

Section three

Disclosures and
legal compliance





Ministerial directions

There were no ministerial directives issued by our Ministers during 2020–21.

Other financial disclosures

Pricing policies of services provided

Statutory fees are charged to the public for various services provided by the department. These fees and charges are reviewed annually in accordance with the government's policy on the costing and pricing of government services. A costing methodology is used to determine the projected costs of service delivery, with particular attention to the level of cost recovery being achieved. Any increases in fees and charges are limited to the extent of cost recovery. The department's fee changes for 2020–21 were published in the WA Government Gazette on: 26 June 2020:

- ▶ Gazette No. 108 of 2020:
 - ▷ [Mines and Petroleum Regulations Amendment \(Fees and Charges\) Regulations 2020.](#)

The above changes came into effect on 1 July 2020. Other fees were amended later in the year under extraordinary circumstances due to the COVID-19 pandemic and provided waivers to industry. Details regarding the fees are available on the department's website.

Capital works

The department recognises the importance of storing drillcore acquired during mineral and petroleum exploration in Western Australia. Drillcore is an important tool for industry stakeholders to develop geological models and exploration programs. It manages two purpose-built drill core libraries: the Perth Core Library located in Carlisle, and the Joe Lord Core Library in Kalgoorlie. The core libraries are used to display and archive drill core samples to assist subsequent exploration activity.

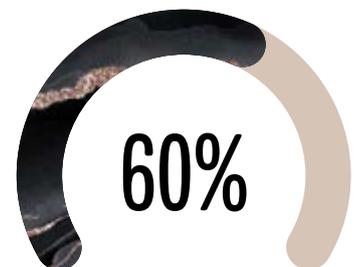
Due to a number of factors such as improvements in drilling technology and the success of government funded incentive schemes, the Joe Lord Core Library was close to capacity for both storage of drill core samples and available core viewing space. In July 2020, the State Government announced \$7 million of funding to support the core library extension as part of its COVID-19 Stimulus Package.

The project commenced on 1 December 2020 with an expected completion date of October 2021. The contract was awarded to a Perth and Kalgoorlie based company.

The project comprises of three primary areas of works including an extension of the existing core storage area, core viewing area and an expansion of the vehicular hard stand around the western corner of the new building.

The drill core storage extension has been designed to provide an additional 2,100m² of core storage and 827m² of external core viewing area. The core storage expansion will accommodate an additional 6,720 pallets of drill core in

10 additional aisles of proprietary high rise racking.



complete as at
30 June 2021



Our people

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

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

Understanding just how critical our people are, our Corporate Executive ensured the importance of our staff was also reflected in our interim Strategic Response Plan developed to respond to the COVID-19 environment, with the inclusion of the response theme: 'supporting and managing a flexible and inclusive workforce, and providing a safe workplace with a strong focus on our values, health and wellness'. Progress against this response theme has been addressed in this section:

- ▶ Supporting and managing a flexible and inclusive workforce (refer [page 58](#)).
- ▶ Providing a safe workplace (refer [page 67](#)).
- ▶ Strong focus on our values, health and wellness (refer [page 67](#)).

This commitment was echoed across every part of our business as we were involved in driving the State's COVID-19 response and preparing for Western Australia's economic and social recovery.

Our staff profile

A capable, high performing workforce that delivers on Government and community priorities - we recognise that the Western Australian community relies on us, and that our people contribute every day to our performance.

	2019-20	2020-21
Full time	1,425.93	1,454.20
Part time	127.93	135.05
Secondment	33.80	35.60

Supporting our people to reach their potential

Staff development

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

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

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

Workforce planning

The department continues to focus on strengthening the skills, diversity and flexibility of our workforce to meet the needs of the community both now and in the future. Last year, for the first time, a Succession Planning Pilot Program (the Program) was launched. At the end of the pilot, a review was conducted and, modifications were made. These included amending the Program to be less prescriptive and more adaptable to business area needs. The Program was designed to strengthen and maintain a strong talent pipeline, improve the diversity profile in leadership positions, and mitigate workforce risk.

Work has also continued on the development of the department's Workforce Planning Framework. The new framework was developed in consultation with the Public Sector Commission and is currently in the consultation phase of implementation. The framework, which has a strong focus on the promotion of diversity has been drafted to align to the department's operational planning process and the Leadership Development Framework.



Performance Development

The Premier’s focus areas were aligned to our response themes in the Strategic Response Plan and are integrated into operational deliverables through to individual objectives. The individual’s contributions are managed through My Performance and Development (MyPD), the department’s performance development process, which promotes ongoing discussions between the employee and their manager regarding the employee’s role responsibilities, standard of performance and their development. MyPD training is included as part of the induction program for all new employees when commencing in the department.

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The value I most relate to is **respectful** as this supports most of the other behaviours that gives us the stability and security to be capable of high performance, reliability and ethical decision making.



Julie de Jong
Executive Director

Supporting and managing a flexible and inclusive workforce

The department continues to provide a positive work environment which supports inclusive, mobile and flexible work options to assist employees to balance their work and non-work commitments, where it is mutually beneficial.

A flexible workforce

In line with our flexible work policy, the importance of flexible work to attract and retain employees and enable a responsive and engaged workforce, is recognised and encouraged.

Additionally, our work at home policy was reviewed and enhanced following the effect on working arrangements due to the COVID-19 pandemic. The past year has seen a particular increase in work at home arrangements with employees embracing the use of available technology to interact with stakeholders, team members and managers to fulfil their job requirements whilst working at home. Arrangements are reviewed annually as a minimum to monitor and report on effectiveness.



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ergonomic assessments for work at home

An inclusive workplace

To support our diverse workforce, DMIRS strives to maintain an inclusive workplace culture where all employees are valued, respected and connected. This commitment is outlined in the department’s [Diversity and Inclusion Plan 2019–2023](#).

In order to ensure our workforce is reflective of the Western Australian community, we have reviewed our recruitment and branding practices to ensure existing and new initiatives to attract applicants, are in line with current applicant trends in a fast moving employment market. Initiatives include building and communicating a key message to applicants in line with DMIRS’ values, building followers and an online community through social media recruitment mediums, partnering with online diversity platforms and providers, and targeting diversity applicants when advertising recruitment processes.





Diversity profile: Aboriginal and Torres Strait Islanders

Aboriginal Employment at DMIRS

We are committed to actively creating opportunities to achieve long term sustainable employment outcomes to create meaningful change and enrich the department through greater Aboriginal and Torres Strait Islander economic participation.

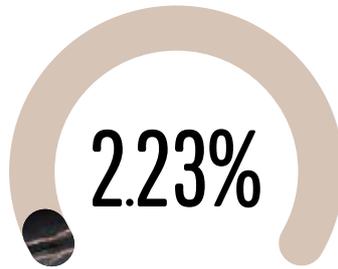
At DMIRS, we encourage all our employees to embrace and value the important contribution Aboriginal and Torres Strait Islander employees make to the department and the wider community.

Our goal is to increase workforce representation of Aboriginal and Torres Strait Islander employees by offering a range of entry pathways into the department, to provide enhanced career development opportunities for existing Aboriginal and Torres Strait Islander employees and increase representation in leadership positions.

To achieve this goal, our strategy focuses on four key action areas:

1. Expand the range of Aboriginal and Torres Strait Islander employment opportunities.
2. Invest in the capability of Aboriginal and Torres Strait Islander employees.
3. Increase the workforce representation of Aboriginal and Torres Strait Islander employees at all levels in the department with a specific focus on positions, Level 5 and above.
4. Improve and maintain a culturally inclusive workplace.

The Aboriginal Employee Network also known as the Gnalla Mila, Gnalla Wangkiny (Our Future, Our Say), or the Gnalla Network continues to provide support and guidance to our Aboriginal and Torres Strait Islander employees.



of our employees identify as Aboriginal and Torres Strait Islanders

In 2020–21, the department advertised six positions utilising Section 51 of the [Equal Employment Opportunity Act 1984](#) - a diversity initiative to achieve equality and increase workforce representation of Aboriginal and Torres Strait Islander people at the department. This resulted in four positions being filled permanently, one being filled on contract and another appointment is still being progressed.

Reconciliation at DMIRS

The department's [Innovate Reconciliation Action Plan 2020–2022](#) (RAP) commits to practical actions that build respectful relationships and create opportunities for Aboriginal and Torres Strait Islander peoples.

Our plan is in the “Innovate” category of Reconciliation Australia’s ‘Reflect, Innovate, Stretch, Elevate’ framework. This plan follows a long history of reconciliation in the department and we are very pleased to continue our journey towards building and integrating reconciliation into our values and culture at DMIRS.

We have formed valuable relationships with community members, particularly in the remote Aboriginal communities of our State, and we continue to have regular face-to-face meetings to consult on unique local issues and opportunities.

The four key pillars of our RAP focus on continuing to build mutually respectful relationships and generate opportunities for Aboriginal and Torres Strait Islander peoples and businesses through employment and procurement.

DMIRS will focus on four key themes for the life of our RAP:

1. Building and maintaining mutually respectful relationships.
2. Respectfully acknowledging Aboriginal and Torres Strait Islander peoples, cultures, histories and rights.
3. Creating real opportunities for Aboriginal and Torres Strait Islander employment and career development.
4. Increasing engagement with Aboriginal and Torres Strait Islander owned businesses.





Recognising the diversity of the Western Australian community, the department has placed an emphasis on enhancing service delivery to Aboriginal and Torres Strait Islander communities through the provision of specific information and educational resources to ensure equal outcomes.

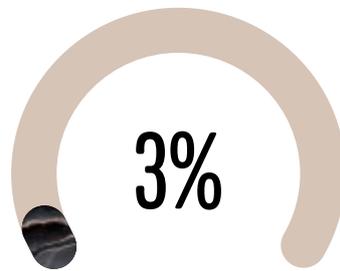
DMIRS continues to strengthen relationships with Aboriginal and Torres Strait Islander communities with trust and respect when connecting with stakeholders. The department participated in a joint agency celebration for National Reconciliation Week and NAIDOC Week at Gordon Stephenson House. DMIRS has been participating in this interagency collaboration since 2019 to continue strengthening our relationships.

DMIRS' commitment to supplier diversity was reflected in its awarding of 4 per cent of all contracts above \$50,000 inc GST to Aboriginal businesses, exceeding the target set for the year under the [State Government's Aboriginal Procurement Policy](#).

