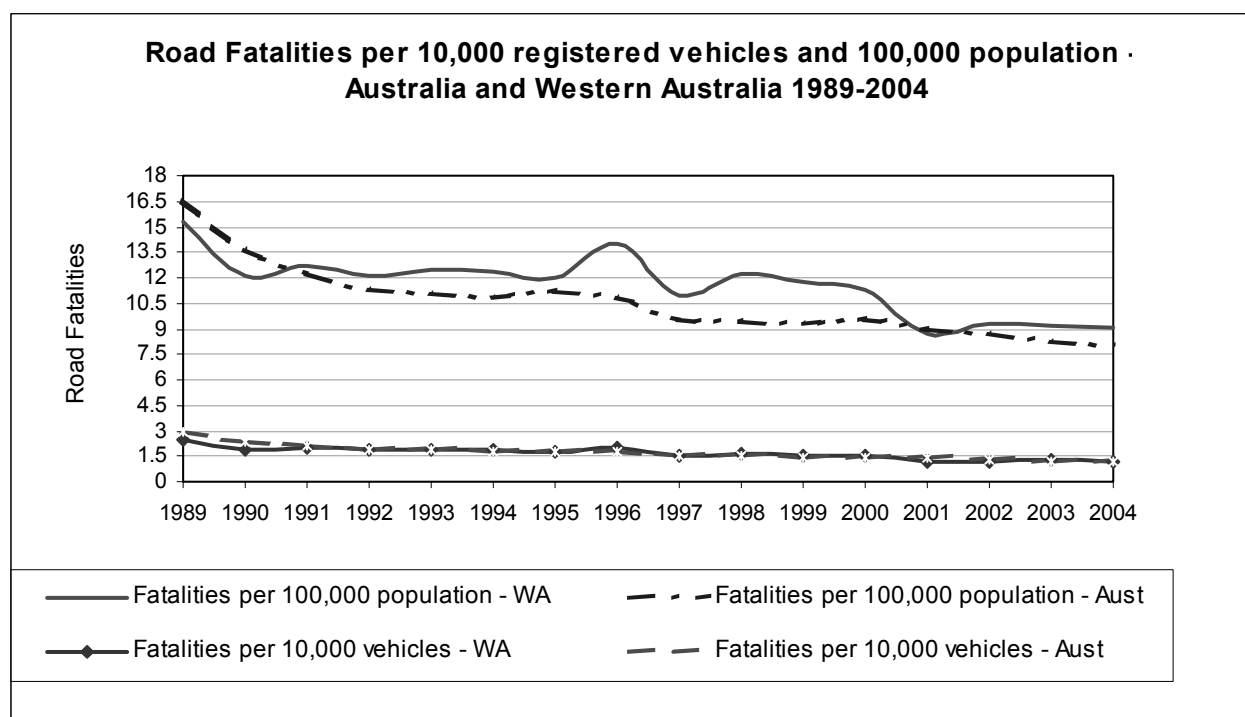
#### **KEY EFFECTIVENESS INDICATORS**

In 2004, 179 people were killed in road crashes on Western Australian roads. As a result, Western Australian fatalities per 100,000 population remain above Australian average rates, and the number of fatalities at 1.21 per 10,000 registered vehicles in Western Australia is marginally higher than the Australian average rate of 1.2.

The graph on the following page demonstrates the extent of change in the fatality rate per 100,000 population and per 10,000 registered vehicles over time for Western Australia, compared to the Australian averages. The sharp decreases in National and State fatality rates in the early 1990s have levelled out, but it should be noted that significant population growth has taken place over the past 15 years.

While Western Australia and Victoria have achieved the biggest percentage reductions from 2000 to mid-2004, the WA average fatality rate is still above the national average. In the first two years of implementation of the WA Strategy, *Arriving Safely*, the actual fatality rates for 2002 (179 fatalities or 9.29 deaths per 100,000), 2003 (179 fatalities or 9.18 deaths per 100,000) and 2004 (179 fatalities or 9.03 deaths per 100,000) lie above the levels identified as required to meet the 2007 target.

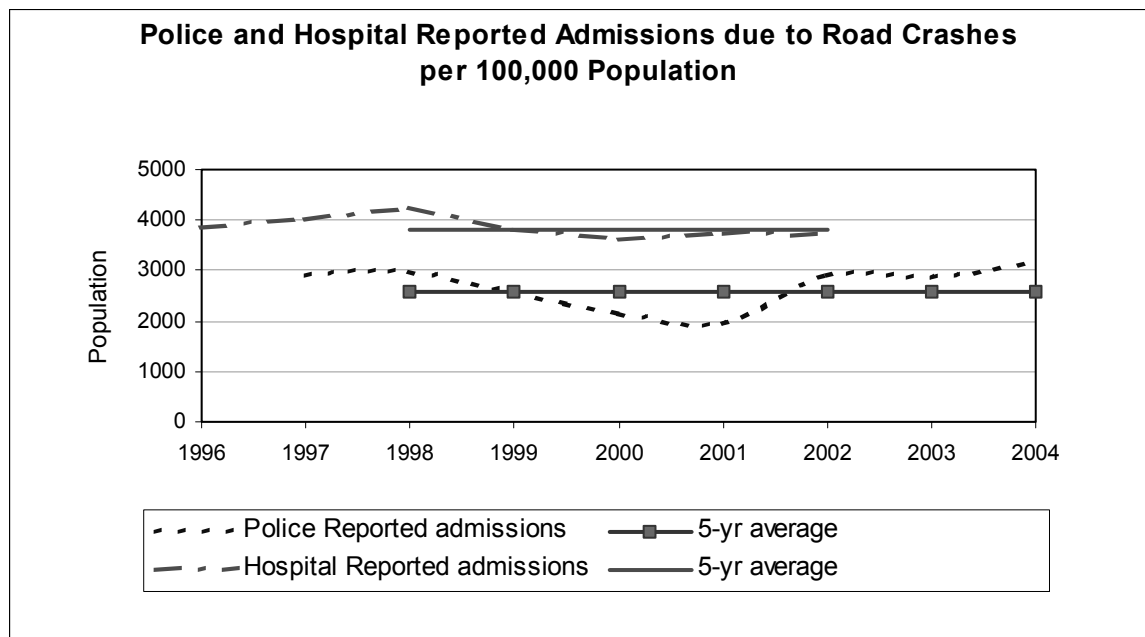
While the fatality rates for 2002-2004 are above the predicted level, it should be acknowledged that the five year target set under *Arriving Safely 2003-2007* is deliberately ambitious when compared to the target set for Australia under the National Road Safety Strategy 2001-2010. In this regard, the Council has set itself a goal of achieving a similar target within a shorter timeframe, requiring significant and aggressive action. This action will see a focus on education and enforcement of road users, coupled with a stronger commitment to safer roads and safer vehicles, over the remaining life of the Strategy.



Data for this table is sourced from:

- (i) The 2000 Australian crash rates per 10,000 registered vehicles were calculated using data from *Road Fatalities Australia* for December 2001 by the Australian Transport Safety Bureau (ATSB) and the Australian Bureau of Statistics (ABS) *Motor Vehicle Census, Catalogue No. 9309.0*.
- (ii) The 2003 and 2004 Australian crash rates per 10,000 registered vehicles and 100,000 population were taken from *Road Deaths Australia 2004 Statistical Summary* - released in June 2005 by the ATSB
- (iii) All other Australian crash rates were taken from *Road crash data and rates Australian States and Territories 1925-2002* - released in December 2003 by the ATSB
- (iv) The 2001 and 2002 Western Australian fatality rates per 10,000 registered vehicles and 100,000 population were calculated using data from the Western Australian Road Injury Database, The ABS Australian Demographic Statistics - Catalogue No. 3101.0 and data from Licensing Services in the Department for Planning and Infrastructure were used for denominators for these rates
- (v) The 2003 and 2004 Western Australian fatality rates per 100,000 population were calculated using data from the Western Australian Road Injury Database and The ABS Australian Demographic Statistics - Catalogue No. 3101.0
- (vi) The 2003 and 2004 Western Australian fatality rates per 10,000 registered vehicles were calculated using data from the Western Australian Road Injury Database and The ABS Motor Vehicle Census, Australia - Catalogue No. 9309.0.
- (vii) The ABS data uses a different set of inclusion criteria, resulting in a figure for registered vehicles that is between 5% and 6% less than that derived from the Licensing Services data. The net result is a slightly higher fatality rate.
- (viii) All other years use data from Licensing Services in the Department for Planning and Infrastructure for the number of registered vehicles.
- (ix) All other Western Australian Rates were taken from Appendix I from *Reported Road Crashes in Western Australia 2000*
- (x) Also the 2003 and 2004 Western Australian Road Injury Database have not been finalised, therefore the figures for these years should be treated as being preliminary and may be subject to amendment

In 2004 as shown in the following table, the Police reported 3,175 people hospitalised as a result of their involvement in road crashes, a 10% increase. Hospital Reported Hospitalisation data is not yet available for 2003 and 2004, so it is not possible to make comment on the significance of this increase. Hospital Reported Hospitalisation rates are consistently higher than Police reported data due to definitional data collection and analysis inconsistencies. The Police reported admissions for 2004 are significantly higher than the moving 5-year average, an adverse trend that is being considered by the Road Safety Council.



Data for this table is sourced from:

- (i) *Police Reported Admissions: Main Roads, Western Australia; Injury Research Centre, UWA; March 2005. This data is preliminary and may be subject to change.*
- (ii) *Hospital Reported Admissions: Department of Health, Western Australia; Injury Research Centre, UWA; March 2004*

## KEY EFFICIENCY INDICATORS

The key efficiency indicators are the average costs for major awareness-raising campaigns targeting speeding, drink-driving, driver fatigue and seatbelts conducted during the year, for road safety initiatives identified by the Road Safety Council (advertising and other campaigns focusing on particular issues eg double demerit points over public holiday periods), and the staffing fulltime equivalents (FTEs) required to provide support to the Road Safety Council. Support provided to the Road Safety Council and its subsidiary committees and working groups includes executive support, coordination, research, and preparation of papers for consideration and routine administrative support. This cost includes, but is not limited to salaries and salary-related expenses. Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services. Comparative values for 2001/02 for the key efficiency indicators were provided by the Office of Road Safety from existing data, however due to differences in costing and recording methodology, the data may not be fully comparable.

	01/02 (\$000s)	02/03 (\$000s)	03/04 (\$000s)	04/05 (\$000s)
Average cost of awareness-raising Campaigns <sup>(a)</sup>	1,342	1,722	1,395	1,380
Average cost of road safety initiatives <sup>(a)(b)</sup>	612	367	265	281
Average cost per FTE for support services to the Road Safety Council <sup>(a)(c)</sup>	N/A	125	188	236

- (a) *Data from the former Department of Transport was used to provide comparative information for 2001/02 and prior periods, however due to differences in costing methodology and the conversion of previous indicators, data published may not be fully comparable with that reported for subsequent periods.*
- (b) *Grants totalling \$4,499,000 in 2001/02, \$9,390,299 in 2002/03, \$7,288,162 in 2003/04 and \$7,077,031 in 2004/05 have been excluded from this key efficiency indicator.*
- (c) *This key efficiency indicator relates to resources allocated to provide support to the Road Safety Council, and to undertake policy development and the provision of policy advice. It is expressed as an average cost per full time equivalent (FTE) and includes salary and contingency expenditures, that is, it is not the average salary for an FTE. For this indicator, FTE's are treated as units of effort. 3 FTEs (approximately 16% of the Office of Road Safety's resources) were required to support the Road Safety Council, develop policy and provide policy advice in 2004/05. A 14% reduction in FTEs allocated to this indicator between 2003/04 and 2004/05 is partially responsible for the increase in average cost per FTE. The remainder is the result of the minor reallocation of budget across the indicators.*



## OUTCOME

**The strategic transformation of the operations of Government, using technology as a tool, to improve internal efficiency, service delivery to citizens and community participation.**

### Service 11

#### e-GOVERNMENT POLICY AND COORDINATION

The Office of e-Government is responsible for:

- developing and implementing an e-government strategy for the public sector;
- developing a policy framework, standards and guidelines that are consistent with national and international best practice;
- coordinating and facilitating cross sector implementation of the strategy and policy framework;
- initiating, leading and coordinating strategic e-government projects; and
- encouraging a better understanding of e-government and promoting its benefits to the public sector, business and the community.

