

# OFFICE OF WORKPLACE SERVICES

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## OFFICE OF WORKPLACE SERVICES

### Section 1: Agency overview

#### Office of Workplace Services

The Office of Workplace Services works to ensure the rights and obligations of workers and employers under the *Workplace Relations Act 1996* (the Act) are understood and enforced fairly.

The Office of Workplace Services provides advice and assistance to employers, workers and organisations about compliance and enforcement under the Act.

The Office of Workplace Services has increased powers to enforce compliance with workplace agreements and awards, including former State instruments, the Australian Fair Pay and Conditions Standard, and the requirements of the Act generally. Employees and employers will be able to bring claims to the independent agency for assistance with enforcement and, if necessary, prosecution for breaches. In addition, Office of Workplace Services workplace inspectors will undertake an increased number of targeted education and compliance campaigns to further protect the rights of workers and to inform employers of their obligations.

**Table 1.1: Agency outcomes and outputs groups**

Outcome	Description	Output groups
<b>Outcome 1</b>		
The rights and obligations of workers and employers under the <i>Workplace Relations Act 1996</i> are understood and enforced fairly	Provide advice and assistance to employers, workers and organisations about compliance and enforcement under the Act	Output Group 1.1 Education and compliance services

## Section 2: Agency resources for 2007-08

### **2.1 APPROPRIATIONS AND OTHER RESOURCES**

Table 2.1 shows the total resources from all origins for 2007-08, including appropriations. The table summarises how resources will be applied.

The total appropriation from government for the Office of Workplace Services in the 2007-08 Budget is estimated at \$61.076 million.

**Table 2.1: Appropriations and other resources 2007-08 ('000)**

Agency/Outcome/ Non-operating	Departmental					Administered					Total \$'000
	Appropriation	Appropriation	Special	Receipts	Appropriation	Appropriation Bill No. 2		Special	Receipts		
	Bill No. 1 \$'000	Bill No. 2 \$'000	Appropriation \$'000	(a) \$'000	Bill No. 1 \$'000	SPP \$'000	Other (b) \$'000	Appropriation \$'000	(a) \$'000		
<b>Outcome 1</b>											
The rights and obligation of workers and employers under the <i>Workplace Relations Act 1996</i> are understood and enforced fairly	60,909	-	-	-	-	-	-	-	-	-	60,909
Equity injections	-	167	-	-	-	-	-	-	-	-	167
Previous year's outputs	-	-	-	-	-	-	-	-	-	-	-
Special capital Appropriation	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>60,909</b>	<b>167</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,076</b>

(a) Departmental and administered receipts from other sources (i.e. other than appropriation amounts) that are available to be used.

(b) Includes new administered expenses and administered assets and liabilities.

Notes:

1. Under the appropriation structure, Bill No. 2 includes Specific Purpose Payments (SPPs), new agency Outcomes (NAOs), administered capital and departmental capital via departmental injections and loans.
2. Refer to Budgeted Income Statement for application of agency revenue.

*Agency resources - OWS*

## **2.2 2007-08 BUDGET MEASURES**

Budget measures relating to the Office of Workplace Services as explained in Budget Paper No.2 are summarised in table 2.2. The table also identifies the outcomes, administered items and output associated with each measure.

**Table 2.2 OWS Budget Measures**

Measure Title	Outcome	Output groups affected	2007-08 \$'000			2008-09 \$'000			2009-10 \$'000			2010-11 \$'000		
			Admin items	Dept outputs	Total	Admin items	Dept outputs	Total	Admin items	Dept outputs	Total	Admin items	Dept outputs	Total
			<b>Expense Measures</b>											
457 visas - ongoing management of caseload	1	1.1	-	4,027	-	-	3,506	-	-	1,819	-	-	1,792	-
<b>Total Expense Measures</b>			<b>-</b>	<b>4,027</b>	<b>-</b>	<b>-</b>	<b>3,506</b>	<b>-</b>	<b>-</b>	<b>1,819</b>	<b>-</b>	<b>-</b>	<b>1,792</b>	<b>-</b>