Diversity profile: People with disability

Employment outcomes for people with disability

Over the past 12 months, we have continued our focus on ensuring people with disability have equal access to employment and development opportunities. We openly promote and encourage the use of section 66R of the *Equal Opportunity Act 1984* to fill vacant positions and offer appropriate workplace adjustments as needed. In addition, we continue to provide learning opportunities to our staff through the provision of Disability Awareness Training and Disability Recruitment Confidence Training.



of the department's workforce identify as having a disability

In 2020–2021, the department advertised four permanent positions utilising Section 66R of the [Equal Employment Opportunity Act 1984](#) - a diversity initiative to achieve equality and increase workforce representation of people with disability at the department. This resulted in four positions being filled permanently.

Supportive and inclusive culture

In 2020, the department's International Day of People with Disability celebrations featured guest speakers from Disability Service Providers who spoke about how they can help with recruiting and supporting people with disabilities in the workplace. Additionally, attendees were moved by personal stories from staff members. One of our staff members Nick, set the department a challenge at the end of his presentation "I challenge you to be yourself, show compassion, look for other's inner abilities and in so doing, appreciate everyone is different and special in their own individual way."

In 2020, DMIRS was delighted to work with a number of other government agencies and National Disability Services (NDS), in partnership with Public Sector Commission, on a building the talent pool Initiative. This partnership has assisted collaboration across departments, leading both to increased employment for people with disabilities in the government sector while also enabling DMIRS to increase the representation of people with disabilities within the department. As part of this partnership, DMIRS worked with the NDS to deliver Disability Awareness Training and Disability Recruitment Confidence Training for DMIRS staff.



Disability access and inclusion plan outcomes

DMIRS is committed to delivering on the seven outcomes of our [Disability Access and Inclusion Plan 2019–2023](#) (DAIP 2019–2023) by working to provide equal access to services, events, facilities, consultation and feedback, employment and information for people with disability.

Initiatives that have taken place during 2020–2021 that support the seven outcomes are as follows:

Outcome	Achievements
<p>Outcome 1: <i>People with disability have the same opportunities as other people to access the services of, and any event by DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Celebrated International Day of People with Disability by holding three events during the week across three locations. Regional staff joined via video conferencing. Staff reflected on how the department could improve opportunities for people with disabilities and learnt how the department is removing barriers and providing support to ensure all members of the community have equal employment opportunities. ▶ Catering was provided by Workpower, a non-for-profit organisation dedicated to creating opportunities for people with disability, their families, and carers.
<p>Outcome 2: <i>People with disability have the same opportunities as other people to access the buildings and other facilities of DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Assisted an employee with hearing impairment in emergency evacuation situations, the fire panel was upgraded which enables Short Message Service (SMS) messages to be sent to individuals mobile phones in the event a fire alarm is activated. A mobile phone and sim card was also provided to alert the employee via a SMS when the evacuation alarm is sounded. Progress is underway through JobAccess to continuously improve the system in place. ▶ Engaged contractors to provide accessible ramp options and related costings for the department's Theatre stage at Mineral House. The department is awaiting an accessibility audit report from the Department of Finance, prior to proceeding. ▶ Met with the Department of Finance, and a consultant who will be conducting a building audit on Mineral House, to improve accessibility to staff toilets. The department is awaiting the report and will subsequently decide on a strategy going forward.
<p>Outcome 3: <i>People with disability receive information from DMIRS in a format that will enable them to access the information as readily as other people are able to access it.</i></p>	<ul style="list-style-type: none"> ▶ Retired two poorly accessible intranet sites and continued expansion of a new intranet that conforms with Web Content Accessibility Guidelines (WCAG2.0) and other government policies to enable staff with disability better access to the department's information. ▶ Developed videos and animations for internal and external use with closed captions. ▶ Ensured new publications complied with the requirements of the Disability Services Act 1993. ▶ Continuously improved the department's policies, design style guide and written style guide to focus on creating clear and easy to read documents in alternative formats.
<p>Outcome 4: <i>People with disability receive the same level and quality of service from the staff of DMIRS as other people receive from the staff of DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Staff participated in Disability Awareness Training 101, a 2 hour training session facilitated by NDS. The aim of the training was to increase staff understanding of disability and the way it can impact colleagues in the workplace, increase awareness of inclusive language, understand the limitations of sharing information about disability, and be aware of personal bias and how it can impact the workplace.



Outcome	Achievements
<p>Outcome 5: <i>People with disability have the same opportunities as other people to make complaints to DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Conducted a review of its complaint-feedback system. Potential improvements were identified and as a result the department will be introducing a new system and related policies/procedures. ▶ A new designated complaints form will be made available on our website which will be printable allowing for postal complaints. Complaints will also be able to be lodged online, at our counters and via the telephone, including by a nominated person on behalf of the customer if requested.
<p>Outcome 6: <i>People with disability have the same opportunities as other people to participate in any public consultation by DMIRS.</i></p>	<ul style="list-style-type: none"> ▶ Good consultation and engagement strategies are considered by DMIRS as essential in encouraging and allowing people to be heard and to contribute to decision making processes. DMIRS is committed to being inclusive, relevant and responsive and aims to encourage and support our customers to participate in public consultation through a number of methods including, for example, consultation pages on our website, face to face consultation sessions and our feedback/complaints system. DMIRS is committed to continuous improvement in how we engage with our customers and improving opportunities for people with a disability.
<p>Outcome 7: <i>People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.</i></p>	<ul style="list-style-type: none"> ▶ Employees attended Disability Recruitment Confidence, a 3 hour training session hosted by Sophie Keay, Building the Talent pool Project Officer, NDS Western Australia. The aim of the training was to improve the department's representation of people with a disability, provide knowledge and understanding of reasonable adjustments in the recruitment process and workplace, and instil confidence in panel members when assessing candidates with disability for any recruitment process. ▶ Continued our partnership with the NDS Western Australia assisting the department enhance and strengthen recruitment practices. They have provided valuable advice around the use of s 66R Equal Opportunity Act 1984 in recruiting staff. They also provided networking opportunities on a quarterly basis for other government departments to share best practice ideas. ▶ Advertised four roles using s 66R Equal Opportunity Act 1984 and they were all successful in recruiting people with a disability for those positions. ▶ Met our target number of staff with a disability of 2.61 per cent with 3 per cent of the department's workforce identifying as having a disability.



Diversity profile: Youth and young professionals

Throughout the year, the department worked towards attracting, supporting and retaining our youth and young professional employees through a variety of employment programs, events and activities. The department continues to strive to increase our youth representation (24 years and under) to 3.1 per cent and young professional (35 and under) representation to 20.22 per cent by June 2023.

The department participated in the Public Sector Commission’s School-Based Traineeship program; coordinated the Interagency Graduate Program with the Department of Jobs, Tourism, Science and Innovation (JTSI); the Government Sector Labour Relations Graduate Program; and funded attendance at youth and young professional networking events and conferences.

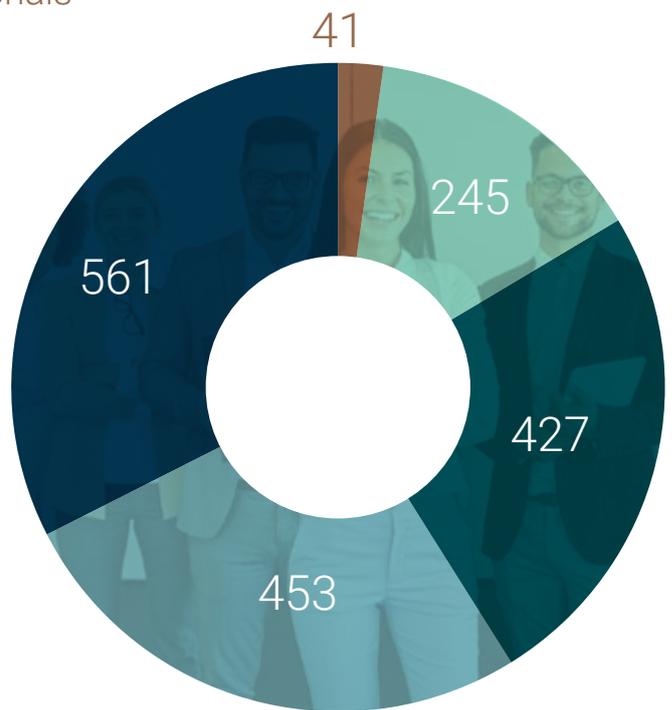
Traineeships

In February 2021, the department welcomed a new school-based trainee who joined the program alongside the department’s current trainee. The current trainee will graduate from the program in August 2021 and will commence in a long-term employment opportunity within the Human Resources team.

Graduate program

The 18-month interagency graduate program, which ranked in the Australian Association of Graduate Employers Australia’s 2021 Top 75 Graduate Employers, focuses on attracting talented university graduates to a career in the public sector.

In January 2021, the department welcomed five new graduate officers alongside six JTSI graduate officers. The graduates will undertake customised rotations throughout the departments and other state government agencies to gain experience, build networks and improve their understanding of Western Australian state government, before returning to a position in their home area.



We are diverse:

- 24 years and under
- 25 to 34 years
- 35 to 44 years
- 45 to 54 years
- 55 years and over



Back row l-r: Dilshan Hafeel (DMIRS); Kyle Kerton (JTSI); Georgina Allan (JTSI); Hannah Mondy (JTSI); Paris Atkins (JTSI); Daniel Giorgi (JTSI); David Putra (DMIRS).
 Front row l-r: Vicki Do (DMIRS); Kaili Matthews (DMIRS); and Grace Abbott (JTSI). Chetna Sharma (DMIRS) is not pictured.

Diversity profile: Women in leadership

The department believes a gender-balanced leadership team has the ability to improve operational effectiveness and deliver better outcomes for the Western Australian community.

The department has had success in increasing workforce representation for women in leadership positions with 47.37 per cent of women appointed to senior executive service contracts, exceeding the target of 45.5 per cent and 51.61 per cent women substantive appointed to tier 2 and 3 positions exceeding the target of 46.88 per cent.

This has been achieved through a number of strategies including:

- ▶ encouraging equal numbers of women and men participating in internal leadership development programs and mentoring programs;
- ▶ promoting flexible working arrangements available for all departmental staff;
- ▶ providing women with opportunities to gain experience in senior-level positions;
- ▶ implementation of the Women's Career Development Program;
- ▶ ensuring corporate funding is made available for women to attend programs and conferences to develop their leadership capabilities and progress their careers;
- ▶ promoting women in leadership at International Women's Day events;
- ▶ launching the DMIRS Succession Planning Pilot program. One of the outcomes of the program is to create gender balance and increase the diversity profile of the department's leadership talent pipeline; and
- ▶ partnering with [Work180](#) to become the first Western Australian State Government 'Endorsed Employer'. Work180 is a global jobs network that advocates for working women and provides job applicants with a transparent directory of endorsed employers who support diversity, inclusion and equality.