The Office of e-Government was created in 2003 in response to the Functional Review Taskforce recommendations and incorporates a range of functions previously undertaken by the former Department of Industry and Technology.

#### KEY EFFECTIVENESS INDICATORS

The key effectiveness indicators developed for this service are the extent to which Departments adopt and implement the policies, standards and guidelines developed by the Office, and satisfaction ratings from the Strategic Management Council e-Government Sub-Committee and the Premier's Office.

The first indicator reports the level of agency commitment to implementation of e-government policies, standards and guidelines, developed by the Office and endorsed by the Strategic Management Council e-Government Sub-Committee to improve internal efficiency, service delivery to citizens and community participation. Twenty-one Departments were surveyed to assess the degree to which they had adopted policies, standards and guidelines issued in relation to State Government Web Sites and the WA Electronic Government Interoperability Framework. A 90% response rate to this survey was achieved.

The remaining indicators recognise the close working relationship with the Premier and the e-Government Sub-Committee necessary for the effective development and implementation of e-government strategy within the Western Australian public sector. The survey issued to the e-Government Sub-Committee was completed by 7 of the 9 members, a 78% response rate.

	02/03	03/04	04/05
Proportion of Departments that adopt and implement policies, standards and guidelines developed by the Office <sup>(a)</sup>	95%	100%	81%
Strategic Management Council e-Government Sub-Committee's satisfaction with quality and timeliness of work undertaken to support the committee <sup>(a)</sup>	3.3	3.4	3.4
Premier's Office satisfaction with advice and support provided <sup>(a)</sup>	3	4	4

(a) No comparative data is available for periods prior to 2002/03.

## KEY EFFICIENCY INDICATORS

The key efficiency indicators are the average cost per Department adopting and implementing policies, standards and guidelines, and the average cost per significant e-government initiative in which the Office is involved. These indicators have been identified to appropriately recognise the allocation of resources to major activities designed to achieve e-government objectives. As this is a new initiative, no comparative data is available for periods prior to 2002/03. Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

	02/03 (\$) <sup>(a)</sup>	03/04 (\$)	04/05 (\$)
Average cost per Department that adopts and implements policies, standards and guidelines <sup>(b)</sup>	31,624	40,428	84,888 <sup>(c)</sup>
Average cost per significant e-government initiative in which the Office is involved <sup>(b)</sup>	126,188	268,256	142,730 <sup>(d)</sup>

- (a) Key performance indicator costs reported for 2002/03 apply to the period 3 February 2003 – 30 June 2003 only and are therefore not comparable with full-year activity reported for subsequent periods.
- (b) Grants totalling \$5,700,000 in 2003/04 and \$2,300,000 in 2004/05 have been excluded from these key efficiency indicators.
- (c) The increase in this key efficiency indicator for 2004/05 is a result of a 66% increase in FTEs (+4.1FTEs) allocated to this function (in part due to filling of positions that were vacant in 2003/04), and a 19% decrease in the number of departments (-4) that adopted policies, standards and guidelines issued prior to 30 June 2005.
- (d) The decrease in this key efficiency indicator for 2004/05 is a result of a 55% increase in the number of e-government initiatives (+5) undertaken, and the budget base reduction in 2004/05 that reduced to funding available for contracts and services.

## OUTCOME

### *A safer and more secure community*

#### **Service 12**

### IMPLEMENTATION OF THE STATE CRIME PREVENTION STRATEGY

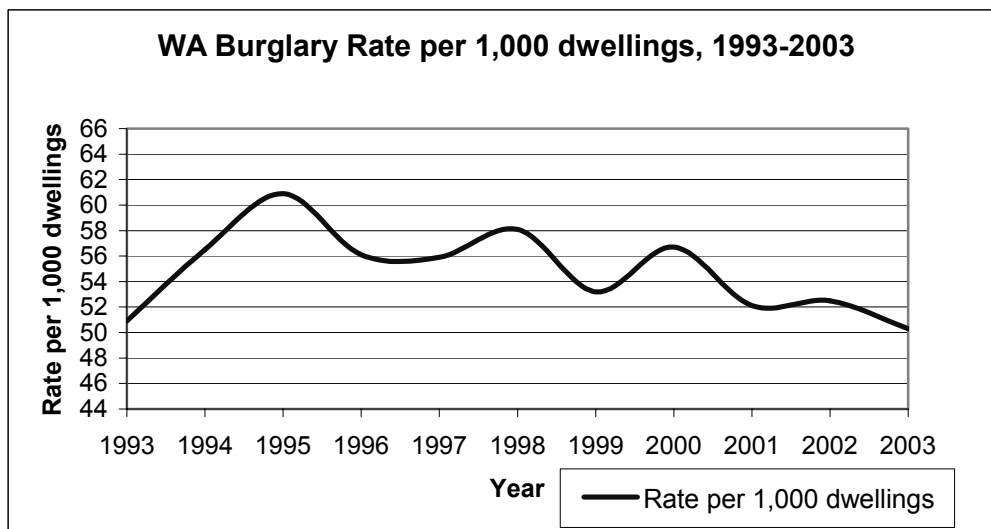
The Office of Crime Prevention implements the State Crime Prevention strategy by:

- providing high level policy advice to the Government;
- conducting policy research and development to identify effective methods to reduce crime;
- establishing community safety and crime prevention partnerships and plans;
- communicating with key stakeholders and the community; and
- directly managing and evaluating projects, and supporting community based projects by grant funding.

### KEY EFFECTIVENESS INDICATORS

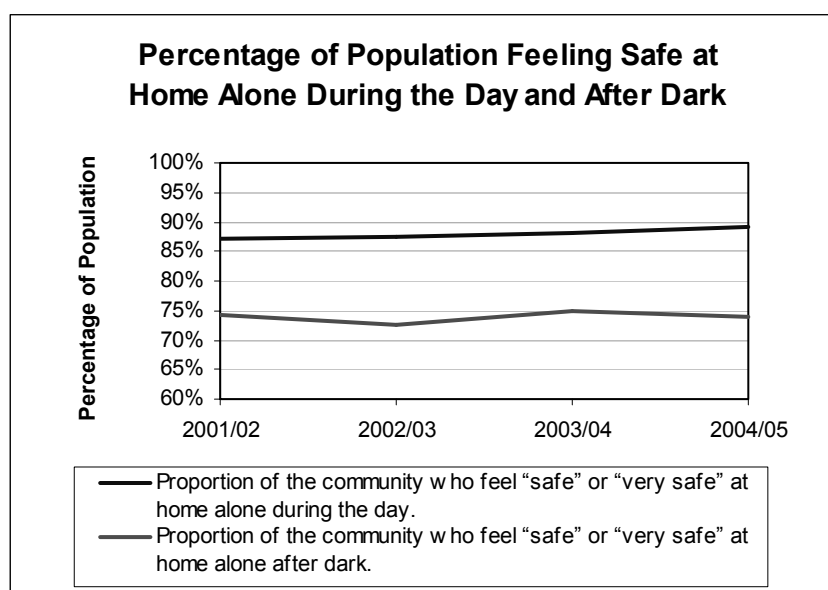
The key effectiveness indicators reported for this service are the reported rate of home burglary per 1,000 residential dwellings and the proportion of the community who feel “safe” or “very safe” at home alone during the day or after dark.

The first indicator reports the rate of home burglary in Western Australia using data provided by the Crime Research Centre at the University of WA. The Government’s Crime Prevention strategies are designed to reduce the incidence of home burglary, and results signalled by this indicator are the outcome of the policies, programs and actions of several departments working together across government.



This lagging indicator is reported on a calendar year basis, and is published during the following year, thus the indicator value reported in 2004/05 relates to the 2003 calendar year. It is anticipated that 2004 calendar year data will be released in December 2005 and will therefore be reported in 2005/06.

The second and third effectiveness indicators are data published annually in the Report of Government Services (“perception of safety at home”) using data sourced from the Australasian Centre for Policing Research National Survey of Community Satisfaction with Policing. A quarterly, stratified random survey of households in each state is conducted by AC Nielsen to gather the data. The sample size is designed to maximise reliability of the data and for WA, the standard error is 4%. These indicators report the extent to which people feel safe about being home alone. While sensational media reporting may influence perceptions about safety, it is considered that over time this data will reveal the effectiveness of the range of policies and strategies implemented by Government to address community concerns about safety at home. Positive change in these indicators is the result of work by many departments and agencies.



### KEY EFFICIENCY INDICATORS

The key efficiency indicators are the average cost per community safety and crime prevention partnership established, the average cost per hour for research, policy development and support to the Community Safety and Crime Prevention Council, the average cost per \$1 million in grant funding administered and the average cost per referral to *ParentSupport*. These indicators have been identified to recognise the allocation of resources to major activities designed to achieve Government’s Crime Prevention objectives. Comparative data is not available for prior periods due to the significant change in the activities undertaken by this service during 2003/04.

*ParentSupport* is a new initiative that commenced in the southeast corridor in 2004/05 designed to reduce anti-social behaviour, criminal activities and school absenteeism amongst children up to 15 years of age. The Departments of Education and Training, Community Development and Justice refer cases to this program.

Costs reported for these indicators include a proportion of the cost of the Departmental executive and corporate services.

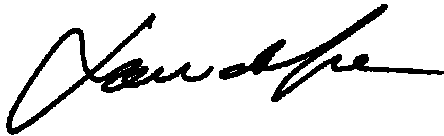
	03/04 (\$)	04/05 (\$)
Average cost per community safety and crime prevention partnership managed <sup>(a)</sup>	33,595	42,877 <sup>(b)</sup>
Average cost per hour for research, policy development and support to the Community Safety and Crime Prevention Council <sup>(a)</sup>	167	85 <sup>(c)</sup>
Average cost per \$1 million in grant funding administered <sup>(a)</sup>	306,822	145,424 <sup>(d)</sup>
Average cost per referral to <i>ParentSupport</i> <sup>(e)</sup>	N/A	32,979

- (a) *Grants totalling \$3,096,381 in 2003/04 and \$3,894,249 in 2004/05 have been excluded from this key efficiency indicator.*
- (b) *The increase in this key efficiency indicator in 2004/05 is the result of the significant increase in appropriation for 2004/05, a fourfold increase in FTEs (+ 6 FTEs) allocated to this activity, partially offset by a threefold increase in the number of community safety and crime prevention partnerships (+41) managed.*
- (c) *The reduction in this key efficiency indicator in 2004/05 is due to the doubling of the FTEs allocated (+10) to this activity and the resultant twofold increase in the number of hours reported.*
- (d) *The reduction in this key efficiency indicator in 2004/05 is the outcome of a 40% reduction of budget allocated to this activity, and a 25% increase in the value of grants administered for the period.*
- (e) *This is a new activity that was established in 2004/05. Therefore, no comparative is available to be reported for prior periods.*

**CERTIFICATION  
OF FINANCIAL STATEMENTS**

The accompanying financial statements of the Department of the Premier and Cabinet have been prepared in compliance with the provisions of the *Financial Administration and Audit Act 1985* from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2005 and the financial position as at 30 June 2005.

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.