**Table 2.2 OWS Capital Measures**

Measure Title	Outcome	Output groups affected	2007-08 \$'000			2008-09 \$'000			2009-10 \$'000			2010-11 \$'000		
			Admin items	Dept outputs	Total	Admin items	Dept outputs	Total	Admin items	Dept outputs	Total	Admin items	Dept outputs	Total
			<b>Capital Measures</b>											
457 visas - ongoing management of caseload	1	1.1	-	167	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Measures</b>			<b>-</b>	<b>167</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### 2.3 OTHER RESOURCES AVAILABLE TO BE USED

Table 2.3 provides details of resources obtained by the Office of Workplace Services for provision of goods or services. It includes resources received free of charge and resources from other General Government Sector agencies. Agency resources are approved for use by the Office of Workplace Services. Table 2.3 is prepared on an accrual basis and may differ from Table 2.1 which only records the appropriations and receipts from independent sources available to be used.

**Table 2.3: Other resources available to be used**

	Estimated receipts 2006-07 \$'000	Budget estimate 2007-08 \$'000
<b>Departmental resources</b>		
section 31 of the <i>Financial Management and Accountability Act 1997</i>	-	-
Resources received free of charge	26	26
<b>Total departmental other resources available to be used</b>	<b>26</b>	<b>26</b>

The Office of Workplace Services has no other resources available for use in the 2007-08 financial year.

### 2.4 MOVEMENT OF ADMINISTERED FUNDS FROM 2006-07 TO 2007-08

The Office of Workplace Services has no movement of administered funds from 2006-07 to 2007-08.

### 2.5 SPECIAL APPROPRIATIONS

The Office of Workplace Services has no special appropriations in the 2007-08 financial year.

## 2.6 SPECIAL ACCOUNTS

**Table 2.6 Estimates of special account flows and balances**

		Opening Balance	Receipts	Payments	Adjustments	Closing Balance
		<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>	<b>2007-08</b>
		<i>2006-07</i>	<i>2006-07</i>	<i>2006-07</i>	<i>2006-07</i>	<i>2006-07</i>
		\$'000	\$'000	\$'000	(\$'000)	(\$'000)
Other trust Monies - <i>Financial Management and Accountability Act 1997 s.20 (Unclaimed Wages)</i>	A	<b>27</b>	-	-	-	<b>27</b>
		-	36	9	-	27
<b>Total special accounts</b>		<b>27</b>	-	-	-	<b>27</b>

A=Administered

## 2.7 ADMINISTERED CAPITAL AND DEPARTMENTAL EQUITY INJECTIONS AND LOANS

The Office of Workplace Services will receive \$0.167m as a departmental equity injection in the 2007-08 financial year in relation to the budget measure 457 visas - ongoing management of caseload.