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The department embraces multiculturalism and is committed to implementing and monitoring the plan's priorities as we strive to create a workforce with a range of skills, experiences and perspectives while ensuring our services meet our customers' needs and expectations.



David Smith
Director General (to 30 May 2021)

Multicultural Plan

In February 2020 the [Western Australian Multicultural Policy Framework](#) (the framework) was endorsed by Cabinet. It translates the principles and objectives of the Western Australian Charter of Multiculturalism into three multicultural policy priorities for WA public sector agencies.

Following the release of the framework DMIRS established its first Multicultural Plan, launching at Harmony Week in March 2021. The purpose of the plan is to continue to support the capacity and contribution of people from culturally and linguistically diverse (CaLD) backgrounds and enable effective services to be delivered. The DMIRS Multicultural Plan includes strategies through to 30 June 2022, with those that are workforce-focused implemented and monitored through our [Diversity and Inclusion Plan 2019–2021](#), and the external and community focussed through the development of key initiatives.

Under the first policy priority of harmonious and inclusive communities: DMIRS celebrated significant days such as Harmony Week, International Day of People with Disability and International Mother Language Day. During Harmony Week, DMIRS showcased a series of videos featuring our culturally and linguistically diverse staff. Staff were also encouraged to develop their understanding of cultural and linguistic diversity by completing the Diverse WA – cultural competence training to promote harmonious and inclusive communities.

For the second policy priority of culturally responsive policies, programs and services: DMIRS promoted the use of translator and interpreter services to staff via a number of newsflashes to create awareness and educate staff on obligations when dealing with members of the community so as to ensure staff are aware of the language assistance services that are available and are to be provided where requested.

To address the third policy priority of economic, social, cultural, civic and political participation: DMIRS will continue to establish partnerships with other Government agencies within the sector and multicultural groups to create opportunities to promote services and keep people from CaLD backgrounds informed of their rights. In December 2020 DMIRS and Department of Transport presented a joint seminar titled "Make learning to drive easy" coordinated by the City of Swan. The department provided the community group with information regarding their consumer rights associated with motor vehicles retailers and repairers, and of the department's WA ScamNet website.



Strong focus on our values, health and wellness

In demonstrating its commitment to the health and wellbeing of staff, the department partnered with Curtin University's Future of Work Institute to participate in an audit and survey aligned to the Thrive at Work initiative. Thrive at Work is based upon an integrated, world leading evidence based framework and underpinned by decades of research on work design.

The aim of the audit was to review and understand existing well-being practices within DMIRS through a review of current strategies and initiatives. The survey was conducted to understand current employee well-being perceptions and effectiveness of those practices. The results found that the department is well placed to act strategically and lead the way with many strengths and leverage points. It also identified opportunities to embed existing health and wellbeing practices rather than adding, and better utilising informal practices to strengthen formal practice.

The results of the audit and survey were combined and presented to the department including details of where we are well placed in tackling mental health and wellbeing challenges, and areas for further attention. Following some further data analysis of other mental health and wellbeing indicators the department will soon be launching its Employee Wellbeing Strategy in mid to late 2021.

The department recognises that some employees, through the nature of their work, may be exposed to potentially traumatic events (PTEs), which can impact the psychological wellbeing of these individuals. In 2020–21, the department contracted the services of Phoenix Australia to review the support currently provided by the department, and to provide recommendations to implement a framework that aims to reduce the risk of short and long term psychological injury or impact of trauma for those employees who are exposed to PTEs. Implementation of these recommendations will commence in the 2021–22 financial year.

For further information on our values (refer page [34](#)), and our wellbeing program WOW (refer page [71](#)).

Government policy requirements

Providing a safe workplace

Commitment

Our focus on safety is illustrated in our purpose *supporting a safe, fair and responsible future for the Western Australian community, industry and resources sector* and in our interim Strategic Plan with the response theme *supporting and managing a flexible and inclusive workforce, and providing a safe workplace with a strong focus on our values, health and wellness*. Additionally, in its annually reviewed [OSH Policy Statement](#), the department reconfirms this commitment that it will provide a safe and healthy work environment, maintaining the safety and health of its employees, contractors and visitors, as far as reasonably practicable.

This commitment begins at the highest level with the Corporate Executive and DMIRS leadership team in their support, resourcing and involvement with the department's safety management system, which also includes the working on wellness (WOW) program; mental health training; and the Occupational, Safety and Health Committee, which provides an avenue for consultation across the department. Employees across the department also reflect the same level of commitment with their enthusiastic response to the WOW program, their attendance at training sessions and the high number of Safety and Health Representatives (SHR), all of whom attend the OSH Committee meetings as well as other training and the annual SHR forum.

OSH is a standing agenda item for Corporate Executive meetings as well as divisional and branch level meetings. This facilitates and encourages discussion and resolution of safety issues, raises awareness of recent incidents and assists in circulating new or updated procedures. The Work Health and Safety (WHS) team produce a monthly 'Safety on the Agenda' notification which is sent to managers and SHRs, to communicate key safety messages. These notifications have included important COVID-19 messages and up-to-date information about restrictions or changes to health advice that may impact staff. Regular OSH inspections were also undertaken during the year.

The department was proactive in its response to the COVID-19 pandemic and appointed the Executive Director Corporate Services as the Critical Incident Commander. The WHS team were

identified as key in providing support and advice and the Manager WHS is a representative on the Critical Incident Management Team (CIMT). In this role, WHS supported the CIMT in facilitating safety measures, responding to staff enquiries, consulting with other agencies and ensuring that accurate and current advice was implemented and provided to staff. There was an ongoing whole-of-department approach to the pandemic and the resulting restrictions which included timely and informative communications and the continuous review of response processes and procedures.

As part of its response to the restrictions imposed by the pandemic, WHS have assisted with the process to enable staff to work at home safely which included assisting in the management of working at home applications, assessing OSH self-assessment checklists and arranging ergonomic assessments where required. An audit has been completed for current work at home arrangements and the results indicated that staff who work at home have accurately reported their working at home conditions and ergonomic equipment and managed their OSH at home well.

This year, the Director General and Corporate Executive recognised employees who showed outstanding commitment to the continuous improvement of OSH issues in the department through the [DMIRS Work Health and Safety Excellence Awards](#), which include three award categories. This was the second year the awards have been presented with nominations open to all staff or teams that made a significant contribution to OSH over the previous 12 months. The Corporate Executive showed their commitment and support by attending the award ceremony, with the Director General presenting the awards.



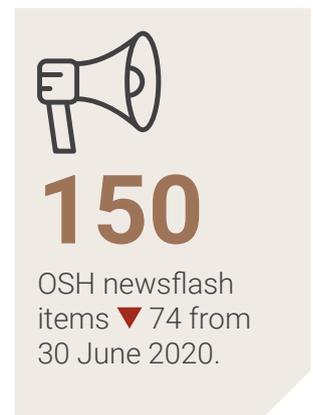
DMIRS Work Health and Safety Excellence Award winners with the (former) Director General David Smith (left to right): Negar Paige, David Smith, Marka Haasnoot, Judy Fletcher, Claire Hennigan and Erin James.

Consultation

The OSH Committee provides an avenue for consultation across the department. The Committee meets quarterly to discuss and resolve issues raised by the SHRs, and where required make recommendations to Corporate Executive on safety and health strategies. The OSH Committee also reviews the department's OSH statistics and trend analysis, including hazards and incidents reported that quarter.

Employees are represented by their elected SHRs who are all members of the OSH Committee, chaired by an executive member and an employee representative on a rotational basis.

The OSH Committee is accountable to the Director General through the Corporate Executive. The OSH Committee minutes are tabled with the Corporate Executive and made available to staff through the department's intranet, via SHRs, departmental newsflashes,



noticeboards and the 'Safety on the Agenda' notifications. The Manager WHS presents OSH data including hazards, incidents and highlights any emerging trends to the Corporate Executive on a quarterly basis.

OSH Committee members are given the opportunity to provide feedback through an annual survey on the effectiveness of the OSH Committee throughout the department. Prior survey results indicate Committee members find the Committee effective in discussing and resolving OSH issues and providing advice and recommendations to the Corporate Executive. Committee members also agreed that meetings are productive and relevant and that they all have an opportunity to provide feedback on OSH matters and to raise OSH issues.

The Emergency Management Working Group (EMWG) currently reports to the OSH Committee on a quarterly basis. The purpose of the EMWG is to provide a forum for discussion on emergency management and response procedures, and to make recommendations to the OSH Committee on the department's emergency management procedures and/or processes. The EMWG also serves to facilitate effective consultation and problem solving on matters relating to emergency management; to consider and report to the OSH Committee any issues / matters referred to the EMWG by the Chief Fire Wardens in regards to evacuations and/or training; and to ensure consistency between the department's sites and locations with regards to compliance with OSH legislation.

In addition to the OSH Committee, the Wellness Committee is another example of an effective consultative mechanism within the department that aims to improve health outcomes for staff.

Injury management

The department's commitment to injury management in accordance with the [Workers' Compensation and Injury Management Act 1981](#), is reinforced by the Director General's [OSH Policy Statement](#) with a commitment to injury management, including early intervention and the development of meaningful return to work programs for injured workers. The department meets its duty of care obligation to work and non-work related injured workers by the establishment and implementation of medically guided and meaningful return to work programs.

The department manages injuries in accordance with leading practice injury management by partnering with the manager to determine early return to work strategies, facilitating proactive medically guided return to work programs and ensuring the rehabilitation goal is appropriate and achievable.

We have continued to provide comprehensive OSH and injury management training for managers focusing on early intervention strategies and facilitating successful return to work for injured workers throughout the department. While there has been an increase in the lost time injury and/or disease incidence rate, and a reduction in the percentages of workers returned to work within 13 and 26 weeks, the department's workers' compensation claims remain low as benchmarked against industry. In the 2019–20 financial year the department had 12 workers' compensation claims and this year, there were 16 claims.

Safety management system

The department's Internal Audit team were scheduled to review the DMIRS safety management system (SMS) against the WorkSafe plan in January this year. This was deferred due to pressures arising from COVID-19 and will now commence early in the next financial year.

The two safety management systems of the legacy departments were assessed against the WorkSafe plan audit and assessment (we received platinum certification in 2017, and gold in 2015) and all audit recommendations having been implemented. Additionally, the department was audited by the Industrial Foundation for Accident Prevention (IFAP) in 2017 and 2019, and received a Gold Safe Way Achiever Award for a best practice safety management system.

The department's SMS is integrated into all levels of planning and systems. The SMS aims to exceed the requirements of the OSH Act. During the past year, this commitment was communicated to staff via the annual publication of the department's reviewed OSH Policy and the OSH Policy Statement which is displayed in each of the department's office sites.