M C WAUCHOPE  
ACCOUNTABLE OFFICER

11 August 2005



G McAULLAY  
PRINCIPAL ACCOUNTING OFFICER

11 August 2005



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

DEPARTMENT OF THE PREMIER AND CABINET  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005

**Audit Opinion**

In my opinion,

- (i) the controls exercised by the Department of the Premier and Cabinet provide reasonable assurance that the receipt and expenditure of moneys and the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the Department at 30 June 2005 and its financial performance and cash flows for the year ended on that date.

**Scope**

***The Director General's Role***

The Director General is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Schedule of Expenses and Revenues by Service, Summary of Consolidated Fund Appropriations and Revenue Estimates, and the Notes to the Financial Statements.

***Summary of my Role***

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.

D D R PEARSON  
AUDITOR GENERAL  
30 September 2005

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

**DEPARTMENT OF THE PREMIER AND CABINET**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
*for the year ended 30 June 2005*

	<b>Note</b>	<b>2005</b>	<b>2004</b>
		<b>\$000</b>	<b>\$000</b>
<b>COST OF SERVICES</b>			
<b>Expenses from ordinary activities</b>			
Employee expenses	4	64,804	53,652
Supplies and services	5	39,845	42,030
Depreciation and amortisation expense	6	2,645	2,456
Accommodation expenses	7	11,295	10,934
Grants and subsidies	8	41,696	35,038
Capital user charge	9	1,858	1,884
Carrying amount of non-current assets disposed of	10	58	209
Loss on foreign exchange		84	47
Total cost of services		<u>162,285</u>	<u>146,250</u>
<b>Revenues from ordinary activities</b>			
<i>Revenue from operating activities</i>			
Revenue from sales		3,129	3,151
Regulatory fines		11,588	11,057
Commonwealth grants and contributions		3,205	5,854
User charges and fees	11	7,000	7,498
Interest revenue		221	206
<i>Revenue from non-operating activities</i>			
Proceeds from disposal of non-current assets	10	83	27
Total revenues from ordinary activities		<u>25,226</u>	<u>27,793</u>
<b>NET COST OF SERVICES</b>		<u>137,059</u>	<u>118,457</u>
<b>REVENUES FROM STATE GOVERNMENT</b>			
Service Appropriation		178,578	119,010
Resources received free of charge		1,217	721
Assets assumed/(transferred)		(764)	(189)
Liabilities assumed by the Treasurer		862	565
Total revenues from State Government	12	<u>179,893</u>	<u>120,107</u>
<b>CHANGE IN NET ASSETS</b>		<u>42,834</u>	<u>1,650</u>

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



**DEPARTMENT OF THE PREMIER AND CABINET**  
**STATEMENT OF FINANCIAL POSITION**  
*as at 30 June 2005*

	<b>Note</b>	<b>2005 \$000</b>	<b>2004 \$000</b>
<b>Current Assets</b>			
Cash assets	13	61,521	20,884
Restricted cash assets	14	4,933	3,564
Inventories	15	134	140
Receivables	16	5,766	3,831
Amounts receivable for services	17	1,834	2,100
Other assets	18	2,261	2,603
<b>Total Current Assets</b>		<b>76,449</b>	<b>33,122</b>
<b>Non-Current Assets</b>			
Amounts receivable for services	17	12,069	10,906
Plant, equipment and vehicles	19	5,492	5,575
<b>Total Non-Current Assets</b>		<b>17,561</b>	<b>16,481</b>
<b>TOTAL ASSETS</b>		<b>94,010</b>	<b>49,603</b>
<b>Current Liabilities</b>			
Payables	20	3,431	2,000
Provisions	21	10,000	8,263
Other liabilities	22	8	1,636
<b>Total Current Liabilities</b>		<b>13,439</b>	<b>11,899</b>
<b>Non-Current Liabilities</b>			
Provisions	21	4,965	4,932
<b>Total Non-Current Liabilities</b>		<b>4,965</b>	<b>4,932</b>
<b>Total Liabilities</b>		<b>18,404</b>	<b>16,831</b>
<b>Equity</b>	23		
Contributed equity		22,327	22,327
Reserves		868	868
Accumulated surplus/(deficiency)		52,411	9,577
<b>Total Equity</b>		<b>75,606</b>	<b>32,772</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>94,010</b>	<b>49,603</b>

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

**DEPARTMENT OF THE PREMIER AND CABINET**  
**STATEMENT OF CASH FLOWS**  
*for year ended 30 June 2005*

	Note	2005 \$000	2004 \$000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Service appropriation		175,581	114,332
Holding account drawdowns		2,100	1,479
<b>Net cash provided by State Government</b>		<b>177,681</b>	<b>115,811</b>
<b>Utilised as follows:</b>			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee costs		(63,679)	(49,959)
Supplies and services		(37,618)	(41,642)
Grants and subsidies		(41,366)	(34,979)
Accommodation		(11,192)	(10,956)
Capital user charge		(1,858)	(3,837)
GST payments on purchases		(8,070)	(8,355)
GST payments to taxation authority		(625)	(778)
<b>Receipts</b>			
Sales of goods and services		3,090	3,100
Regulatory fines		11,588	11,057
Commonwealth grants and contributions		3,105	5,854
User charges and fees		4,945	6,348
Interest received		221	206
GST receipts on sales		616	807
GST receipts from taxation authority		8,589	7,364
<b>Net cash provided by/(used in) operating activities</b>	24(b)	<b>(132,254)</b>	<b>(115,770)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from the sale of non-current physical assets		31	34
Purchase of non-current physical assets		(2,596)	(2,298)
<b>Net cash provided by/(used in) investing activities</b>		<b>(2,565)</b>	<b>(2,264)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Other repayments		(10)	0
<b>Net cash provided by/(used in) financing activities</b>		<b>(10)</b>	<b>0</b>
<b>Net increase/(decrease) in cash held</b>		<b>42,852</b>	<b>(2,223)</b>
Cash assets at beginning of the financial year		24,448	26,898
Cash assets transferred to/from other sources		(762)	(180)
Effects of exchange rate changes on cash balances held in foreign currency		(84)	(47)
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>	24(a)	<b>66,454</b>	<b>24,448</b>

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

# ANNUAL REPORT – 2004/2005

## DEPARTMENT OF THE PREMIER AND CABINET Schedule of Expenses and Revenues by Service for the year ended 30 June 2005

	Support for the Premier	Mgmt of State	Mgmt of Policy	Public Sector Mgmt	Publishing Services	Constitutional Centre	Multicultural Interests	Native Title	Science and Innovation	Road Safety	e-Government	Crime Prevention	Total
	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000	2005 \$000
<b>COST OF SERVICES</b>													
<b>Expenses from ordinary activities</b>													
Employee expenses	6,721	35,475	4,363	4,738	1,632	564	1,506	2,147	1,460	1,515	2,226	2,457	64,804
Supplies and services	3,594	16,499	1,966	2,339	791	1,050	610	1,900	541	7,317	840	2,398	39,845
Depreciation expense	264	1,590	84	69	239	60	129	57	40	31	44	38	2,645
Accommodation expenses	1,297	7,506	546	591	213	135	207	181	171	20	245	183	11,295
Grants and subsidies	-	6,905	883	216	-	2,179	596	2,197	15,449	7,077	2,300	3,894	41,696
Capital user charge	256	938	155	158	48	14	44	46	31	53	81	34	1,858
Carrying amount of non-current assets disposed of	12	40	-	-	-	-	1	-	-	-	5	-	58
Loss on foreign exchange	84	-	-	-	-	-	-	-	-	-	-	-	84
<b>Total cost of services</b>	<b>12,228</b>	<b>68,953</b>	<b>7,997</b>	<b>8,111</b>	<b>2,923</b>	<b>4,002</b>	<b>3,093</b>	<b>6,528</b>	<b>17,692</b>	<b>16,013</b>	<b>5,741</b>	<b>9,004</b>	<b>162,285</b>
<b>Revenues from ordinary activities</b>													
Revenue from sales	-	-	-	-	3,129	-	-	-	-	-	-	-	3,129
Regulatory fines	-	-	-	-	-	-	-	-	-	11,588	-	-	11,588
Commonwealth grants and contributions	-	309	-	186	-	-	-	-	-	-	2,300	410	3,205
User charges and fees	138	657	437	678	7	139	23	51	5	3,701	36	1,128	7,000
Interest revenue	-	-	-	-	-	-	-	-	-	218	-	3	221
Proceeds from disposal of non-current assets	21	62	-	-	-	-	-	-	-	-	-	-	83
<b>Total revenues from ordinary activities</b>	<b>159</b>	<b>1,028</b>	<b>437</b>	<b>864</b>	<b>3,136</b>	<b>139</b>	<b>23</b>	<b>51</b>	<b>5</b>	<b>15,507</b>	<b>2,336</b>	<b>1,541</b>	<b>25,226</b>
<b>NET COST OF SERVICES</b>	<b>12,069</b>	<b>67,925</b>	<b>7,560</b>	<b>7,247</b>	<b>(213)</b>	<b>3,863</b>	<b>3,070</b>	<b>6,477</b>	<b>17,687</b>	<b>506</b>	<b>3,405</b>	<b>7,463</b>	<b>137,059</b>
<b>REVENUES FROM STATE GOVERNMENT</b>													
Service appropriation	11,546	67,838	8,961	6,928	339	3,485	3,002	44,198	16,745	5,853	3,449	6,234	178,578
Resources received free of charge	26	514	88	30	10	3	8	504	7	6	8	13	1,217
Assets assumed/transferred	(45)	(28)	(24)	(1,152)	-	-	-	-	-	-	(5)	490	(764)
Liabilities assumed by the Treasurer	62	403	55	57	151	8	6	27	20	20	26	27	862
<b>Total revenues from State Government</b>	<b>11,589</b>	<b>68,727</b>	<b>9,080</b>	<b>5,863</b>	<b>500</b>	<b>3,496</b>	<b>3,016</b>	<b>44,729</b>	<b>16,772</b>	<b>5,879</b>	<b>3,478</b>	<b>6,764</b>	<b>179,893</b>
<b>Change in net assets</b>	<b>(480)</b>	<b>802</b>	<b>1,520</b>	<b>(1,384)</b>	<b>713</b>	<b>(367)</b>	<b>(54)</b>	<b>38,252</b>	<b>(915)</b>	<b>5,373</b>	<b>73</b>	<b>(699)</b>	<b>42,834</b>