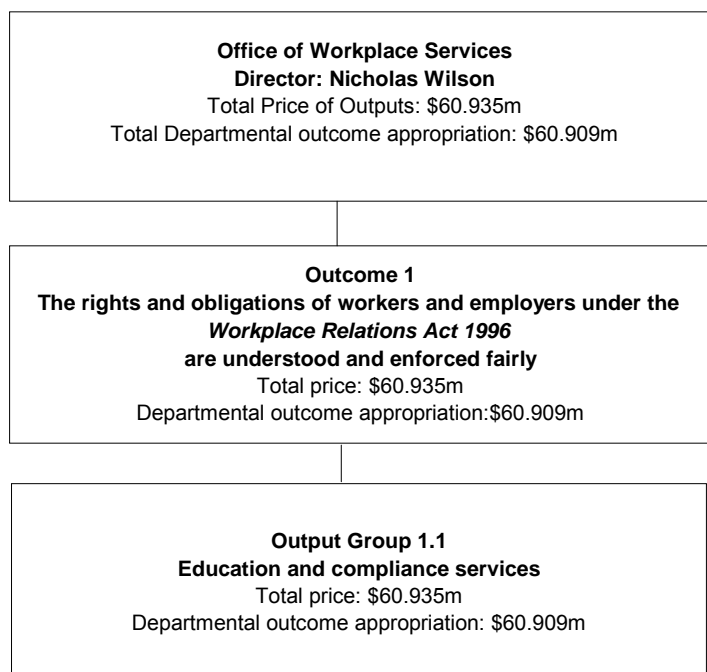
## Section 3: Agency outcomes

This section explains how the resources identified in Section 2 will be used to deliver outputs and administered items to contribute to the outcome for Office of Workplace Services.

### 3.1 SUMMARY OF OUTCOMES, AND CONTRIBUTION TO OUTCOMES

The relationship between activities of the Office of Workplace Services and its outcome are summarised in Figure 4.

**Figure 4: Outcomes and output groups**



### **3.2 OUTCOMES — DEPARTMENTAL AND ADMINISTERED**

The Office of Workplace Services has a single outcome, “The rights and obligations of workers and employers under the *Workplace Relations Act 1996* are understood and enforced fairly”.

#### **Departmental appropriations by outcome**

This figure is not applicable to the Office of Workplace Services.

#### **Administered appropriations by outcome**

This figure is not applicable to the Office of Workplace Services.

### **3.3 OUTCOMES RESOURCING**

#### **Outcome 1 description**

The Office of Workplace Services works to:

- ensure the rights and obligations of workers and employers under the *Workplace Relations Act 1996* are understood and enforced fairly;
- provide advice and assistance to employers, workers and organisations about compliance and enforcement under the *Workplace Relations Act 1996*;
- conduct targeted education and compliance campaigns to further protect the rights of workers and to inform employers of their obligations;
- investigate claims lodged by employers and workers of alleged breaches of the *Workplace Relations Act 1996*; and
- where appropriate, litigate to enforce workplace laws.



**Performance information for Outcome 1**

**Contribution of outputs**

The outputs listed for the Office of Workplace Services for this financial year contribute to the achievement of the overall outcome.

**Table 3.2: Performance information for Outcome**

<p><b>Performance indicators for individual outputs</b>  <b>Outcome 1</b>                  The rights and obligations of workers and employers under the <i>Workplace Relations Act 1996</i> are understood and enforced fairly</p>
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<p><b>Output Group 1.1</b>  <b>Education and compliance services</b></p>	<p><i>Quality</i>                  Level of satisfaction of the Minister with the provision of advice                  Target: Very good or above</p> <p>Level of satisfaction of clients with compliance services                  Target: Effective or above</p> <p>Complaints about breaches of federal agreements or awards                  Target: 80% completed within 90 days</p> <p>Client satisfaction with timeliness of compliance services                  Target: 80% of surveyed clients are satisfied</p> <p>Price: \$60.935m</p>
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**Evaluations for Outcome 1**

Information on planned evaluation activity for the coming year that relates to this outcome is included in Table 3.2 – Performance information for outcome 1, and the results detailed in the annual report.

## **Section 4: Other reporting requirements**

### **4.1 PURCHASER-PROVIDER ARRANGEMENTS**

The Office of Workplace Services purchases information technology and administrative services from the Department of Employment and Workplace Relations under a Memorandum of Understanding.

### **4.2 COST RECOVERY ARRANGEMENTS**

The Office of Workplace Services has undertaken a review consistent with the Government's five-year review schedule for existing arrangements which is included in the Employment and Workplace Relations Portfolio Cost Recovery Impact Statement. The review found that the Office of Workplace Services did not have any cost recovery arrangements in place or cost recovery was deemed to be insignificant.

### **4.3 AUSTRALIAN GOVERNMENT INDIGENOUS EXPENDITURE (AGIE)**

The Office of Workplace Services has no Indigenous expenditure information to report.

## Section 5: Budgeted financial statements

### 5.1 ANALYSIS OF BUDGETED FINANCIAL STATEMENTS

An analysis of the Office of Workplace Services' budgeted financial statements is provided below.