As part of a continual improvement program of the SMS this year, the department successfully developed and implemented MyWHS, the new online hazard and incident reporting and management system. MyWHS improves how safety and health events can be managed and



tracked across the department. It enables hazards to be quickly identified so that controls can be put in place in a timely and effective manner. MyWHS also encourages a more active reporting culture which can assist in reducing the harm that employees may be exposed to. MyWHS includes an investigation process within the system, leading to greater consultation that assists in identifying the root causes that led to the incident and implementing effective controls.



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incident reports ▲ 9 from
30 June 2020

Report on performance

Measure	Actual results			Results against target	
	2018–19	2019–20	2020–21	Target	Comment on result
Number of fatalities	0	0	0	0	Target achieved
Lost time injury and/or disease incidence rate	0.35	0.50	0.62	0 or 10% reduction	This is a 24% increase but the number of claims remains low ⁽¹⁾
Lost time injury and/or disease severity rate	40.0	0	40.0	0 or 10% reduction	This is a 40% increase but is consistent with 2018–19 severity rate ⁽²⁾
% of injured workers returned to work:					
i) within 13 weeks	i) 100%	i) 100%	i) 40%	Greater than or equal to 80%	Target not achieved ⁽³⁾
ii) within 26 weeks	ii) 100%	ii) 100%	ii) 60%		
% of managers trained in OSH management responsibilities, including refresher training within three years	93%	92%	85%	Greater than or equal to 80%	Target achieved

Note:

- (1) There were 10 lost time injury claims in 2020–21, compared with eight during 2019–20.
- (2) DMIRS had four severe claims in this reporting period; two psychological and two musculoskeletal.
- (3) The percentages of injured employees returned to work are reflective of the four severe claims reported this period and the resulting complexity of the return to work programs.

Working on wellness

The department's Working on Wellness (WOW) program continues to be popular and well-received by its employees in looking after their health and wellness goals. In the last year, WOW adopted new and innovative practices to address the challenges presented by the COVID-19 pandemic.

Twenty-two virtual and interactive webinars were available to all employees on a range of health topics including self-care for mental and physical wellbeing, helping children regulate their heightened emotions, mental health and wellbeing during COVID-19, how to have conversations with others around mental health, burnout and fatigue, technology and children, office based stretching, maintaining health and wellbeing in winter, men and cancer, and healthy ageing and financial wellbeing. A 12 week healthy lifestyle program was also virtually rolled out to employees to assist them in achieving their health and fitness goals.

Additionally numerous face to face sessions were available to employees including the well-received "R U OK" day, flu vaccinations, skin cancer screening, health assessments and a wide variety of seminars on nutrition, men's health, mental health awareness, diet and cardiovascular health, the science of sleep, and breast cancer and bowel cancer awareness.

The WOW program also offered an assortment of 'come and try' physical and creative activities such as core strength and stretching classes and high intensity interval training sessions to promote mental wellbeing via supporting employee engagement.

In the past year the WOW program succeeded in increasing regional engagement by providing local flu vaccinations, skin checks, health checks, a WOW presentation at regional conferences and participation in the



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Number of WOW events ▲ 11 from 30 June 2020.

six week virtual Ultimate Kimberley Walking Challenge. This virtual walking challenge saw 250 staff walk a total of 79,241kms.

Participation rates across the department have increased from the previous financial year by 13 per cent, with 3,121 instances of employees attending various events and initiatives.

Each year the effectiveness of the WOW is evaluated through a staff survey. The feedback received assists in building the calendar for the year ahead. The most recent survey found 97 per cent of respondents are aware of the WOW program, 75 per cent have participated in the program in the past year and 67 per cent are very satisfied or satisfied with their experience in the past 12 months.

Training

The department is committed to furthering the education and knowledge of its elected safety volunteers and this year our SHRs participated in ergonomic assessment training, which gives them some basic information on ergonomic set up, and incident investigation training to enable them to effectively assist as part of an investigation team.

To help in the roll out and uptake of the MyWHS system, targeted training was run across the department and in particular for key stakeholders such as the elected SHRs, regional managers, and first aid officers. These information and demonstrations sessions continue to be offered to all employees and managers can request demonstrations at their team meetings.

The WOW survey results indicated a high level of interest in mental health. As a result a number of sessions were offered. Approximately 100 employees and managers attended the mental health training sessions. Employees were able to gain a better understanding of what mental health is, the types of mental illness, maintaining your own personal wellness and how to support friends and colleagues. The session for managers provided specific training to assist with managing mental health issues in the workplace. A range of mental health initiatives will be undertaken during the next financial year including raising awareness during Mental Health month in October.



3,316

WOW participation ▲ 1,490 from 30 June 2020.



Governance disclosures

A number of actions to strengthen our governance have occurred throughout the year including self-assessments against the recommendations of the [Department of Communities: Housing Authority Review, EY Report](#) (Commissioned by the Public Sector Commission); and the Public Sector Commission Integrity in financial management: [Self-assessment checklist](#). The self-assessments assisted in identifying the department's strengths in these areas and also opportunities for improvement that are now being actioned. Action plans to address the gaps will be implemented during 2021–22, and will be monitored with quarterly progress reports provided to the Audit and Risk Committee.

Corporate Executive Subcommittees

As part of the Corporate Executive's commitment to good governance practices, six Corporate Executive subcommittees have continued to meet during 2020–21. These subcommittees ensure the department's strategic objectives are achieved, risks are managed and resources are used responsibly. The subcommittees provide oversight and accountability in the areas of audit and risk, performance, finance, digital technology, reform, diversity and inclusion.

Audit and Risk Committee

Met four times during the year to provide oversight of the department's governance, risk management and internal control practices to provide confidence in the integrity of these practices and enable achievement of government and organisational strategic objectives. In accordance with the Treasurer's Instruction 1201, the Audit and Risk Committee is fully independent - for further information refer to [page 95](#).

Key Achievements:

- ▶ Oversaw enhancements to risk management and business continuity measures in response to COVID-19.
- ▶ Monitored outstanding audit recommendations to ensure identified risks were mitigated.
- ▶ Reviewed the outcomes of the department's self-assessments against the [Housing Authority review, EY report recommendations](#) and the [PSC integrity in financial management checklist](#).

Diversity and Inclusion Subcommittee

Met quarterly to monitor and progress the implementation of the department's [Diversity and Inclusion Plan 2019 – 2023](#). The subcommittee ensured strategic decision-making and accountability on diversity and inclusion matters, aligned to priorities of the department and the Public Sector.

Key Achievements:

- ▶ Developed and promoted an annual diversity and inclusion calendar to recognise and celebrate key events including International Women's Day, National Reconciliation Week, International Day of People with a Disability and International Youth Day.
- ▶ Launched [DMIRS Innovate Reconciliation Action Plan 2020 – 2022](#) and promoted the [Aboriginal Employment Strategy](#).
- ▶ Piloting and rolling out of Diversity and Inclusion, Cultural Awareness; Disability Awareness and Mental Health training to managers and staff.
- ▶ Continued progress towards increasing workforce representation for diversity priority groups and became an 'Endorsed Employer' with Work180.



Reform Subcommittee

Met five times during the year to ensure accountability and strategic decision-making on regulatory reform matters, aligned to government and corporate priorities and strategic direction.

Key Achievements:

- ▶ Worked with business Groups to recommend, coordinate, monitor and report on the delivery of agreed regulatory reform initiatives (e.g. Payment Card Industry Data Security Standard).
- ▶ Prepared a Licence Reform paper for Corporate Executive which outlined a 3–4 year program of work with impacts on all areas of the department.

Finance Subcommittee

Met monthly to provide oversight of ongoing and strategic financial management and to ensure that DMIRS manages finances responsibly with a focus on whole-of-government objectives and delivering services in the most efficient way.

Key Achievements:

- ▶ Monitored the department's revenues and expenditures in relation to forecasts.
- ▶ Established processes for the allocation of budgets within the department.
- ▶ Monitored the department's financial performance against departmental priorities and approved budgets.
- ▶ Formulated strategies for improving the department's financial position.

Performance Subcommittee

Met four times during the year to assist leadership with their governance and oversight responsibilities and enhance/improve our performance reporting.

Key Achievements:

- ▶ Reviewed quarterly reports for mining and petroleum approvals performance, licensing performance against targets, DMIRS Key Performance Indicators (KPIs) and Corporate Performance Indicators (CPIs).
- ▶ Endorsed improvements to enhance presentation of the Approvals Performance Report for mining and petroleum, KPI reporting by introducing a quarterly dashboard, and CPI with commentary and discussion points.
- ▶ Endorsed recommendations to increase the transparency of DMIRS Licensing Performance Reports and a new website page for publishing.

Digital Technology Subcommittee

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

Key Achievements:

- ▶ Introduced a Portfolio Project Prioritisation Process involving quarterly review of projects submitted and ranked, ensuring greater visibility of portfolio, improved resource management, better use of funding and improved alignment to Government and our strategic goals.
- ▶ Endorsed DMIRS Strategic information and communications technology (ICT) Roadmap.
- ▶ Oversaw financial ICT spend.



Business continuity planning

2020–21 has been a time of learning, in particular navigating the pandemic. Declared a critical incident, the department’s response highlights the value of flexibility, adaptation and continuous improvement. Prior to the pandemic, DMIRS had existing business continuity plans. What we learnt, however, was that these plans were not appropriate for responding to a continually evolving situation subject to rapid change.

As the situation progressed and community lock downs were imposed, staff adapted to working from home. To support them we enhanced our IT capability, by increasing the number of staff who were able to remotely access our systems and programs in a home environment, to continue the delivery of our vital business functions. Corporate email, intranet and other cloud-based systems enabled staff access from home while managing the associated cyber-security risks. A COVID-19 intranet page was established to provide up-to-date information about the pandemic, links to other information sources, and useful documents and templates for staff working at home.

As the pandemic progressed, the department reassessed how it could continue doing business and we were faced with a number of questions including:

- ▶ What are our vital business functions?
- ▶ What services should we suspend?
- ▶ How can we deliver these in a different way?

We reviewed our list of vital business functions using a process of business impact analysis; the outcome of which was formalised in a DMIRS Business Continuity Management Strategy. This strategy provided the Corporate Executive with a prioritised list of its most important functions and the minimum service levels that needed to be maintained.

The pandemic was the catalyst for a major review of the department’s response to, and management of, critical incidents. A revised Critical Incident Management Plan and supporting procedures were established, and DMIRS inaugural Business Continuity Management Framework was approved by Corporate Executive. The work continues to ensure continuous improvement as we learn more about responding to and managing COVID-19 and other critical incidents.