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

# ANNUAL REPORT – 2004/2005

## DEPARTMENT OF THE PREMIER AND CABINET Schedule of Expenses and Revenues by Service for the year ended 30 June 2005

	Support for the Premier	Mgmt of State	Mgmt of Policy	Public Sector Mgmt	Publishing Services	Constitutional Centre	Multicultural Interests	Native Title	Science and Innovation	Road Safety	e-Government	Crime Prevention	Total
	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000	2004 \$000
<b>COST OF SERVICES</b>													
<b>Expenses from ordinary activities</b>													
Employee expenses	6,595	30,960	3,467	3,806	1,401	532	1,362	1,228	918	1,345	1,460	578	53,652
Supplies and services	3,455	18,911	1,966	2,466	945	958	691	1,537	411	7,366	1,300	2,024	42,030
Depreciation expense	247	1,470	83	85	244	96	40	57	26	27	51	30	2,456
Accommodation expenses	1,267	7,389	506	618	206	129	139	180	173	22	209	96	10,934
Grants and subsidies	2	1,832	207	168	-	1,458	503	625	14,159	7,288	5,700	3,096	35,038
Capital user charge	179	1,134	112	127	66	16	55	46	32	29	62	26	1,884
Carrying amount of non-current assets disposed of	2	19	-	1	-	-	1	1	-	4	181	-	209
Loss on foreign exchange	47	-	-	-	-	-	-	-	-	-	-	-	47
<b>Total cost of services</b>	<b>11,794</b>	<b>61,715</b>	<b>6,341</b>	<b>7,271</b>	<b>2,862</b>	<b>3,189</b>	<b>2,791</b>	<b>3,674</b>	<b>15,719</b>	<b>16,081</b>	<b>8,963</b>	<b>5,850</b>	<b>148,250</b>
<b>Revenues from ordinary activities</b>													
Revenue from sales	-	-	-	-	3,151	-	-	-	-	-	-	-	3,151
Regulatory fines	-	-	-	-	-	-	-	-	-	11,057	-	-	11,057
Commonwealth grants and contributions	-	315	0	139	-	-	-	-	-	-	5,300	100	5,854
User charges and fees	172	378	622	1,109	4	84	38	137	3	3,898	378	675	7,498
Interest revenue	-	-	0	-	-	-	-	-	-	199	-	7	206
Proceeds from disposal of non-current assets	18	8	-	-	-	-	-	1	-	-	-	-	27
<b>Total revenues from ordinary activities</b>	<b>190</b>	<b>701</b>	<b>622</b>	<b>1,248</b>	<b>3,155</b>	<b>84</b>	<b>38</b>	<b>138</b>	<b>3</b>	<b>15,154</b>	<b>5,678</b>	<b>782</b>	<b>27,793</b>
<b>NET COST OF SERVICES</b>	<b>11,604</b>	<b>61,014</b>	<b>5,719</b>	<b>6,023</b>	<b>(293)</b>	<b>3,105</b>	<b>2,753</b>	<b>3,536</b>	<b>15,716</b>	<b>927</b>	<b>3,285</b>	<b>5,068</b>	<b>118,457</b>
<b>REVENUES FROM STATE GOVERNMENT</b>													
Service appropriation	12,000	60,118	6,850	7,196	117	3,621	2,726	2,272	12,860	1,695	3,507	6,048	119,010
Resources received free of charge	16	405	10	12	3	2	5	228	3	17	11	9	721
Assets assumed/(transferred)	-	(1)	-	-	-	-	-	-	-	-	(188)	-	(189)
Liabilities assumed by the Treasurer	105	287	29	33	52	4	5	12	8	12	12	6	565
<b>Total revenues from State Government</b>	<b>12,121</b>	<b>60,809</b>	<b>6,889</b>	<b>7,241</b>	<b>172</b>	<b>3,627</b>	<b>2,736</b>	<b>2,512</b>	<b>12,871</b>	<b>1,724</b>	<b>3,342</b>	<b>6,063</b>	<b>120,107</b>
<b>Change in net assets</b>	<b>517</b>	<b>(205)</b>	<b>1,170</b>	<b>1,218</b>	<b>465</b>	<b>522</b>	<b>(17)</b>	<b>(1,024)</b>	<b>(2,845)</b>	<b>797</b>	<b>57</b>	<b>995</b>	<b>1,650</b>

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

# ANNUAL REPORT – 2004/2005

## DEPARTMENT OF THE PREMIER AND CABINET Summary of Consolidated Fund Appropriations and Revenue Estimates for the year ended 30 June 2005

	2005 ESTIMATE \$000	2005 ACTUAL \$000	VARIANCE \$000	2005 ACTUAL \$000	2004 ACTUAL \$000	VARIANCE \$000
<b>DELIVERY OF SERVICES</b>						
Item 5 Net amount appropriated to deliver services	142,262	178,105	35,843	178,105	118,470	59,635
Section 25 transfer of appropriation	-	(67)	(67)	(67)	-	(67)
Amount Authorised by Other Statutes Salaries and Allowances Act 1975	500	540	40	540	540	-
<b>Total appropriations provided to deliver services</b>	<b>142,762</b>	<b>178,578</b>	<b>35,816</b>	<b>178,578</b>	<b>119,010</b>	<b>59,568</b>
<b>ADMINISTERED TRANSACTIONS</b>						
Item 6 Administered grants, subsidies and other transfer payments	26,637	8,063	(18,574)	8,063	4,241	3,822
Item 119 Administered capital appropriations	42,000	21,883	(20,117)	21,883	-	21,883
<b>Total administered transactions</b>	<b>68,637</b>	<b>29,946</b>	<b>(38,691)</b>	<b>29,946</b>	<b>4,241</b>	<b>25,705</b>
<b>GRAND TOTAL</b>	<b>211,399</b>	<b>208,524</b>	<b>(2,875)</b>	<b>208,524</b>	<b>123,251</b>	<b>85,273</b>
<b>Details Of Expenses by Service</b>						
Support for the Premier as Head of Government	12,194	12,228	34	12,228	11,794	434
Management of matters of State	61,081	68,953	7,872	68,953	61,715	7,238
Management of policy	7,583	7,997	414	7,997	6,340	1,657
Support for the Premier as Minister for Public Sector Management	7,769	8,111	342	8,111	7,271	840
Parliamentary, statutory and legislative publishing services	3,379	2,923	(456)	2,923	2,862	61
Constitutional Centre	1,777	4,002	2,225	4,002	3,189	813
Multicultural Interests	2,795	3,093	298	3,093	2,791	302
Native Title	12,280	6,528	(5,752)	6,528	3,674	2,854
Science and Innovation	26,860	17,692	(9,168)	17,692	15,719	1,973
Road Safety	15,872	16,013	141	16,013	16,081	(68)
E-Government	7,308	5,741	(1,567)	5,741	8,963	(3,222)
Crime Prevention	8,018	9,004	986	9,004	5,851	3,153
Total Cost of Services	166,916	162,285	(4,631)	162,285	146,250	16,035
less total revenues from ordinary activities	(23,322)	(25,226)	(1,904)	(25,226)	(27,793)	2,567
Net Cost of Services	143,594	137,059	(6,535)	137,059	118,457	18,602
Adjustments (i)	(832)	41,519	42,351	41,519	553	40,966
<b>Total appropriations provided to deliver services</b>	<b>142,762</b>	<b>178,578</b>	<b>35,816</b>	<b>178,578</b>	<b>119,010</b>	<b>59,568</b>
<b>Capital Expenditure</b>						
Purchase of non-current physical assets	2,100	2,622	522	2,622	2,237	385
Corporate Services and Procurement Implementation	42,000	15,672	(26,328)	15,672	0	15,672
Adjustment for other funding sources	(2,100)	3,589	5,689	3,589	(2,237)	5,826
<b>Capital Contribution (appropriation)</b>	<b>42,000</b>	<b>21,883</b>	<b>(20,117)</b>	<b>21,883</b>	<b>0</b>	<b>21,883</b>
<b>DETAILS OF REVENUE ESTIMATES</b>						
Revenues disclosed as Administered Revenues	26,637	8,079	(18,558)	8,079	4,241	3,838

(i) Adjustments are related to movements in cash balances and other accrual items such as receivables, payables and superannuation.

The Summary of Consolidated Fund Appropriations, Variance to Budget and Actual should be read in conjunction with the accompanying notes. This Summary provides the basis for the Explanatory Statement information requirements of TI 945, set out in Note 30.

**DEPARTMENT OF THE PREMIER AND CABINET****NOTES TO THE FINANCIAL STATEMENTS**

*for the year ended 30 June 2005*

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**1 Departmental mission and funding**

The Department's mission is to ensure the Premier's requirements and those of Cabinet are met.

The Department is predominantly funded by Parliamentary appropriations. In addition, the Treasurer approved a number of arrangements whereby the Department could recoup from various sources and retain those funds under Net Appropriation agreements. The financial statements encompass all funds through which the Department controls resources to carry on its functions.

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

**2 Significant accounting policies**

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

**General Statement**

The financial statements constitute a general purpose financial report which has been prepared in accordance with Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording. The *Financial Administration and Audit Act 1985* and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector, together with the need for greater disclosure and also to satisfy accountability requirements.

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

**Basis of Accounting**

The financial statements have been prepared in accordance with Accounting Standard AAS 29 "Financial Reporting by Government Departments".

The statements have been prepared on the accrual basis of accounting using the historical cost convention, with the exception that certain non-current physical assets have been introduced at the written down cost. Additions to non-current physical assets since valuation are stated at cost.

**DEPARTMENT OF THE PREMIER AND CABINET****NOTES TO THE FINANCIAL STATEMENTS***for the year ended 30 June 2005*

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

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

**(a) Service Appropriation**

Service Appropriations are recognised as revenues in the period in which the Department gains control of the appropriated funds. The Department gains control of appropriated funds at the time those funds are deposited into the Department's bank account or credited to the holding account held at the Department of Treasury and Finance.

**(b) Contributed Equity**

Under UIG 38 "Contributions by Owners Made to Wholly-Owned Public Sector Entities" transfers in the nature of equity contributions must be designated by the Government (owners) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions in the financial statements. Capital contributions (appropriations) have been designated as contributions by owners and have been credited directly to Contributed Equity in the Statement of Financial Position.

**(c) Net Appropriation Determination**

Pursuant to section 23A of the *Financial Administration and Audit Act 1985*, the net appropriation determination by the Treasurer provides for retention of the following moneys received by the Department:

- \* Proceeds from fees and charges;
- \* Proceeds from training courses provided;
- \* One-off revenues from the sale of property other than real property; and
- \* Other departmental revenue.

In accordance with the determination, the Department retained \$25.226 million in 2005 (\$27.793 million in 2004).

Retained revenues are only applied to the services specified in the 2004/05 Budget Statements.

**DEPARTMENT OF THE PREMIER AND CABINET****NOTES TO THE FINANCIAL STATEMENTS***for the year ended 30 June 2005*

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**(d) Grants and Other Contributions**

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the Department obtains control over the assets comprising the contributions. Control is normally obtained upon their receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

**(e) Revenue Recognition**

Revenue from the sale of goods and disposal of other assets and the rendering of services, is recognised when the Department has passed control of the goods or other assets or delivery of the service to the customer.

**(f) Acquisitions of assets**

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition. Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Assets costing less than \$1,000 are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

**(g) Depreciation of non-current assets**

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner which reflects the consumption of their future economic benefits.

Depreciation is calculated on the straight line basis, using rates which are reviewed annually. Expected useful lives for each class of depreciable asset are:

Furniture and fittings	10 years
Plant and equipment	5 years
Computer hardware/software	3 years
Office establishment	4 years

Works of art controlled by the Department are anticipated to have very long and indeterminate lives. Their service potential has not, in any material sense, been consumed during the reporting period. As such, no amount for depreciation has been recognised in respect of them.



**DEPARTMENT OF THE PREMIER AND CABINET**

**NOTES TO THE FINANCIAL STATEMENTS**

*for the year ended 30 June 2005*

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**(h) Leases**

The Department has entered into a number of operating lease arrangements for the rent of the office buildings, office equipment and motor vehicles where the lessor effectively retains all of the risks and benefits incident to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property.

**(i) Cash**

For the purpose of the Statement of Cash Flows, cash includes cash assets and restricted cash assets.

**(j) Accrued Salaries**

The accrued salaries suspense account (refer note 14) consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

Accrued salaries (refer note 22) represents the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a few days of the financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to the net fair value.

**(k) Inventories**

Inventories are valued at the lower of cost and net realisable value. Costs are assigned by the method most appropriate to each particular class of inventory, with the majority being valued on a first in first out basis.

Inventories not held for resale are valued at cost unless they are no longer required, in which case they are valued at net realisable value.

**(l) Receivables**

Receivables are recognised at the amounts receivable as they are due for settlement no more than 30 days from the date of recognition.

Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off.

**(m) Investments**

Investments are brought to account at the lower of cost and recoverable amount.

Interest revenues are recognised as they are accrued.

**DEPARTMENT OF THE PREMIER AND CABINET****NOTES TO THE FINANCIAL STATEMENTS***for the year ended 30 June 2005*

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**(n) Payables**

Payables, including accruals not yet billed, are recognised when the Department becomes obliged to make future payments as a result of a purchase of assets or services. Payables are generally settled within 30 days.