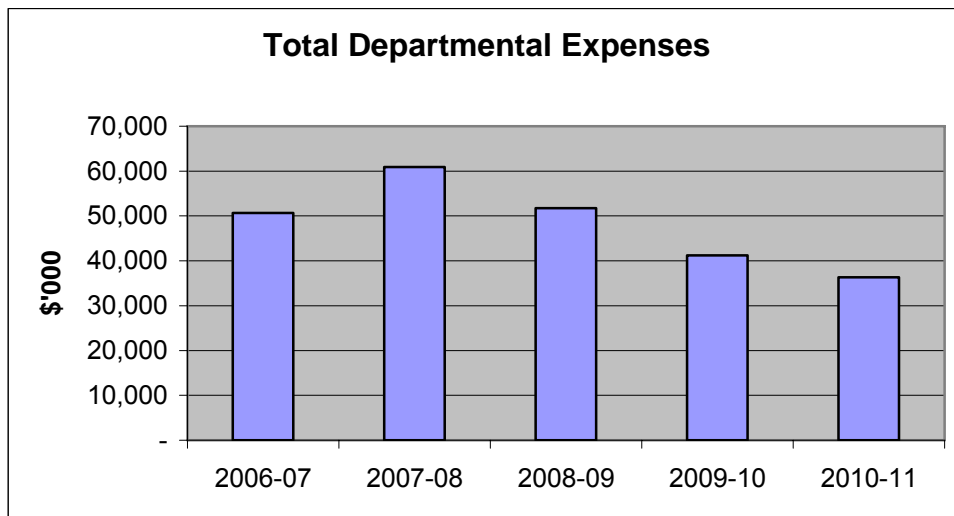
#### Departmental

##### Budgeted agency income statement

The Office of Workplace Services is budgeting for a balanced budget for 2007-08 and the three forward years.

Employee and supplier expenses make up the majority of the Agency's operating expenses with employee expenses forecast at 40 per cent and suppliers at 49 per cent in 2007-08. Depreciation and amortisation expense make up the remaining 11 per cent.

Total expenses are estimated to be \$60.935 million in 2007-08.



The table above indicates an increase of departmental expenses from the 2006-07 estimated actual to the 2007-08 budget estimate. This reflects the funding patterns associated with government measures and the application of economic parameters.

*Budgeted financial statements – OWS*

**Budgeted agency balance sheet**

The Office of Workplace Services' Balance Sheet shows a stable asset base from 2007-08, consisting mainly of receivables and property fitout.

**Administered**

**Schedule of budgeted assets and liabilities**

The Office of Workplace Services is budgeting for receivables of \$0.019 million in 2007-08 relating to court-awarded penalties for breaches of the *Workplace Relations Act 1996*. The penalties are administered by the Office of Workplace Services on behalf of government.

**Schedule of budgeted cash flows**

The Office of Workplace Services is budgeting for cash flows of \$0.106 million in 2007-08 relating to court-awarded penalties for breaches of the *Workplace Relations Act 1996*. The penalties are administered by the Office of Workplace Services on behalf of government and are paid directly into the Consolidated Revenue Fund.