Risk Management

The department remains committed to ensuring that it operates within a ‘risk aware’ culture that encourages responsible and informed risk-based decision-making within its declared risk framework. During the year the department’s Risk Policy and Risk Framework were reviewed and updated to ensure our risk management processes remain appropriate to minimise the department’s exposure to risk and maintain stakeholder confidence.

In response to feedback from the business, the departments risk tables were expanded to make them more relevant and meaningful and to reflect the updated Risk Management Standard. Our operational areas continued to develop their operational risk registers, attending risk workshops and assessing their risks. An increased number of procurement risk assessments were undertaken during the year for purchases of significant value or where there were other contract risks.

Internal audit

The Director General has established an effective internal audit function as a key component of the governance framework within the department. In compliance with the [Financial Management Act 2006](#) and Treasurer’s Instructions the internal audit function operates in accordance with the International Professional Practices Framework of the Institute of Internal Auditors and under an approved audit charter. It provides independent, objective assurance, and consulting services that are designed to add value and improve the department’s operations.

The department’s internal audit mission is to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight. It also plays an active role in developing and maintaining a culture of accountability, integrity and adherence to high ethical standards.

The [annual audit plan](#) is risk-based and covers both financial and non-financial operations. The plan is continually reviewed and amended during the year to reflect current and emerging risks. As a response to COVID-19 internal audit conducted a number of agile insight audits during 2020–21 to provide Corporate Executive with additional assurance and insight.

Public interest disclosures

There were no public interest disclosures received or managed during 2020–21.



Other legal requirements

Act of grace payments

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

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

This year, the departments act of grace payments relate to royalty rebates as per the financial assistance agreement for the Koolyanobbing Iron Ore Mine, refunds of tenement rental monies paid and refunds on occupational licensing.

Act of grace payments 2020–21

Administered funds		
Payment date (approved by the Governor)	Payment amount \$	Purpose of payment
August 2020	21,301,110.07	Royalty refund
December 2020	23,072,581.78	Royalty refund
March 2021	27,577,329.26	Royalty refund
June 2021	34,835,500.61	Royalty refund
	106,786,521.72	
Payment date (approved by the Minister)		
July 2020	1,350.00	Refunds of tenement rent
July 2020	270.00	Refunds of tenement rent
October 2020	540.00	Refunds of tenement rent
December 2020	270.00	Refunds of tenement rent
January 2021	207.30	Refunds of tenement rent
February 2021	6,156.00	Refunds of tenement rent
June 2021	972.00	Refunds of tenement rent
	9,765.30	
Total acts of grace - Administered	106,796,287.02	
Controlled funds		
Payment date (approved by the Minister)	Payment amount \$	Purpose of payment
November 2020	13,812.00	Annual tenement rent refund
January 2021	110.00	Annual tenement rent refund
May 2021	1,470.00	Annual tenement rent refund
December 2020	854.75	Employment Agents Fee Refunds
December 2020	2,171.20	Land Valuer Fee Refunds
December 2020	3,968.00	Motor Vehicle Fee Refunds
December 2020	3,000.00	Real Estate Agents Fee Refunds
Total acts of grace - Controlled	25,385.95	
Total acts of grace payments	106,821,672.97	



Unauthorised use of credit cards

DMIRS adheres to [Treasurer's Instruction - 321 Credit Cards – Authorised Use](#) regarding card expenditure.

Despite all cardholders being aware of their obligations under the department's credit card policy, there were 63 instances of personal usage, by 50 individual cardholders (6 people had two or more occurrences).

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

In accordance with [Treasurer's Instruction - 903 Agency Annual Reports](#), the table below discloses credit card use for personal expenditure.

Instances of unauthorised credit card use	2020–21
Number of instances the Western Australian Government Purchasing Cards have been used for personal purposes	63
Aggregate amount of personal use expenditure for the reporting period	\$2,597.97
Aggregate amount of personal use expenditure settled by the due date (within 5 working days)	\$2,519.88
Aggregate amount of personal use expenditure settled after the period (after 5 working days)	\$78.09
Aggregate amount of personal use expenditure remaining unpaid at the end of the reporting period	\$0.00
Number of referrals for disciplinary action by the notifiable authority during the reporting period	1

Customer feedback

The department is committed to adapting its services to further improve the customer experience. Some examples of what we have achieved over the year include:

- ▶ developed and implemented an electronic system to provide all designated gas inspectors the ability while in the field to raise Inspectors Orders or Notice of Defects;
- ▶ reduced our titles spatial services survey backlog to 186 tenements as at 30 June 2021. By contrast, in January 2018, we had 1,080 tenements awaiting processing - this is a reduction of 82.8 per cent; and
- ▶ implemented new online government sector labour relations advice resource.

Our approach to customer feedback aligns with our Strategic Intent. We maximise our impact as a service provider by: delivering quality services at the lowest cost possible; reducing the complexity of the customer journey through Government; using digital technologies to improve the customer and staff experience and responding to customer feedback.

As reported earlier (refer [page 19](#)), the results in the annual stakeholder satisfaction survey revealed our people are:

- ▶ professional, courteous and respectful (72 per cent agree)
- ▶ ethical and genuinely try to help (69 per cent agree)
- ▶ responsive to queries (66 per cent agree)

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

The department has a robust approach in dealing with customer feedback facilitating feedback. We have multiple channels to make providing feedback easy, including an online form on the department's website, telephone numbers and contact email addresses.



Feedback received by DMIRS during 2020–21:

Compliments	Complaints	Suggestions	Total
33	162	54	249

The department can confirm that the complaints were responded to in a timely manner by appropriate officers of the department, and that there were no process improvements made as a result of these suggestions or complaints.

As part of a wider review to improve the experience of our customers, the department is developing a new online feedback system to be launched in the following year. Aligning with the department’s digital strategy by using digital technologies to improve the customer and staff experience, the new system will be user-friendly saving time and effort for the customer.

Compliance with public sector standards and ethical codes

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

Accountable and Ethical Decision Making (AEDM) and Conflict of Interest (COI) form part of the department’s induction program for all new employees. In line with recommendations from the department’s internal assessment against the Ernst and Young Housing Authority Review, the AEDM and COI training were reviewed and updated in 2021. As at 30 June 2021, 97 per cent of employees have completed the AEDM training and 94 per cent of employees have completed the COI training.

During the year staff were asked to complete an integrity survey which aimed to provide insight into the department’s integrity culture, perceptions of leadership and confidence to report matters where unethical behaviour has been observed. The survey also measured the perceived effectiveness of educating employees through training, available reporting options and policy documents.

Following analysis of the results, the department has implemented a range of ongoing actions to assist in embedding a culture of integrity including increased communication, a review of integrity themed training and enhanced integrity mechanisms in recruitment practices. Further work is planned to focus on the reporting of employee integrity concerns and processes to ensure expectations are effectively managed.

“

All six values are important to me and influence the way I work and approach others. If I have to make a choice it is being **ethical**; I have always felt very strongly about doing the right thing. In the public sector in particular where we are serving the community it is highly critical that we are accountable, open and transparent in what we deliver.



Marka Haasnoot
Executive Director



Expenditure on advertising, market research, polling and direct mail

In accordance with section 175ZE of the [Electoral Act 1907](#), the department incurred the following expenditure in advertising, market research, polling, direct mail and media advertising. Total expenditure for 2020–21 was \$839,837. Expenditure was incurred in the following areas (detailed below).

Expenditure	Organisation	Amount	Total
Advertising agencies	Initiative	\$650,155	
	Mintox Media	\$23,100	
	The Islander	\$3,038	
	The Atoll	\$2,251	
	Mulga Mail	\$2,235	
	Twitter	\$128	
	Advertising agencies total		
Market research organisations	Ipsos Pty Ltd	\$71,461	
	Initiative	\$20,168	
	Survey Monkey	\$4,810	
	Market research organisations total		
Polling organisations	Facebook	\$1,260	
	Polling organisations total		
Direct mail organisations	Quickmail	\$12,748	
	Createsend.com	\$11,263	
	Campaign monitor	\$8,795	
	Farmguide	\$3,060	
	Mailchimp	\$884	
	Australia Post	\$486	
	Direct mail organisations total		
Media advertising organisations	Southern Cross Austereo	\$23,000	
	CFMEU Branch Digest	\$995	
	Media advertising organisations total		
Total			\$839,837

Disability Access and Inclusion

Refer to the people with disability section on [page 61](#).

Recordkeeping plans

The department continuously monitors and evaluates the performance of its electronic document and records management systems (EDRMS), ensuring compliance with both legislative standards and meeting operational business requirements. Information created by staff, in line of business systems and information from customers and stored in our EDRMS is regularly monitored, audited, verified and reviewed for both quality assurance and data integrity. This includes qualitative and quantitative system checks that analyse information, providing accountability and transparency.

In July 2020 the department commenced a project (referred to as the oneDMS program) to implement a single unified document management solution on the Objective EDRMS platform, retiring the OurDocs records management system, which will provide an enhanced user experience and promote best practice recordkeeping within the department.



Training programs

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

We provide Total Recordkeeping Awareness Course (TRAC) online training, a self-paced learning and development course covering: government employee accountability and compliance standards; legislative requirements including the [State Records Act 2000](#) and the [Freedom of Information Act 1992](#); benefits of best practice recordkeeping; consequences of inadequate recordkeeping; and the creation, access, storage and disposal of government records. TRAC was reviewed and updated in 2021.

Training in the use of the EDRMS (OurDocs/ Records Manager and Objective) is provided to all employees through a face-to-face classroom environment or in a virtual format using Microsoft Teams. The training includes an overview of the application of foundational information management principles that guide system use and information management, document creation and storage.

Objective EDRMS online training was decommissioned and replaced with dedicated face-to-face (classroom or virtual) training in late 2020 in conjunction with the commencement of the oneDMS program and the deployment of the Objective system.

All departmental employees recordkeeping and EDRMS training information is recorded and saved within DMIRS' applications.

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

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

Staff responsible for recordkeeping regularly attend workshops and presentations offered by the State Records Office, Records and Information Management Professionals Australasia, IRIS Consulting and the Institute for Information Management to ensure their skills and knowledge remain current and relevant.

The table below outlines the number of employees who participated in recordkeeping and EDRMS training for 2020–2021.

Training Course	Number of employees trained
Total recordkeeping awareness course (online)	447
EDRMS basics (OurDocs) (Classroom inc MS Teams)	251
Objective (Online) ⁽¹⁾	60
Objective (Classroom inc MS Teams)	494
One-on-one (OurDocs) coaching	24
One-on-one (Objective) coaching	107
Business folder owner (OurDocs)	26
E-signatures	3
IMS Induction – welcome emails and briefings	407
Industry training attended by IMS branch	8

(1) From September 2020 this training course was no longer offered.