**(o) Employee benefits****Annual leave**

This benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

**Long service leave**

The liability for long service leave expected to be settled within 12 months of the reporting date is recognised in the provisions for employee benefits and is measured at the nominal amounts expected to be paid when the liability is settled. The liability for long service leave expected to be settled more than 12 months from the reporting date is recognised in the provisions for employee benefits and is measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given, when assessing future payments, to expected future wage and salary levels including relevant on costs, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

**Superannuation**

Staff may contribute to the Pension Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to either of these schemes become non-contributory members of the West State Superannuation Scheme, an accumulation fund. The Department contributes to this accumulation fund in compliance with the Commonwealth Government's *Superannuation Guarantee (Administration) Act 1992*. All of these schemes are administered by the Government Employees Superannuation Board (GESB).

The superannuation expense comprises the following elements:

- (i) change in the unfunded employer's liability in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and
- (ii) employer contributions paid to the Gold State Superannuation Scheme and the West State Superannuation Scheme.

The superannuation expense does not include payment of pensions to retirees, as this does not constitute part of the cost of services provided by the Department in the current year.

**DEPARTMENT OF THE PREMIER AND CABINET****NOTES TO THE FINANCIAL STATEMENTS***for the year ended 30 June 2005*

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A revenue "Liabilities assumed by the Treasurer" equivalent to (i) is recognised under Revenues from State Government in the Statement of Financial Performance as the unfunded liability is assumed by the Treasurer. The GESB makes the benefit payments and is recouped by the Treasurer.

The Department is funded for employer contributions in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund.

The liabilities for superannuation charges under the Gold State Superannuation Scheme and West State Superannuation Scheme are extinguished by payment of employer contributions to the GESB.

**Employee benefit on-costs**

Employee benefit on-costs are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities and expenses. (See notes 4 and 21).

**(p) Resources Received Free of Charge**

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

**(q) Foreign Currency Translation**

The Department has offices in North Asia, Europe and the Middle East. Transactions denominated in a foreign currency are translated at the rates in existence at the dates of the transactions. Foreign currency receivables and payables at reporting date are translated at exchange rates current at reporting date. Exchange gains and losses are brought to account in determining the result for the year.

This translation is consistent with the requirements of Australian Accounting Standard AASB1012 'Foreign Currency Translation' under the Temporal Method.

**(r) Comparative Figures**

Comparative figures are, where appropriate, reclassified so as to be comparable with the figures presented in the current financial year.

**(s) Rounding of amounts**

Amounts in the financial statements have been rounded to the nearest thousand dollars.

**DEPARTMENT OF THE PREMIER AND CABINET**

**NOTES TO THE FINANCIAL STATEMENTS**

*for the year ended 30 June 2005*

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**3 Services of the Department**

Information about the Department's services is set out in the Schedule of Expenses and Revenues by Service. Information about the Department's administered expenses, revenues, assets and liabilities is set out in note 34.

The twelve services of the Department are:

**Service 1 - Support for the Premier as Head of Government**

The Department provides administrative support and advice responsive to the Premier's requirements as Head of Government. This output also includes the promotion of Western Australia's interests overseas and communicating Government policies and activities.

**Service 2 - Management of matters of State**

The Department provides a range of services on behalf of the Premier including support for the functions of executive government; administration of entitlements for Members of Parliament; support for ministerial offices and the leaders of the opposition parties; developing whole of government positions on treaties, defence, federal reform and other matters raised through the Council of Australian Governments; managing and coordinating Western Australian Government input to federal negotiations; and coordinating delivery

of government services provided to the Indian Ocean Territories on behalf of the Commonwealth Government. This service also includes the corporate services function provided to; the Office of the Public Sector Standards Commissioner; the Parliamentary Commissioner for Administrative Investigations; and the Department of Treasury and Finance.

**Service 3 - Management of Policy**

The Department provides advice to and co-ordination for the Premier and Cabinet on key key policy matters to ensure an effective government-wide perspective in the areas of; economic policy; environmental policy; regional policy; social policy; and sustainability.

This service also provides support to Cabinet Standing Committees. The Cabinet Standing Committees have endorsed terms of reference which include overseeing Cabinet decision-making and advising Cabinet on the impact of Government policies and decisions on Western Australian communities. The Standing Committees' key priorities include developing policies which include social and environmental, as well as economic and regional objectives.

**Service 4 - Support for the Premier as Minister for Public Sector Management**

The Department provides advice, assistance and support to the Minister for Public Sector Management and the public sector on a range of public sector management matters, particularly functions under the *Public Sector Management Act 1994*, including as the employer of Chief Executive Officers and manager of the Senior Executive Service; quality human resource management and change, including redeployment and recruitment programs and management and workforce development; whole-of-government reporting on public sector workforce demographics, trends and management issues; and support for organisational restructuring and promotion of whole-of-government management improvement strategies and special projects.

**DEPARTMENT OF THE PREMIER AND CABINET**

**NOTES TO THE FINANCIAL STATEMENTS**

*for the year ended 30 June 2005*

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**Service 5 - Parliamentary, statutory and legislative publishing service**

Through the State Law Publisher, the Department provides a secure, confidential and time critical printing and publishing service to meet the needs of Parliament and Government.

**Service 6 - Management of the Constitutional Centre programs**

The Government is committed to helping educate the community on the Western Australian and Commonwealth Constitutions and the Federal system of government through the provision of exhibitions and programs at the Constitutional Centre.

**Service 7 - Promotion and support multiculturalism in Western Australia**

The Office of Multicultural Interests assists Government to promote and support multiculturalism by promoting the ideals of multiculturalism to public sector agencies by developing and influencing policies that reflect these principles; and providing information to the culturally and linguistically diverse communities on the availability of public sector services.

**Service 8 - Native Title policy development, implementation and negotiation**

This service implements Government's Native Title objectives through, resolution of Native Title applications; minimising the State's exposure to compensation liability for invalid future acts and/or compensation for the extinguishment or impairment of native title; resolution of native title compensation applications wherever possible by agreement; developing and implementing policies, procedures and practices across Government that ensure the future act regime is administered efficiently and consistently; and negotiation and involvement in the implementation of project agreements.

**Service 9 - Science and innovation promotion and support**

This service coordinates implementation of Government's InnovateWA policy and strategy by undertaking science policy development and providing support to the Premier's Science Council; identifying and promoting science and innovation opportunities; supporting the development of Western Australian research capability and infrastructure; administering research scholarships and fellowships; and promoting science and innovation in schools and through the Scitech Discovery Centre.

**Service 10 - Support for the implementation of the State's road safety initiatives**

This service provides support to the Road Safety Council to undertake implementation, monitoring and evaluation of the State's road safety initiatives.

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

**Service 11 - e-Government policy and coordination**

This service's role is to develop an e-government strategy for the public sector; develop a policy framework, standards and guidelines that are consistent with national and international best practice; coordinate and facilitate cross sector implementation of the strategy and policy framework; initiate, lead and coordinate strategic e-government projects; and encourage a better understanding of e-government and promote its benefits to the public sector, business and the community.

**Service 12 - Implementation of the State Crime Prevention Strategy**

This service implements the State Crime Prevention Strategy by providing high level advice to Government; conducting policy research and development to identify effective methods to reduce crime; establishing community safety and crime prevention partnerships and plans; communicating with key stakeholders and the community; and managing and evaluating projects supported by grant funding.

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>4 Employee expenses</b>		
Wages and salaries	57,386	46,791
Superannuation	5,631	4,554
Long service leave	1,145	1,390
Annual leave	756	707
Other related expenses (i)	(114)	210
	<u>64,804</u>	<u>53,652</u>

- (i) These employee expenses include superannuation, workers compensation premiums and other employment on-costs associated with the recognition of annual and long service leave liability. The related on-costs liability is included in employee benefit liabilities at Note 21.

**5 Supplies and Services**

Professional services	10,266	8,566
Consultants	1,082	4,951
Travel	5,598	5,258
Other staff costs	2,602	2,522
Communications	2,144	2,115
Consumables	2,880	3,132
Other administration costs	15,273	15,486
	<u>39,845</u>	<u>42,030</u>

**6 Depreciation**

Furniture and fittings	61	74
Plant and equipment	629	613
Computer hardware and software	1,098	1,093
Office establishment	857	676
	<u>2,645</u>	<u>2,456</u>

**DEPARTMENT OF THE PREMIER AND CABINET**

**NOTES TO THE FINANCIAL STATEMENTS**

*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>7 Accommodation expenses</b>		
Lease rentals and outgoings	11,295	10,934
<b>8 Grants and Subsidies</b>		
<u>Recurrent</u>		
Subsidies and community grants	9,802	5,351
Government agency grants	7,162	7,581
External grants	24,732	22,106
	<u>41,696</u>	<u>35,038</u>
<b>9 Capital User Charge</b>		
A capital user charge rate of 8% has been set by the Government and represents the opportunity cost of capital invested in the net assets of the Department used in the provision of services. The charge is calculated on the net assets adjusted to take account of exempt assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.	<u>1,858</u>	<u>1,884</u>
<b>10 Net gain/(loss) on disposal of non-current assets</b>		
Carrying amount of non-current assets disposed of	58	209
<u>Gain on Disposal of Non-Current Assets</u>		
Plant and equipment	47	11
<u>Loss on Disposal of Non-Current Assets</u>		
Computer hardware	(8)	(24)
Computer software	-	(169)
Office Establishment	(14)	-
Net gain/(loss)	<u>25</u>	<u>(182)</u>
<b>11 User charges and fees</b>		
Contributions by senior officers to the Government Vehicle Scheme	162	154
Provision of services	569	1,024
Recoups	570	388
Sponsorships	3,281	3,772
Other revenue	2,418	2,160
	<u>7,000</u>	<u>7,498</u>

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>12 Revenues from Government</b>		
Appropriation revenue received during the year:		
Service appropriations (i)	178,578	119,010
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation (ii)	862	565
The following assets have been assumed from/(transferred to) other state government agencies during the financial year: (iii)		
Cash	(762)	(180)
Computer hardware	(2)	(9)
Total assets assumed/(transferred)	<u>(764)</u>	<u>(189)</u>
Resources received free of charge (iv)		
Determined on the basis of the following estimates provided by agencies:		
Department of Education and Training - staff secondment	81	47
Department of Land Information - title searches and land information	73	81
Department of Housing and Works - lease administration services	284	254
Department of Justice - legal services	712	261
Department of Treasury and Finance - procurement services	67	78
	<u>1,217</u>	<u>721</u>
	<u>179,893</u>	<u>120,107</u>

- (i) Service appropriations are accrual amounts reflecting the full cost of services delivered. The appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.
- (ii) The assumption of the superannuation liability by the Treasurer is only a notional revenue to offset the notional superannuation expense reported in respect of current employees who are members of the pension scheme and current employees who have a transfer benefit entitlement under the Gold State Superannuation scheme.
- (iii) From 1 July 2002 non-discretionary non-reciprocal transfers of net assets (ie. Restructuring of administrative arrangements) have been classified as Contributions by Owners (CBOs) under TI 955 and are taken directly to equity.
- (iv) Where assets or services have been received free of charge or for nominal consideration, the Department recognises revenues (except where the contributions of assets or services are in the nature of contributions by owners in which case the Department shall make a direct adjustment to equity) equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.