International Labour Organization Convention 81: Labour inspections

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

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



Relevant laws and regulations

The reporting in this section relates to inspection services delivered by the department during 2019–20 for: workplace safety under the [Occupational Safety and Health Act 1984](#) (OSH Act), [Mines Safety and Inspection Act 1994](#) (MS&I Act), [Petroleum \(Submerged Lands\) Act 1982](#), [Petroleum and Geothermal Energy Resources Act 1967](#), and [Petroleum Pipelines Act 1969](#) (Petroleum Acts); and wages and conditions of employment under the [Industrial Relations Act 1979](#) (IR Act).

Inspection staff

During 2020–21, the department employed the full-time equivalent of 179 workplace safety inspectors and nine industrial relations inspectors.

Workplaces liable for inspection in WA

At the beginning of the reporting period the total number of businesses operating in WA was 234,156.

During 2020–21, a total of 1.37 million people were employed in WA.

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

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

Inspections conducted

Inspections conducted during 2020–21 relating to workplace safety totalled 9,677. Also during the period, 292 employer activities were inspected under the *Industrial Relations Act 1979*.

Type of inspection	No. of inspections
Employers inspected under the IR Act	292
Sites inspected under the OSH Act	8,705
Sites audits under the Petroleum Acts	18
Site inspections and audits under the MS&I Act	9,954

Inspection outcomes

During 2020–21, workplace safety enforcement proceedings resulted in 10 convictions. Fines imposed totalled \$836,000.

Of the 292 employer inspections conducted under the *Industrial Relations Act 1979*, conducted, 2,021 separate breaches of awards, agreements or legislation were identified. Five enforcement proceedings were finalised during the period, resulting in the recovery of \$155,125.49 in employee entitlements and pecuniary penalties of \$1,500.

Industrial accidents and occupational diseases

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

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

Frequency rate = number of LTI/Ds / number of hours worked x 1,000,000

Incidence rate = number of LTI/Ds / number of workers x 100

According to the most recent preliminary workers' compensation claims data, work-related LTI/Ds in Western Australia recorded a 1.2 per cent increase in frequency rate, from 6.94 LTI/Ds per one million hours worked in 2018–19 (revised data) to 7.02 in 2019–20 (preliminary data). The five-year trend (2015–16 to 2019–20) shows a reduction of 10.6 per cent.

There was a 0.9 per cent reduction in the incidence rate, from 1.17 LTI/Ds per one hundred employees in 2018–19 (revised data) to 1.16 in 2019–20 (preliminary data). The five-year trend (2015–16 to 2019–20) shows a 12 per cent reduction.

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

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



<i>Debt Collectors Licensing Act 1964</i>	<i>Employment Agents Act 1976</i>	<i>Land Valuers Licensing Act 1978</i>
b) the number and nature of matters referred to in paragraph (a) that are outstanding		
There was one matter outstanding as at 1 July 2021, related to alleged unlicensed collection activities.	There was one matter outstanding as at 1 July 2021, relating to alleged unlicensed activities.	There was one matter outstanding as at 1 July 2021, which is currently subject to ongoing investigation in relation to valuation practices.
c) any trends or special problems that may have emerged		
There were no trends of special problems that emerged this financial year.	Complaints were reported by members of the public, and expiring employment agent licences were referred from the Department's Licensing Directorate, in relation to alleged unlicensed dealings as an employment agent. No trends were identified.	There were no trends or special problems that emerged.
d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates		
There are no changes anticipated.	The workload is expected to remain consistent, if not decrease, over the following year as more traders move to alternative business models, such as labour hire businesses, that are not captured under the Act.	There are no changes anticipated.
e) any proposals for improving the performance of the Commissioner's functions under this Act		
There were no recommendations for improving the performance of the Commissioner's functions.	There were no recommendations for improving the performance of the Commissioner's functions.	There were no recommendations for improving the performance of the Commissioner's functions.



<i>Motor Vehicle Dealers Act 1973</i>		<i>Settlement Agents Act 1981</i>	
a) The number, nature and outcomes of:			
i) Investigations and inquiries undertaken by, or by the direction of, the Commissioner for the purposes of this Act.			
Outstanding as at 1 July 2020	168	Outstanding as at 1 July 2020	13
Alleged unlicensed activities	19	Alleged unlicensed activities	12
General compliance issues	19	General compliance issues	1
Inquiries	130	Inquiries	0
Commenced 2020–21	1,928	Commenced 2020–21	124
Alleged unlicensed activities	65	Alleged unlicensed activities	73
General compliance issues	105	General compliance issues	51
Inquiries	1,758	Inquiries	0
Concluded 2020–21	1,845	Concluded 2020–21	124
Alleged unlicensed activities	49	Alleged unlicensed activities	74
General compliance issues	77	General compliance issues	50
Inquiries	1,719	Inquiries	0
Investigation Outcomes	126	Outcomes	129
Corrective Advice Accepted	39	Education, advice or information given	59
Education, advice or information given	29	No Offence Detected	17
Admin warning accepted	13	Fine Penalty	12
No offence detected	11	No Action Taken - Other Reason	11
No Action Taken - Insufficient/Conflicting evidence	10	Admin Warning Accepted	9
Referred for Investigation	4	Complaint lapsed or withdrawn	7
Prosecution action taken (including sat proceedings)	4	Infringement Notice Withdrawn	5
Other	16	CP policy reason	3
Inquiry Outcomes	1,719	Complaint referred to another body	2
Agreement reached to settle	692	Matter Clarified - Consumer agreed with no Conciliation Required	1
Education, advice or information given	229	No attempt to conciliate - referred to Magistrates Court	1
Sufficient evidence – consumer did not accept resolution	170	No Commerce Jurisdiction advice given/ Referred to other Agency	1
Complaint lapsed or withdrawn	141	Referred for Investigation	1
Conflicting evidence - Trader did not accept resolution	107		
Conflicting evidence - Both parties did not accept resolution	107		
Conflicting evidence - Consumer did not accept resolution	80		
Complaint referred to another body	72		
Other	121		
ii) matters that have been brought before the State Administrative Tribunal (SAT).			
One matter was brought before the SAT where the respondent was disqualified from holding or obtaining a motor vehicle dealers' licence in Western Australia and disqualified from being concerned in the management of a motor vehicle dealership until further order of the SAT.		No matters were brought before the SAT.	



<i>Motor Vehicle Dealers Act 1973</i>	<i>Settlement Agents Act 1981</i>	
b) the number and nature of matters referred to in paragraph (a) that are outstanding		
Investigation matters outstanding as at 1 July 2021	82	Outstanding at 1 July 2021
		13
Unlicensed activity	47	Authority to Act - Failure to act in accordance with instructions
General breach of legislation of regulation	35	Failure to Act in best interest of principal - Acting for two parties
		General financial management - Lack of supervision
Inquiry matters outstanding as at 1 July 2021	169	General financial management - Management of financial records
Dispute cause unavailable at 1 July 2021	110	Obtaining and providing information - Failure to disclose pertinent facts
Poor communication between trader and consumer	20	Supervision and control of the business - Inadequate supervision
Dispute about the extent of the problem	15	Trust Account - Failure to deposit trust monies
Consumer did not understand the law	8	Trust Account - Misappropriation
On amount or type of redress	7	Trust Account - Unauthorised use of monies
Other	9	Unlicensed activity - Unlicensed
		2
c) any trends or special problems that may have emerged		
The COVID-19 restrictions impacted the ability for proactive compliance officers to undertake physical inspections during lockdown periods.		Trust account issues and qualified audits continue to be the dominant issue for settlement agents.
d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates		
The workload should remain consistent for the 2021–22 financial year with the focus continuing on consignment selling and unlicensed motor vehicle dealing. It is expected that more proactive compliance visits will be able to be undertaken.		There are no changes anticipated.
e) any proposals for improving the performance of the Commissioner's functions under this Act		
The Department undertook an internal review of the proactive compliance program in 2019–20, which resulted in a recommendation to introduce a new risk-based proactive compliance program for the 2020–21 financial year. Due to competing priorities brought about by COVID-19, the implementation of this program will commence in 2021–22.		There were no recommendations for improving the performance of the Commissioner's functions.



<i>Electricity Act 1945</i>		<i>Gas Standards Act 1972</i>	
a) the number, nature and outcomes of:			
i) investigations and inquiries undertaken by, or by the direction of, the Director of Energy Safety (the director) for the purposes of this Act.			
Outstanding as at 1 July 2020	1,990	Outstanding as at 1 July 2020	62
Compliance Inspections	1,644	Audits	4
Investigations	346	Compliance Inspections	15
		Investigations	44
Commenced 2020–21	3,310	Commenced 2020–21	613
Audits	28	Audits	2
Compliance Inspections	2,503	Compliance Inspections	353
Investigations	779	Investigations	258
Concluded 2020–21	2,413	Concluded 2020–21	571
Audits (Network Operator)	15	Audits	1
Compliance Inspections	2,076	Compliance Inspections	322
Investigations	322	Investigations	248
Outcomes	2,512	Outcomes	743
Completed - no action required	1,225	Appeal - Rejected	1
Corrective Action Request	3	Appeal - Upheld	2
Dealt with by Prosecution - lapsed	2	Appeal - Withdrawn	1
Electrical Licensing Board - Referral	1	Completed - no action required	420
Further Investigation Required	10	Further Investigation Required	6
Inspector's Order - Cancel	1	Prosecution – Proceed with Legal	2
Inspector's Order - Issued	43	Incident Report/Hazard Alert - Issue	1
Not Inspected - attended site, not possible	155	Infringement - Issue	8
Not Inspected - site not attended	386	Project goal - Delivered	21
Provide Advice - RCDs	515	Inspector's Order - Issued	65
Provide Advice	48	Not Gas Related	5
Referred to Legal Services - Prosecution prospects advice	1	Not Inspected - attended site, not possible	12
Referred to Legal Services - prosecution action	1	Not Inspected - site not attended	3
Referred to Network Operator	4	Not Investigated	2
Warning - Verbal	12	Provide Advice	29
Warning - Written	105	Referred to Licensing	36
		Warning - Verbal and Written	129
ii) matters that have been brought before the State Administrative Tribunal (SAT).			
No matters were brought before the SAT.		No matters were brought before the SAT.	
b) the number and nature of matters referred to in paragraph (a) that are outstanding			
Matters outstanding as at 1 July 2021	2,887	Matters outstanding as at 1 July 2021	104
Audits	13	Audits	5
Compliance Inspections	2,071	Compliance Inspections	46
Investigations	803	Investigations	53
c) any trends or special problems that may have emerged			
Emerging technologies within the electricity sector such as Solar and Battery Energy Storage Systems have resulted in an increased demand for compliance activities undertaken by the department.		New technology within the gas sector has resulted in the emergence of hydrogen within the industry, which has caused an increased demand for compliance activities undertaken by the department.	
d) forecasts of the workload of the Director's in performing functions under this Act in the year after to which this report relates			
It is expected that emerging technologies within the electricity sector will continue to result in significantly increased demand for compliance activities undertaken by the department.		It is expected that emerging technologies within the gas sector will continue to result in significantly increased demand for compliance activities undertaken by the department.	
e) any proposals for improving the performance of the Director's functions under this Act			
There are no proposed changes at this stage.		There are no proposed changes at this stage.	



Retirement Villages Act 1992

a) As soon as practicable after 30 June, but on or before 31 December, in each year, the Commissioner shall prepare and forward to the Minister a report on the operation of this Act during that year

i) Number		ii) Nature		iii) Outcome	
Outstanding as at 1 July 2020	6	Outstanding as at 1 July 2020	12	Concluded 2020–21	32
Compliance	0	Fees	7	Education, advice or information given	11
Investigation	3	Property Management	3	CP policy reason	6
Conciliation	3	Other	2	Agreement reached to settle	4
				Complaint lapsed or withdrawn	3
Commenced 2020–21	38	Concluded 2020–21	32	No Offence Detected	3
Compliance	4	Property Management	9	Sufficient evidence - Consumer did not accept resolution	2
Investigation	6	Fees	7	Complaint referred to another body	1
Conciliation	28	Other	7	Conflicting evidence - Consumer did not accept resolution	1
		General Breach of Legislation	6	Information provided for record purposes only	1
Concluded 2020–21	32	Professional Conduct	2		
Compliance	4	Dispute - Workmanship and Contractual	1		
Investigation	2				
Conciliation	26				

b) matters that have been brought before the State Administrative Tribunal (SAT)

No matters were brought before the SAT.

c) any trends or special problems that may have emerged

In many instances, complaints cannot be substantiated or are contractual.

d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates

There are no changes anticipated.

e) any proposals for improving the performance of the Commissioner's functions under this Act

There are no proposed changes at this stage, however, a review of the Act is being conducted and will propose a number of reforms following consultation with the community.



Plumbers Licensing Act 1995

a) The number, nature and outcomes of:

- i) investigations and inquiries undertaken by, or by the direction of, the Plumber's Licensing Board (the Board) for the purposes of this Act.

Outstanding as at 1 July 2020	36
Investigation	36
Commenced 2020–21	294
Investigation	294
Concluded 2020–21	254
Investigation	254
Outcomes	289
Completed – no action required	141
Education Letter – education/advice	12
Further Investigation Required	9
Infringement – Issue	41
No further action – insufficient evidence	3
No further action – no offence detected	11
No further action – not in public interest	2
No further action – other	2
No further action - statute of limitations	3
Referred to Board - fine penalty	6
Referred to Board - no action taken	1
Warning – Verbal	14
Warning – Written	44

- ii) matters that have been brought before the State Administrative Tribunal (SAT).
No matters were brought before the SAT.

b) the number and nature of matters referred to in paragraph (a) that are outstanding

Matters outstanding as at 1 July 2021	76
Investigation	76

c) any trends or special problems that may have emerged

Through its inspection regime, Plumbing Compliance Officers have identified a high rate of non-compliant sanitary drainage installations. A leaking drain may cause significant environmental issues and potential ill health of consumers. Plumbing Compliance Officers will continue to work with industry, and carry out education activities including RTO visits, calls to new Licensed Plumbing Contractors and focus articles to continue to achieve higher rates of compliance.

d) forecasts of the workload of the Board in performing functions under this Act in the year after to which this report relates

Automatic Mutual Recognition will require additional resources to manage compliance of interstate plumbers. An additional resource has been forecast.

e) any proposals for improving the performance of the Board's functions under this Act

The [Decision Regulatory Impact Statement](#) (DRIS) for plumbing reforms propose significant amendments to legislation to enhance the Board's licensing and disciplinary functions and to improve the functionality of the department as the technical regulator.



Real Estate and Business Agents Act 1978

a) the number, nature and outcome of:

i) investigations and inquiries undertaken by, or by the direction of, the Commissioner for the purposes of this Act.	
Outstanding as at 1 July 2020	194
General compliance	108
Financial compliance	86
Commenced 2020–21	3,147
General compliance	2,771
Financial compliance	376
Concluded 2020–21	3,137
General compliance	2,728
Financial compliance	409
Investigations Outcomes	3,137
Fine Penalty	1,382
Infringement Notice Withdrawn	608
Education, advice or information given	557
Admin Warning Accepted	220
No Offence Detected	158
Complaint lapsed or withdrawn	36
CP policy reason	31
No Action Taken - Other Reason	26
Fidelity Claim Partially Allowed	19
Referred for Investigation	18
Fidelity Claim Approved	16
Other Outcome	66
ii) matters that have been brought before the State Administrative Tribunal (SAT).	
SAT Outcome	5
Disqualified	
Failure to act fairly and honestly in dealings as a registered Sales Representative	
Reprimanded	
Failure to disclose the property the Interested Party was purchasing had encroachments listed from a neighbour	
Failure to search, identify and/or disclose a main sewer easement	
Carrying out the functions of a real estate and business sales representative without holding a valid certificate of registration	
On two occasions, failed to exercise due care, diligence and skill in that the agent failed to pay the Bond Administrator the amounts of the bond received	
iii) matters that have been dealt with through the conciliation process.	
Outstanding as at 1 July 2020	0
Commenced 2020–21	131
Landlord enquiry	28
Fees	11
Civil Dispute	10
Failure to act in the best interests of the principal	10
Tenant enquiry	10
Deposits/bonds	9
Property Management	8
Contracts non-adherence to terms of contract	6
Contract pay out dispute, cancellation, interest rate	4
Advertising and Marketing	3
Conduct other NEC	3
Strata Titles	3
General Breach of Legislation	3
Misleading/deceptive conduct (RE or SE - Unprofessional Conduct)	3
Presentation of Offer and Other Documents	2



Real Estate and Business Agents Act 1978

Rental bonds	2
Commercial Tenancy	2
Other	14
Concluded 2020–21	126
Landlord enquiry	28
Fees	11
Civil Dispute	10
Tenant enquiry	10
Deposits/bonds	9
Failure to act in the best interests of the principal	8
Property Management	7
Contracts non-adherence to terms of contract	5
Contract pay out dispute, cancellation, interest rate	4
Advertising and Marketing	3
Strata Titles	3
General Breach of Legislation	3
Conduct other NEC	3
Misleading/deceptive conduct (Unprofessional Conduct)	3
Rental bonds	2
Commercial Tenancy	2
Presentation of Offer and Other Documents	2
Other	13
Conciliation outcomes	126
CP policy reason	37
Education, advice or information given	27
Agreement reached to settle	23
Complaint referred to another body	14
Complaint lapsed or withdrawn	13
Trader not responding to CP	3
Sufficient evidence - Consumer did not accept resolution	2
Sufficient evidence - Trader did not accept resolution	2
Other	5
b) the number and nature of matters referred to in paragraph (a) that are outstanding	
Investigation matters outstanding at 1 July 2021	204
Trust Account - Misappropriation	18
Audit matters - Failure to cause annual audit	14
Property Management - Other	13
Continuing Professional Development requirements not met	12
General breach of legislation or regulation - General breach not specified	12
Advertising and marketing - Misleading	11
Other Dispute Cause	124
Conciliation Matters outstanding at 1 July 2021	5
Dispute cause unavailable at 1 July 2021	3
Failure to Act in best interest of principal	1
Obtaining and providing information	1
c) any trends or special problems that may have emerged	
There were no trends or special problems identified.	
d) forecasts of the workload of the Commissioner in performing functions under this Act in the year after to which this report relates	
There are no changes anticipated.	
e) any proposals for improving the performance of the Commissioner's functions under this Act	
There were no recommendations for improving the performance of the Commissioner's functions.	



Boards and committees remuneration

The department is required to report on the individual and aggregate costs of remunerating all positions on boards and committees as defined in [Premier's Circular 2019/07 – State Government Boards and Committees](#).

Board of Examiners

Mine Manager's and Underground Supervisor's Certificate Board

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Andrew Chaplyn DMIRS representative	Ineligible	12 Months	\$0
Member	Mr Anil Atri DMIRS representative	Ineligible	12 Months	\$0
Member	Ms Sabina Shugg Principal of the WA School of Mines	Does not claim sitting fee	12 Months	\$0
Member	Mr Russell Cole Representing Chamber of Mines and Energy of WA	Does not claim sitting fee	12 Months	\$0
Member	Ms Holly Allday Representing Chamber of Mines and Energy of WA	Does not claim sitting fee	9 Months	\$0
Total				\$0

Quarry Manager's Certificate Board

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Andrew Chaplyn DMIRS	Ineligible	12 Months	\$0
Member	Mr Anil Atri DMIRS	Ineligible	12 Months	\$0
Member	Mr John Soubotian	Does not claim sitting fee	9 Months	\$0
Member	Mr Andrew Haslam	Does not claim sitting fee	12 Months	\$0
Member	Mr Robert Murdoch	Does not claim sitting fee	10 Months	\$0
Total				\$0

Winding Engine Driver's Certificate Board

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Andrew Chaplyn DMIRS	Ineligible	12 Months	\$0
Member	Mr Jose Sanchez DMIRS	Ineligible	12 Months	\$0
Total				\$0



Building Services Board

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Ms Genevieve Cleary	Full/half day	1 month	\$758
Chair	Ms Venetia Bennett	Full/half day	7 months	\$3,270
Deputy Chair	Mr Helmut Schwanke ⁽¹⁾	Full/half day	12 months	\$7,883
Member	Mr Laurence Kruize	Full/half day	12 months	\$6,301
Member	Ms Joanne Motteram	Full/half day	12 months	\$6,301
Member	Ms Serena Giudice	Full/half day	12 months	\$3,313
Member	Ms Faye Stewart	Full/half day	12 months	\$5,457
Member	Mr Jack Mast	Full/half day	12 months	\$6,301
Member	Ms Deborah Smith	Full/half day	12 months	\$4,482
Member	Ms Angela Lefante	Full/half day	12 months	\$5,976
Total				\$50,042

(1) Mr Schwanke acted as Chair for meetings where the chairperson was absent, and therefore was remunerated at the chair rate for these meetings.