**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>13 Cash Assets</b>		
Operating Trust Account at Treasury	60,985	20,147
Cash on hand	37	132
Cash at bank - Tokyo representative office	137	263
- Dubai representative office	63	39
- London representative office	299	303
	<u>61,521</u>	<u>20,884</u>
<b>14 Restricted Cash assets</b>		
<u>Current</u>		
Westfield Premier's Education Scholarship (i)	11	16
Youth Vehicle Theft Offender Program (i)	19	29
Road Trauma Trust Fund (i)	4,903	1,925
Accrued salaries suspense account (ii)	-	1,594
	<u>4,933</u>	<u>3,564</u>
(i) Cash held in these accounts is to be used only for the purposes as prescribed in the Trust accounts referred to in Note 32.		
(ii) Amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.		
<b>15 Inventories</b>		
<u>Current</u>		
Inventories held for resale		
- Publications	107	116
Inventories not held for resale		
- Stationery stores and material	27	24
The aggregate carrying amount recognised and included in the financial statements	<u>134</u>	<u>140</u>
<b>16 Receivables</b>		
Trade debtors	4,469	2,003
GST receivable	1,297	1,828
	<u>5,766</u>	<u>3,831</u>
<b>17 Amounts receivable for services</b>		
Current	1,834	2,100
Non-current	12,069	10,906
	<u>13,903</u>	<u>13,006</u>
This asset represents 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.		

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>18 Other Assets</b>		
Prepayments	2,261	2,603
<b>19 Plant, equipment and vehicles</b>		
Furniture and Fittings		
At cost	636	879
Accumulated depreciation	(332)	(323)
	304	556
Plant and Equipment		
At cost	5,032	4,264
Accumulated depreciation	(3,124)	(2,854)
	1,908	1,410
Computer hardware		
At cost	5,111	5,422
Accumulated depreciation	(3,606)	(3,792)
	1,505	1,630
Computer Software		
At cost	837	622
Accumulated depreciation	(646)	(552)
	191	70
Office Establishment		
At cost	5,649	5,142
Accumulated depreciation	(4,065)	(3,233)
	1,584	1,909
<b>Total</b>	<b>5,492</b>	<b>5,575</b>

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**19 Plant, equipment and vehicles - (con't)**

Reconciliations

Reconciliations of the carrying amounts of plant, equipment and vehicles at the beginning and end of the current and previous financial year are set out below:

	<b>Furniture and Fittings</b>	<b>Plant and Equipment</b>	<b>Computer Hardware</b>	<b>Computer Software</b>	<b>Office Establishment</b>	<b>Total</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
<b>2005</b>						
Carrying amount at start of year	556	1,410	1,630	70	1,909	5,575
Additions	44	1,060	980	215	323	2,622
Transfers	(223)	85	(87)	-	223	(2)
Disposals	(12)	(18)	(14)	-	(14)	(58)
Depreciation	(61)	(629)	(1,004)	(94)	(857)	(2,645)
Carrying amount at end of year	304	1,908	1,505	191	1,584	5,492

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>20 Payables</b>		
Trade payables	3,431	2,000
	<hr/>	<hr/>
<b>21 Provisions</b>		
Current		
Annual leave	5,367	4,627
Long service leave	3,809	2,835
48/52 leave arrangements	2	1
Other (i)	822	800
	<hr/>	<hr/>
	10,000	8,263
Non-current		
Long service leave	4,593	4,443
Deferred salary scheme	36	16
Other (i)	336	473
	<hr/>	<hr/>
	4,965	4,932

- (i) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including superannuation and workers compensation premiums. The liability for such on-costs is included here. The associated expense is included under Other related expenses (under Employee expenses) at Note 4.

The Department considers the carrying amount of employee benefits to approximate the net fair value.

**Employee Benefit Liabilities**

The aggregate employee benefit liability recognised and included in the financial statements is as follows:

Provision for employee benefits:		
Current	10,000	8,263
Non-current	4,965	4,932
	<hr/>	<hr/>
	14,965	13,195

**22 Other Liabilities**

Accrued salaries	-	1,618
Departmental advance	8	18
	<hr/>	<hr/>
	8	1,636

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>23 Equity</b>		
Equity represents the residual interest in the net assets of the Department.		
The Government holds the equity interest in the Department on behalf of the community. The asset revaluation reserve represents that portion of equity resulting from the revaluation of non-current assets.		
<b>Contributed equity</b>		
Opening Balance	22,327	22,327
Capital Contributions (i)	-	-
Closing Balance	<u>22,327</u>	<u>22,327</u>

(i) Capital Contributions have been designated as contributions by owners and are credited directly to equity in the Statement of Financial Position.

**Reserves**

Asset revaluation reserve (ii)		
Opening Balance	868	868
Revaluations during the year	-	-
Closing Balance	<u>868</u>	<u>868</u>

(ii) The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets.

**Accumulated surplus/(deficiency)**

Opening Balance	9,577	7,927
Change in net assets	42,834	1,650
Closing Balance	<u>52,411</u>	<u>9,577</u>

**24 Notes to the Statement of Cash Flows**

(a) Reconciliation of cash

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial

Position as follows:

Cash assets (refer to note 13)	61,521	20,884
Restricted cash assets (refer to note 14)	4,933	3,564
	<u>66,454</u>	<u>24,448</u>

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>24 Notes to the Statement of Cash Flows - (con't)</b>		
(b) Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities		
Net cost of services	(137,059)	(118,457)
Non-cash items:		
Depreciation and amortisation expense	2,645	2,456
Superannuation expense	862	565
Resources received free of charge	1,217	721
Net (gain)/loss on sale of plant and equipment	(25)	182
Net (gain)/loss on foreign exchange	84	47
(Increase)/decrease in assets:		
Current receivables (ii)	(2,415)	(1,472)
Current inventories	6	65
Other current assets	342	531
Increase/(decrease) in liabilities:		
Current payables (ii)	1,405	(2,518)
Current provisions	1,737	762
Other current liabilities	(1,617)	566
Non current provisions	33	1,581
Net GST receivables/payables (i)	531	(799)
Net cash provided by/(used in) operating activities	<u>(132,254)</u>	<u>(115,770)</u>
(i) This is the net GST paid/received, ie cash transactions, with reversals in receivables and payables.		
(ii) Note that ATO receivable/payable in respect of GST and receivable/payable in respect of sale/purchase of non-current assets are not included in these items as they are not reconciling items.		

**25 Resources provided free of charge**

During the year the following resources were provided to other agencies free of charge for functions outside the normal operations of the Department:

Department of Treasury and Finance - Corporate Services	180	168
Office of the Public Sector Standards Commissioner - Corporate Services	87	76
Anti-Corruption Commission - Corporate Services	-	94
Parliamentary Commissioner for Administrative Investigations - Corporate services	73	62
Governor's Establishment - Corporate Services	15	58
Salaries and Allowances Tribunal - Corporate Services	29	12
Functional Review Implementation - Staff secondments	216	-
Healthway - Corporate Services	3	3
	<u>603</u>	<u>473</u>

All the above expenses form part of the Department's net cost of services.

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>26 Commitments for expenditure</b>		
(a) Lease commitments		
Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities are payable:		
Non-cancellable operating lease commitments:		
Within 1 year	5,695	6,751
Later than 1 year and not later than 5 years	5,625	7,931
Later than 5 years	-	99
	<u>11,320</u>	<u>14,782</u>
Motor vehicle leases as part of the "whole of Government" arrangement:		
Within 1 year	1,007	872
Later than 1 year but not later than 5 years	422	497
	<u>1,429</u>	<u>1,370</u>
Accommodation leases occupied by the Department:		
Within 1 year	4,688	5,879
Later than 1 year and not later than 5 years	5,203	7,434
Later than 5 years	-	99
	<u>9,891</u>	<u>13,412</u>
Other expenditure commitments for grants contracted for at reporting date		
(b) but not recognised as liabilities, are payable as follows:		
Within 1 year	3,116	3,048
Later than 1 year but not later than 5 years	6,445	9,561
	<u>9,561</u>	<u>12,609</u>

These commitments are all inclusive of GST.

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>

**27 Remuneration of Senior Officers**

Remuneration

The number of senior officers, whose total of fees, salaries, superannuation and other benefits for the financial year, fall within the following bands are:

\$	2004/05	2003/04
0 - 10,000	-	1
40,001 - 50,000	-	1
60,001 - 70,000	-	1
100,001 - 110,000	-	1
110,001 - 120,000	1	3
120,001 - 130,000	2	2
130,001 - 140,000	4	1
140,001 - 150,000	1	1
150,001 - 160,000	3	-
170,001 - 180,000	-	2
190,001 - 200,000	1	-
200,001 - 210,000	1	-
240,001 - 250,000	-	1
260,001 - 270,000	1	-

The total remuneration of senior officers is: 2,184      1,691

The superannuation included here represents the superannuation expense incurred by the Department in respect of senior officers.

No senior officers are members of the Pension Scheme.

**28 Remuneration of Auditor**

Remuneration to the Auditor General for the financial year is as follows:

Auditing the accounts, financial statements and performance indicators 105      98

**29 Contingent Liabilities**

**Native Title Claims**

The Office of Native Title may from time to time be involved in the negotiation of agreements with native title holders and/or registered native title claimants over the doing of future acts or in respect of the validation of invalid future acts such as compulsory acquisitions in relation to land and the granting of mining tenements. These agreements may involve the payment of money to native title parties.



**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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Also, in the future, there may be a need for compensation to be determined in respect of acts, which extinguish or impair native title, effected after 31 October 1975, either by the Federal Court, or by negotiations between native title holders and the State.

It is not practical to estimate the potential financial effect of these claims at this point in time.

**30 Explanatory Statement**

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

The following explanations are provided in accordance with Treasurer's Instruction 945. Significant variations are considered to be those greater than 10% from the 2004/05 budget estimate.

**(a) Significant variances between estimate and actual - Total appropriation to purchase services:**

**Recurrent**

**1 Management of matters of State - \$7,872,000 increase**

The increase was mainly due to the Government's support of the tsunami appeals, post election costs and special inquiries.

**2 Parliamentary, statutory and legislative publishing services - \$456,000 decrease**

There were underspendings in a number of areas such as salaries, communications, consumables and maintenance.

**3 Constitutional Centre - \$2,225,000 increase**

The higher cost relates mainly to the Royal Show free entry grant.

**4 Multicultural Interests - \$298,000 increase**

There was a carryover of funds from 2003/04 which was spent in 2004/05, the WA on Show initiative and back pay for salaries also caused the increase in expenditure over budget.

**5 Native Title - \$5,752,000 decrease**

The lower than anticipated grant expenditure has resulted in the decrease, of the total amount budgeted, \$7.75 million has been repositioned into 2005/06.

**6 Science and Innovation - \$9,168,000 decrease**

The lower than anticipated grant expenditure has resulted in the decrease, of the total amount budgeted, \$9.973 million has been repositioned into the outyears.

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**7 e-Government - \$1,567,000 decrease**

The budget for 2004/05 estimated that expenditure for the National Communication Fund would be incurred in that year, however the receipt from the Commonwealth and payment for this initiative were paid earlier than expected in 2003/04.

**8 Crime Prevention - \$986,000 increase**

The increase relates to a new initiative "Responsible Parenting Orders and Contracts".

**9 Capital Contribution - \$20,117,000 decrease**

The overall decrease is the result of repositioning of expenditure on the establishment of the Office of Shared Services and to Department of Treasury and Finance for procurement reform initiatives.

**10 Administered Revenues - \$18,558,000 decrease**

Revenue from Government was repositioned following advice that not all the funds for the establishment of the Office of Shared Services and procurement reform would be required in 2004/05.

**(b) Significant variances between actual and prior year actual - Total appropriation to purchase services:**

**11 Management of matters of State - \$7,238,000 increase**

The increased expenditure in 2004/05 is the result of donations associated with the tsunami appeal, post election costs and various special inquiries.

**12 Management of Policy - \$1,657,000 decrease**

There were a number of new initiatives in 2004/05 including the feasibility into the Kimberley water canal project.

**13 Support for the Premier as Minister for Public Sector Management - \$840,000 increase**

The increase in 2004/05 is the result of additional expenditure on the Recruitment Advertising Management System project and advertising for Public Notices and Job Board.