Charitable Collections Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Ms Annette Frazer	Half Day	12 Months	\$4,810
Member	Ms Helen Grzyb	Half day	12 Months	\$3,250
Member	Mr Henry Thong	Half Day	12 Months	\$3,250
Member	Ms Jane Hutchison	Half Day	12 Months	\$3,250
Member	Ms Rachelle Spyker	Half Day	12 Months	\$3,250
Total				\$17,810

Commission for Occupational Safety and Health

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Dr Patricia Todd	Annual	6 months	\$11,570.20
Deputy Chair	Mr Darren Kavanagh ⁽¹⁾	Ineligible	12 months	\$0
Member	Mr Andrew Chaplyn	Ineligible	12 months	\$0
Member	Dr Matthew Davies	Half Day	12 months	\$4,356
Member	Mr Paul Moss	Did not apply	12 months	\$0
Member	Ms Andrea Roelofs	Half Day	9 months	\$1,584
Member	Ms Jennifer Low	Half Day	3 months	\$1,188
Member	Ms Joy Barrett	Did not apply	9 months	\$0
Member	Mr Owen Whittle	Did not apply	12 months	\$0
Member	Mr Glenn McLaren	Did not apply	12 months	\$0
Member	Dr Lin Fritschi	Half Day	12 months	\$3,564
Member	Dr Julia Norris	Half Day	12 months	\$3,168
Member	Ms Erin Gisborne	Did not apply	3 months	\$0
Member	Ms Elysha Millard	Half Day	9 months	\$2,376
Member	Ms Adrienne LaBombard	Half Day	3 months	\$792
Total				\$28,598.20

(1) Mr Kavanagh was Chair July 2020 – December 2021.



Agricultural Working Group

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Darren Kavanagh, DMIRS representative	Ineligible	12 months	\$0
Member	Mr Antony Pearson ⁽¹⁾ , Unions WA	Did not apply	12 months	\$0
Member	Mr Doug Hall ⁽¹⁾ , Pastoralists and Graziers Association of Western Australia	Half day	12 months	\$996
Member	Mr Darren Spencer ⁽¹⁾ , WA Shearing Industry Association	Half day	12 months	\$747
Member	Ms Nicola Kelliher ⁽¹⁾ , Country Women's Association of Western Australia	Half day	12 months	\$747
Member	Mr Trevor Naughton ⁽¹⁾ , Chamber of Commerce and Industry of Western Australia	Did not apply	12 months	\$0
Member	Mr Peter Nunn, Chamber of Commerce and Industry of Western Australia	Half day	12 months	\$747
Member	Mr Trevor Whittington ⁽¹⁾ , WA Farmers Federation	Half day	12 months	\$0
Member	Mr Nigel Martin, DMIRS representative	Ineligible	4 months	\$0
Member	Mr Brett Cooper, DMIRS representative	Ineligible	8 months	\$0
Total				\$3,237

(1) An amount of \$249 in remuneration was also paid to these members during 2020–21 (total \$1,494) which related to meetings held in 2019–20.

Construction Industry Safety Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Darren Kavanagh, DMIRS representative	Ineligible	12 months	\$0
Member	Mr Bob Benkesser ⁽¹⁾ , Construction, Forestry, Mining and Energy Union	Did not apply	12 months	\$0
Member	Ms Michelle DeGalt-Rohlf, Master Builders Association of Western Australia	Did not apply	12 months	\$0
Member	Mr Steve McCartney ⁽²⁾ , Australian Manufacturing Workers Union	Did not apply	12 months	\$0
Member	Mr Kim Drew Chamber of Commerce and Industry of Western Australia	Did not apply	12 months	\$0
Member	Ms Libby Pracilio, Housing Industry Australia	Did not apply	12 months	\$0
Member	Mr Tony Poulton, DMIRS representative	Ineligible	9 months	\$0
Member	Mr Owen Whittle ⁽³⁾ , Unions WA	Did not apply	3 months	\$0
Member	Mr Chris Kirwin, DMIRS representative	Ineligible	3 months	\$0
Total				\$0

(1) An amount of \$498 in remuneration was also paid to this member during 2020–21 which related to meetings held in 2019–20.

(2) Mr Glenn McLaren, Australian Manufacturer Workers Union attends meetings as the proxy for Mr Steve McCartney. Mr McLaren received \$498 in remuneration during 2020–21 which related to meetings held in 2019–20.

(3) An amount of \$249 in remuneration was also paid to this member during 2020–21 which related to meetings held in 2019–20.



Mining Industry Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Andrew Chaplyn	Ineligible	12 months	\$0
Member	Ms Christina Folley	Ineligible	12 months	\$0
Member	Ms Elysha Millard	Half day	9 months	\$1,044
Member	Mr Glenn McLaren	Did not apply	12 months	\$0
Member	Mr Gregory Stagbouer	Did not apply	12 months	\$0
Member	Mr Robert Watson	Did not apply	12 months	\$0
Member	Dr Gary Bryant	Did not apply	12 months	\$0
Member	Ms Meagan Smart	Half day	12 months	\$1,566
Member	Ms Vanessa Colmer	Did not apply	8 months	\$0
Member	Ms Helen Anderson	Half day	12 months	\$1,566
Member	Ms Pearl Lim	Did not apply	12 months	\$0
Member	Mr Gregory Busson	Half day	12 months	\$0
Member	Ms Adrienne Labombard	Did not apply	3 months	\$0
Member	Mr Peter Burton	Did not apply	4 months	\$0
Total				\$4,176

Consumer Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Scott Phillips	Half day	12 months	\$2,280
Member	Ms Linda Castle	Half day	12 months	\$1,500
Member	Dr Jennie Gray	Did not apply	12 months	\$0
Member	Ms Bronwyn Kitching	Half day	12 months	\$1,500
Member	Ms Kathryn Lawrence	Half day	12 months	\$1,250
Member	Ms Chrisandra Lukjanowski	Half day	12 months	\$1,500
Member	Ms Gemma Mitchell	Half day	3 months	\$500
Member	Ms Lanie Chopping	Ineligible	11 months	\$0
Member	Mr Gary Newcombe	Ineligible	1 months	\$0
Total				\$8,530

Electrical Licensing Board

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Peter Beveridge	Full/half day	12 months	\$7,590
Member	Mr Momcilo Andric	Full/half day	12 months	\$3,240
Member	Mr Geoff Kelly	Full/half day	12 months	\$4,840
Member	Ms Melissa Mammone	Ineligible	12 months	\$0
Member	Ms Fiona McGaughey	Full/half day	10 months	\$3,140
Member	Mr Christopher Sweeting	Full/half day	12 months	\$4,720
Member	Mr Peter Carter	Full/half day	12 months	\$3,600
Member	Ms Natalia KostECKI-Baranski	Full/half day	12 months	\$4,160
Total				\$31,290



Legislative Advisory Committee (Work Health and Safety)

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Darren Kavanagh	Ineligible	12 months	\$0
Member	Mr Anil Atri	Ineligible	12 months	\$0
Member	Dr Ivor Roberts	Ineligible	12 months	\$0
Member	Mr Owen Whittle ⁽¹⁾ , Unions WA	Did not apply	12 months	\$0
Member	Ms Elysha Millard ⁽¹⁾ , Chamber of Minerals and Energy of Western Australia	Half day	12 months	\$2,241
Member	Ms Paul Moss ⁽²⁾ , Chamber of Commerce and Industry of Western Australia	Did not apply	12 months	\$0
Total				\$2,241

(1) An additional amount of \$747 in remuneration was also paid to these members during 2020–21 (total \$1,494) which related to meetings held in 2019–20.

(2) An additional amount of \$498 in remuneration was also paid to member during 2020–21 which related to meetings held in 2019–20.

Mine Survey Board

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Andrew Chaplyn DMIRS representative	Ineligible	12 Months	\$0
Member	Ms Dione Bilick, Surveyor General	Does not claim sitting fee	11 Months	\$0
Member	Mr Leith Coaker, Institution of Surveyors Australia	Does not claim sitting fee	12 Months	\$0
Member	Mr Martin Robinson, Curtin University and TAFE	Does not claim sitting fee	12 Months	\$0
Member	Mr Shane Watson, Institution of Engineering and Mining Surveyors Australia	Does not claim sitting fee	12 Months	\$0
Member	Ms Gemma Murphy, Institution of Engineering and Mining Surveyors Australia	Does not claim sitting fee	11 Months	\$0
Total				\$0

Motor Vehicle Industry Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Ms Lanie Chopping	Ineligible	11 months	\$0
Chair	Mr Gary Newcombe	Ineligible	1 month	\$0
Member	Mr Stephen Moir	Did not apply	12 months	\$0
Member	Ms Julie Wadley	Did not apply	12 months	\$0
Member	Ms Robyn Cook	Did not apply	12 months	\$0
Member	Mr Patrick Browne	Did not apply	12 months	\$0
Member	Mr Phillip Lytton	Did not apply	12 months	\$0
Member	Ms Sarah Macaulay	Did not apply	12 months	\$0
Member	Ms Lesley Yates	Did not apply	12 months	\$0
Total				\$0



Plumbers Licensing Board

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Ms Shona Zulsdorf	Full day	12 months	\$9,145
Deputy Chair	Ms Sonia McKeiver	Full day	12 months	\$7,378
Member	Ms Gladys Demissie	Full day	12 months	\$5,710
Member	Mr Michael Wynne	Full day	12 months	\$4,961
Member	Ms Tehani Mahony	Full day	12 months	\$3,302
Member	Mr Brian Bintley	Full day	12 months	\$4,808
Member	Mr Murray Thomas	Full day	12 months	\$6,902
Total				\$42,206

Property Industry Advisory Committee

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Ms Lanie Chopping	Ineligible	11 months	\$0
Chair	Mr Gary Newcombe	Ineligible	1 month	\$0
Member	Ms Fran Andrews	Did not apply	12 months	\$0
Member	Mr Dion Dosualdo	Did not apply	12 months	\$0
Member	Ms Andrea Constable	Did not apply	12 months	\$0
Member	Mr Patrick Lilburne	Did not apply	12 months	\$0
Member	Ms Lisa Joyce	Did not apply	12 months	\$0
Member	Mr Neville Pozzi	Did not apply	12 months	\$0
Member	Mr Rajeev Rajan	Did not apply	12 months	\$0
Member	Ms Rachel Cosentino	Did not apply	6 months	\$0
Member	Ms Catherine Lezer	Did not apply	5 months	\$0
Total				\$0

Audit and Risk Committee

Position	Name	Type of remuneration	Period of membership	Gross/actual remuneration 2020–21 FY
Chair	Mr Andrew Cox	Per meeting	12 months	\$15,690
Independent Member	Ms Margaret Butcher	Ineligible	12 months	\$0
Independent Member	Ms Santa Cardenia	Ineligible	12 months	\$0
Independent Member	Mr Stuart Cowie	Ineligible	12 months	\$0
Independent Member	Ms Allison Fitzpatrick	Ineligible	12 months	\$0
Total				\$15,690



Disclosures and legal compliance

Financial and non-financial performance