**14 Constitutional Centre - \$813,000 increase**

The higher expenditure is the result of the grant for free entry to the Royal Show in 2004/05, being partly offset by a reduction in expenditure in 2003/04 for the 175th Anniversary of the Swan River Colony.

**15 Native Title - \$2,854,000 increase**

The increase is mainly due to higher grant expenditure in 2004/05.

**16 Science and Innovation - \$1,973,000 increase**

Higher grant expenditure has contributed to the increase in 2004/05.

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**17 e-Government - \$3,222,000 decrease**

The decrease is a result of expenditure on the National Communication Fund in 2003/04 being much higher than the payments for the same initiative in 2004/05.

**18 Crime Prevention - \$3,153,000 increase**

There were a number of new initiatives in 2004/05 such as "Responsible Parenting Orders and Contracts", increases in grants and an increase in the "Crime Prevention through Environmental Design" project.

**19 Retained Revenue - \$2,567,000 decrease**

The decreased revenue is mainly due to funds received from the Commonwealth for the National Communication Fund project managed by the Office of e-Government being lower in 2004/05 than the same receipts for 2003/04.

**20 Capital Contribution - \$21,883,000 increase**

The variance in 2004/05 is due to an increase in appropriation provided to meet the costs for the establishment of the Office of Shared Services and payments to the Department of Treasury and Finance for procurement reform.

**21 Administered Revenues - \$3,838,000 increase**

The variance reflects an increased appropriation to meet the costs of establishing the Office of Shared Services and payments for procurement reform.

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>31 Supplementary Financial Information</b>		
Public and other property, revenue and debts to the State written off in accordance with section 45 of the <i>Financial Administration and Audit Act 1985</i> by:		
The Accountable Officer	2	1
Gifts of public property		
Various gifts to distinguished persons by the Premier and other senior officers	29	35

**32 Trust Accounts**

**The Gerald Frank Brown Memorial Trust**

Purpose of the Trust

To hold money:

- bequeathed to the Government of Western Australia by Gerald Frank Brown and subsequently appropriated by Parliament; and

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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- received from private organisations and persons for the provision of scholarships and studentships to young persons from the European Economic Community to visit Western Australia and/or young persons from Western Australia to visit countries within the European Economic Community to undertake approved educational activities for the purpose of promoting and enhancing the social, cultural, historical and economic ties between Western Australia and Europe.

	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
Opening Balance	315	306
Plus contributions	11	8
Less payments	(4)	(4)
Unrealised gain/(loss) on translation	(21)	5
Closing balance	<u>301</u>	<u>315</u>

Overseas transactions have been translated in accordance with AASB1012, 'Foreign Currency Translation' using the Temporal Method.

**Young Vehicle Theft Offender Program**

Purpose of the Trust

To receive and hold in trust, moneys payable to the contracting parties(Commonwealth Attorney General's Department, National Motor Vehicle Theft Reduction Council Inc and the Department of the Premier and Cabinet) pursuant to clause 14(3) of the Young Vehicle Theft Offender Program Agreement.

Opening balance	29	105
Receipts	346	126
Payments	(356)	(202)
Closing balance	<u>19</u>	<u>29</u>

**Road Trauma Trust Fund**

Purpose of the Trust

To receive and hold funds from the Department for Planning and Infrastructure and Department of Justice from photographic based vehicle infringement notices for the purposes as specified by section 12 of the *Road Safety Council Act 2002*.

Opening balance	1,925	2,740
Receipts	18,527	15,570
Payments	(15,549)	(16,385)
Closing balance	<u>4,903</u>	<u>1,925</u>

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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	<b>2005</b>	<b>2004</b>
	<b>\$000</b>	<b>\$000</b>
<b>Westfield Premiers Education Scholarship</b>		
<u>Purpose of the Trust</u>		
To receive and hold in trust donations from Westfield Holdings Ltd and Ginger Max (Australia) Pty Ltd to support and encourage educational and cultural exchange between Western Australia and other countries as a means of improving the quality of Australian education with respect to secondary school teachers.		
Opening balance	16	25
Receipts	72	72
Payments	(77)	(81)
Closing balance	<u>11</u>	<u>16</u>

**Burrup - Maitland Industrial Estates Trust Account**

The Department holds funds in a trustee capacity for the Burrup-Maitland Industrial Estates.

At 30 June 2005 the balance of the account was \$3,783,000, including \$283,000 in interest.

**DEPARTMENT OF THE PREMIER AND CABINET**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*for the year ended 30 June 2005*

### 33 Financial Instruments

#### (a) Interest Rate Risk Exposure

The following table details the Department's exposure to interest rate risk at the reporting date:

	Weighted average effective interest rate	Variable interest rate	Fixed Interest Rate Less than 1 Year	1 to 5 Years	Maturity More than 5 Years	Non- Interest Bearing	Total
	%	\$000	\$000	\$000	\$000	\$000	\$000
<u>30 June 2005</u>							
Financial Assets							
Cash Assets	1.773	299	-	-	-	61,222	61,521
Restricted Cash Assets	5.312	4,922	-	-	-	11	4,933
Receivables		-	-	-	-	5,766	5,766
Amounts receivable for services		-	-	-	-	13,903	13,903
		5,221	-	-	-	80,902	86,123
Financial Liabilities							
Payables		-	-	-	-	3,431	3,431
Other		-	-	-	-	8	8
		-	-	-	-	3,439	3,439
<u>30 June 2004</u>							
Financial assets							
Cash Assets	1.229	303	-	-	-	20,581	20,884
Restricted Cash Assets	5.017	1,954	-	-	-	1,610	3,564
Receivables		-	-	-	-	3,831	3,831
Amounts receivable for services		-	-	-	-	13,006	13,006
		2,257	-	-	-	39,028	41,285
Financial Liabilities							
Payables		-	-	-	-	2,000	2,000
Other		-	-	-	-	1,636	1,636
		-	-	-	-	3,636	3,636

#### (b) Credit Risk Exposure

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

#### (c) Net Fair Values

The carrying amount of financial assets and financial liabilities recorded in the financial statements are not materially different from their net fair values, determined in accordance with the accounting policies disclosed in Note 2 to the financial statements.

## DEPARTMENT OF THE PREMIER AND CABINET

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2005

**34 Administered Transactions****(a) Office of Science and Innovation - InnovateWA**

The Office of Science and Innovation is responsible for administering the InnovateWA capital grants project which was to be provided to the Scitech Discovery Centre.

**(b) Functional Review Implementation**

Funding for the Functional Review Implementation includes set-up costs for the Office of Shared Services and procurement reform initiatives.

	2005 \$000	2004 \$000
<b>Administered Expenses and Revenues</b>		
<b>Expenses</b>		
Employee expenses	5,699	-
Supplies and services	8,956	-
Depreciation	39	-
Accommodation expenses	38	-
Grants and subsidies	3,720	2,241
Assets transferred out	6,104	-
<b>Total administered expenses</b>	<b>24,556</b>	<b>2,241</b>
<b>Revenues</b>		
Other Receipts	16	-
Resources received free of charge	587	-
Appropriations	8,063	4,241
<b>Total administered revenues</b>	<b>8,666</b>	<b>4,241</b>
<b>Administered Assets and Liabilities</b>		
<b>Current Assets</b>		
Cash assets	8,364	2,000
Receivables	124	-
<b>Total Administered Current Assets</b>	<b>8,488</b>	<b>2,000</b>
<b>Non-Current Assets</b>		
Plant, equipment and vehicles	200	-
<b>Total Administered Non-Current Assets</b>	<b>200</b>	<b>0</b>
<b>Total Administered Assets</b>	<b>8,688</b>	<b>2,000</b>
<b>Current Liabilities</b>		
Accounts Payable	49	-
Provisions	409	-
<b>Total Administered Current Liabilities</b>	<b>458</b>	<b>0</b>
<b>Non-Current Liabilities</b>		
Provisions	238	-
<b>Total Administered Non-Current Liabilities</b>	<b>238</b>	<b>0</b>
<b>Total Administered Liabilities</b>	<b>696</b>	<b>0</b>

## DEPARTMENT OF THE PREMIER AND CABINET

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2005

**35 Affiliated Bodies****Salaries and Allowances Tribunal**

The Tribunal, established by section 5 of the *Salaries and Allowances Act 1975*, is an affiliated body of the Department.

For 2005, the Tribunal received funding of \$305,000 (2004 - \$307,000) and total expenditure was \$287,000 (2004 - \$286,000).

**36 Impact of Adopting Australian Equivalents to International Financial Reporting Standards**

AASB 1047 requires financial reports for the period ending on or after 30 June 2005 to disclose information about how the transition to Australian Equivalents to International Financial Reporting Standards (AIFRS) and the key impacts of any changes in accounting policies in the transition period leading up to the adoption date. The Department of the Premier and Cabinet's AIFRS Working Group considers that based on current information there are no material differences resulting from the application of proposed accounting policies under AIFRS when compared with the application of existing Australian Generally Accepted Accounting Principles (AGAAP). As such, it is anticipated that the adoption of the AIFRS will not have a significant impact on the department's financial reporting.

The impact of adopting AIFRS including the key differences in accounting policies

Reconciliation of total equity as presented under previous AGAAP to that under AIFRS:

	<b>30 June 2005 \$000</b>	<b>1 July 2004 \$000</b>
Total equity under previous AGAAP	75,606	32,772
Adjustments to accumulated surplus/(deficiency):		
Employee Benefits (i)	198	
Provisions (on-costs) (ii)	1	
Total equity under AIFRS	<u>75,805</u>	<u>32,772</u>

The adjustments are explained as follows:

- (i) The adjustment reflects the difference resulting from actuarial review of employee benefits as determined under AASB 1028 and AASB 119 respectively.
- (ii) The adjustment reflects the difference resulting from actuarial review of employee benefit on-costs as determined under AASB 1028 and AASB 119 respectively.



**DEPARTMENT OF THE PREMIER AND CABINET****NOTES TO THE FINANCIAL STATEMENTS***for the year ended 30 June 2005*

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Reconciliation of surplus/(deficit) for the period as presented under previous AGAAP to that under AIFRS

	<b>30 June 2005</b>
Surplus/(deficit) for the period under previous AGAAP	42,834
Employee Benefits actuarial adjustment (i)	199
Surplus/(deficit) for the period under AIFRS	43,033

The adjustments are explained as follows:

- (i) The adjustment reflects the difference resulting from actuarial review of employee benefits as determined under AASB 1028 and AASB119 respectively.

The amendments/impacts disclosed are management's best estimates at the time of preparing the 2005 financial statements and that the amounts/impacts may change in circumstances where the Accounting Standards and/or interpretations applicable to the first AIFRS financial statements are amended or revised.

## APPENDICES

## APPENDIX 1

## STATEMENT OF EXPENDITURE

Section 175ZE of the Electoral Act 1907 requires the Department of the Premier and Cabinet to include a statement in the annual report, setting out details of expenditure incurred by the Department on certain classes of organisations.

The expenditure for various classes of organisation totalled \$9,420,896.00 and comprises the following:

**(a) Advertising Agencies** **\$ 3,329,093.94<sup>(1)</sup>**

303 Advertising	Design Design Graphics
Key 2 Design	Tom Martin Advertising
All New Vision	Gatecrasher Advertising
Mills Wilson Media Consultants	Vinten Browning
Brainestorm Productions	Impact Communications
Port Printing	West Australian Publishers
Concept Media	Taylor Nelson Sofres Australia
Price Advertising	

<sup>(1)</sup> This includes \$2,525,758.49 expenditure by the Office of Road Safety, \$362,693.55 for the Office of Crime Prevention and \$172,174.20 on the InterSector initiative.

**(b) Media Research Organisations** **\$ 192,604.50<sup>(2)</sup>**

Market Equity P/L

<sup>(2)</sup> This includes \$ 180,636.50 expenditure by the Public Sector Management Division

**(c) Polling Organisations** **Nil**

**(d) Direct Mail Organisations** **Nil**

**(e) Media Advertising Organisations** **\$ 5,899,197.56<sup>(3)</sup>**

MarketForce Productions  
Media Decisions  
The West Australian Newspaper

<sup>(3)</sup> This includes \$ 3,691,276.31 expenditure by the Office of Road Safety, \$289,061.47 by the Constitutional Centre, \$438,573.46 by the Policy Division and \$164,605.49 for the Recruitment Advertising Management System.

**Note: Salaries and Allowances Tribunal** while not part of the Department of the Premier and Cabinet incurred the following expenditure

**Market Advertising Organisations** **\$ 4,498.65**

MarketForce Productions

**APPENDIX 2**

**THE TENTH GALLOP MINISTRY (From 10 March 2005)**

Honourable Dr Geoffrey Ian Gallop MLA  
Premier; Minister for Public Sector Management; Water Resources; Federal Affairs

Honourable Eric Stephen Ripper MLA  
Deputy Premier; Treasurer; Minister for Government Enterprises; Minister Assisting the Minister for Public Sector Management

Honourable Kimberley Maurice Chance MLC  
Minister for Agriculture and Forestry; the Midwest and Wheatbelt

Honourable Ljiljanna Ravlich MLC  
Minister for Education and Training

Honourable John Charles Kobelke MLA  
Minister for Consumer and Employment Protection; Indigenous Affairs; Minister Assisting the Minister for Water Resources

Honourable James Andrew McGinty MLA  
Attorney General; Minister for Health; Electoral Affairs

Honourable Dr Judith Mary Edwards MLA  
Minister for the Environment; Science

Honourable Michelle Hopkins Roberts MLA  
Minister for Police and Emergency Services; Community Safety

Honourable Alannah MacTiernan MLA  
Minister for Planning and Infrastructure

Honourable Alan John Carpenter MLA  
Minister for State Development; Energy

Honourable Sheila Margaret McHale MLA  
Minister for Community Development; Culture and the Arts; Women's Interests

Honourable Robert Charles Kucera MLA  
Minister for Disability Services; Sport and Recreation; Citizenship and Multicultural Interests; Seniors

Honourable Mark McGowan MLA  
Minister for Tourism; Racing and Gaming; Youth; Peel and the South West

Honourable Francis Michael Logan MLA  
Minister for Housing and Works; Heritage; Minister Assisting the Minister for Planning and Infrastructure

Honourable John Bowler MLA  
Minister for Local Government and Regional Development; Land Information; Goldfields-Esperance and Great Southern

Honourable John Biase D'Orazio MLA  
Minister for Justice; Small Business

Honourable Jonathon Robert Ford MLC  
Minister for Fisheries; the Kimberley, Pilbara and Gascoyne

### **APPENDIX 3**

#### **FREEDOM OF INFORMATION (FOI) – INFORMATION STATEMENT**

##### **Freedom of Information Operations**

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

It is the aim of the Department of the Premier and Cabinet to make information available promptly, for the least possible cost and wherever possible documents will be provided outside the FOI process.

##### **Receipt of FOI Applications**

FOI applications, payments, correspondence and general inquiries may be directed to the Department's FOI Coordinator, 21st Floor, 197 St George's Terrace, Perth, 6000 (Tel: (08) 9222 9409; Fax: (08) 9222 9690). FOI application forms are available from the Department's internet website at <http://www.foi.dpc.wa.gov.au/> or by contacting the FOI Coordinator.

##### **Processing of Applications**

The Department's FOI Unit is responsible for administering the processing of FOI applications within the agency. The FOI Coordinator and Assistant FOI Coordinator liaise with the Department's designated decision makers/internal reviewers to facilitate the processing of all applications in accordance with the *FOI Act*. The FOI Unit is the initial contact point for members of the community, applicants, third parties, the Office of the Information Commissioner and other public sector agencies for all FOI-related matters.

##### **Fees and Charges**

The rate of fees and charges are set under the *FOI Act*. Apart from the application fee for non-personal information all charges are discretionary. Details of fees and charges are listed below:

- personal information about applicant – no fee;
- application fee (for non-personal information) - \$30.00;
- charge for time taken dealing with the application – \$30.00 per hour;
- charge for access time supervised by staff – \$30.00 per hour;
- charges for photocopying - \$30.00 per hour for staff time and 20c per copy;
- charges for staff time in transcribing information from a tape or other device \$30.00 per hour;
- charge for duplicating a tape, film or computer information – actual cost; and
- charge for delivery, packaging and postage – actual cost.

### **Rights of Review**

The *FOI Act* provides that applicants that are dissatisfied with a decision of the Department have the right to have that decision reviewed. In accordance with section 40 of the *FOI Act*, internal review applications should be forwarded in writing to the Department within 30 calendar days after the date of the Department's initial Notice of Decision.

Following an internal review, if any matter remains in dispute applicants are advised of their right to request the Information Commissioner to conduct an "external review" of the matter. In certain instances, questions of law that arise in the course of dealing with a complaint may be referred to the Supreme Court. No fees or charges apply to internal or external reviews.

### **Documents Held by the Agency**

The Department can trace its history through records back to the colonial settlement of Western Australia. These historical records (archives) are available for research at the State Archives. Records about the Department's role and responsibilities will continue to be an important part of the State's history.

The Department's records are arranged using activities based classification and include information about the following functions and activities:

Cabinet Support  
Civics  
Community Response (correspondence received by the Premier on current issues)  
Commissions  
Crime Prevention  
Cultural Diversity  
Economic Policy  
Elected Members (*administrative support matters for elected members of the State Government*)  
Environmental Policy  
Federal Policy  
Governance (*legislative and parliamentary processes*)  
Government Initiatives (*projects of the elected government managed by the Department*)  
Intergovernmental Relations  
International Relations  
Ministers' Support (administrative support matters for Ministers)  
Official Protocol  
Native Title  
Premier's Support (administrative support matters for the Premier)  
Public Sector (review and development of the Western Australian public sector)  
Regional Policy  
Royal Visits  
Social Policy  
Treaties  
Vice Regal  
Workforce Management (*of Western Australian public sector workers*)

Broad categories of documents currently available to the public can be accessed through the Department of the Premier and Cabinet's website [www.dpc.wa.gov.au](http://www.dpc.wa.gov.au) (publications and policies, quick links) or by telephoning the Department's Freedom of Information Unit on 9222 9409 or 9222 9414.

The Department's Library has an extensive collection of information. The broad subject areas covered by the Library include: auditing, banking and taxation, economics, financial management, human resource planning, public finance, management, performance management, public administration, political science, training - executive development, sustainability and e-Government.

The library is not open to members of the public; however, access to library material can be obtained through inter-library arrangements.

### **Public Participation in the Formulation of Policy and Performance of Agency Functions**

The Department's primary mission lies in the provision of services to the Premier and Cabinet. The avenues for public participation in the formulation of the agency's policy making and performance are limited and depend largely upon the nature of the particular portfolios held by the Premier of the day.

## **APPENDIX 4**

### **PUBLICATIONS**

During the year the Department of the Premier and Cabinet issued the following publications:

#### **Constitution Centre**

- Changing Constitutions (reprint)
- Governors & Premiers of Western Australia (reprint)
- Prejudice in Parksville
- Proclamation Day Newsletter 2004
- Foundation Day Newsletter 2005
- Preparing Teachers for a Civil Society (reprint)
- The Evolution of Governorship in Western Australia and its significance in the Contemporary Political Environment
- Understanding the Western Australian Constitution; A Guide to Beginners (reprint)
- 175<sup>th</sup> Anniversary of the Founding of the Swan River Colony

#### **European Office**

- WA Review – June 2004; September 2004; December 2004 and March 2005
- European Review – June 2004; September 2004; December 2004 and March 2005

#### **Freedom of Information**

- Annual Information Statement (see Appendix 3)

#### **Functional Review Implementation Team**

- *“Shared Corporate Services Reform”* information/presentation packs for stakeholders
- *“Your New Career Starts Here”* information booklet
- *“Invest in Yourself”* Guide to Career Development information booklet
- Fact Sheets regarding the Corporate Services Reforms
- Sharing Corporate Services newsletters - distributed electronically every 3 weeks to the sector.

#### **Office of Crime Prevention**

- Stolen Goods Brochure
- Industrial Burglary Brochure
- Carnarvon Burglar Beware signage
- Burglar Beware pamphlets
- Eyes on the Street forms
- Cocooning Advice pamphlets
- Burglar Victim Advice forms
- Turning the Corner Document
- Office of Crime Prevention newsletter
- Parent Support Guide for Agencies
- Rural Crime pamphlets
- State Crime Prevention Strategy Document
- Community Safety Month brochure
- Direct mail marketing Kensington

**Office of Multicultural Interests (OMI)**

- Harmony Week 2005 - posters, flyers and stickers
- Online WA Multicultural Communities brochure, poster and information sheets
- 15 WA Community Profiles
- Multicultural Matters – OMI 6 monthly newsletter
- A Changing People – Contributions to the State of Western Australia.

**Office of Road Safety****Brochures**

- Carrying loads like these is now illegal
- Riding in roll cages will soon be illegal. Get ready to make the change.
- The correct way to install child restraints

**Information Packs**

- Aboriginal Road Safety Stakeholder - Implementation Manual
- Safer Cars Save Lives – The ANCAP Car Safety Kit Helping you make the safest choice when buying a new or used car.
- Railway Crossing – Where there's a crossing there's danger. Always expect a train
- Reducing Travel Speeds 2004-2007 Presentation Pack

**Publications**

- Annual Review of Road Safety in Western Australia 2003
- Reported Road Crashes in Western Australia 2001
- Reported Road Crashes in Western Australia 2002

**Office of Native Title**

- Guidelines for the Provision of Information in Support of Applications for a Determination of Native Title (October 2004)
- Newsletter (October 2004)
- e-newsletters (December 2004, January, March and June 2005)
- CD Connection Workshop Proceedings (November 2004)

**Physical Activity Taskforce**

- Child and Adolescent Physical Activity and Nutrition Survey (CAPANS) 2003 Report
- Child and Adolescent Physical Activity and Nutrition Survey (CAPANS) 2003 Summary
- Results of Western Australian Child and Adolescent Physical Activity and Nutrition Survey 2003 (CAPANS) - Physical Activity Technical Report
- Results of Western Australian Child and Adolescent Physical Activity and Nutrition Survey 2003 (CAPANS) – Nutrition Technical Report

**Policy Division**

- *Early Years Policy Framework.*
- *Statement of Partnership between the Western Australian Government and the Non-Government Services Sector* (as part of the Industry Plan for the Non-Government Human Services Sector)
- *The Social Agenda* e-newsletter.
- Western Australian Greenhouse Strategy
- Western Australian Greenhouse Strategy Executive Summary - Brochure
- Bioregional Marine Planning for the South Coast of Western Australia – Brochure



**Sustainability**

- Hope for the Future, Year 1 Progress
- Sustainability Code of Practice

**Public Sector Management**

- 11 editions of InterSector
- "Profile of the Western Australian State Government Workforce at 30 June 2004"
- "Quarterly Employment Levels in WA State Government Bodies": June, September & December 2004, March 2005
- "Overview of the Western Australian Public Sector Workforce 30 June 2004"
- Workforce Planning Toolkit - including a Framework for Workforce Planning
- Human Resource Minimum Obligatory Information Requirements (HR MOIR) Toolkit - including HR MOIR Workforce Information Tools

**State Law Publisher**

- Client Information Newsletter – *Electronic format* – Weekly
- Calendar for 2005