## 5.2 BUDGETED FINANCIAL STATEMENTS TABLES

**Table 5.1: Budgeted agency income statement  
(for the period ended 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>INCOME</b>					
<b>Revenue</b>					
Revenues from Government	50,612	60,909	51,735	41,207	36,286
Goods and services	-	-	-	-	-
Interest	-	-	-	-	-
Other	-	-	-	-	-
<b>Total revenue</b>	<b>50,612</b>	<b>60,909</b>	<b>51,735</b>	<b>41,207</b>	<b>36,286</b>
<b>Gains</b>					
Reversals of previous asset write-downs	-	-	-	-	-
Net gains from sale of assets	-	-	-	-	-
Other	26	26	26	26	26
<b>Total gains</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>Total income</b>	<b>50,638</b>	<b>60,935</b>	<b>51,761</b>	<b>41,233</b>	<b>36,312</b>
<b>EXPENSE</b>					
Employees	20,596	24,103	21,959	16,171	15,974
Suppliers	26,597	29,926	23,093	20,446	15,682
Depreciation and amortisation	3,445	6,906	6,709	4,616	4,656
Finance costs	-	-	-	-	-
Write-down of assets and impairment of assets	-	-	-	-	-
Net losses from sale of assets	-	-	-	-	-
Other	-	-	-	-	-
<b>Total expenses</b>	<b>50,638</b>	<b>60,935</b>	<b>51,761</b>	<b>41,233</b>	<b>36,312</b>
<b>Operating result from continuing operations</b>	-	-	-	-	-
Increase / (decrease) to asset revaluation reserve	-	-	-	-	-
<b>Operating result</b>	-	-	-	-	-
Minority interest in net surplus or (deficit)	-	-	-	-	-
<b>Net surplus or (deficit) attributable to the Australian Government</b>	-	-	-	-	-

**Table 5.2: Budgeted agency balance sheet  
(as at 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash	466	466	466	466	466
Receivables	9,680	17,443	24,999	28,850	33,551
Accrued revenues	-	-	-	-	-
Other	471	471	471	471	471
<b>Total financial assets</b>	<b>10,617</b>	<b>18,380</b>	<b>25,936</b>	<b>29,787</b>	<b>34,488</b>
<b>Non-financial assets</b>					
Land and buildings	29,974	23,704	17,621	13,496	9,276
Infrastructure, plant and equipment	649	527	410	299	188
Intangibles	1,200	853	344	1,364	1,039
Other	187	187	187	187	187
<b>Total non-financial assets</b>	<b>32,010</b>	<b>25,271</b>	<b>18,562</b>	<b>15,346</b>	<b>10,690</b>
<b>Total assets</b>	<b>42,627</b>	<b>43,651</b>	<b>44,498</b>	<b>45,133</b>	<b>45,178</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
Suppliers	2,970	3,463	3,463	3,463	3,463
Grants	-	-	-	-	-
Other payable	-	-	-	-	-
<b>Total payables</b>	<b>2,970</b>	<b>3,463</b>	<b>3,463</b>	<b>3,463</b>	<b>3,463</b>
<b>Interest bearing liabilities</b>					
Leases	58	58	58	58	58
<b>Total interest bearing liabilities</b>	<b>58</b>	<b>58</b>	<b>58</b>	<b>58</b>	<b>58</b>
<b>Provisions</b>					
Employees	3,960	4,324	5,171	5,806	5,851
Other	-	-	-	-	-
<b>Total provisions</b>	<b>3,960</b>	<b>4,324</b>	<b>5,171</b>	<b>5,806</b>	<b>5,851</b>
Liabilities included in disposal groups held for sale	-	-	-	-	-
<b>Total liabilities</b>	<b>6,988</b>	<b>7,845</b>	<b>8,692</b>	<b>9,327</b>	<b>9,372</b>

**Table 5.2: Budgeted agency balance sheet  
(as at 30 June) (continued)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>EQUITY</b>					
<b>Parent entity interest</b>					
Contributed equity	32,051	32,218	32,218	32,218	32,218
Reserves	-	-	-	-	-
Retained surpluses or accumulated deficits	3,588	3,588	3,588	3,588	3,588
<b>Total parent entity interest</b>	<b>35,639</b>	<b>35,806</b>	<b>35,806</b>	<b>35,806</b>	<b>35,806</b>
<b>Minority interest</b>					
Contributed equity	-	-	-	-	-
Reserves	-	-	-	-	-
Retained surpluses or accumulated deficits	-	-	-	-	-
<b>Total minority interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total equity</b>	<b>35,639</b>	<b>35,806</b>	<b>35,806</b>	<b>35,806</b>	<b>35,806</b>
<b>Current assets</b>	10,804	18,567	26,123	29,974	34,675
<b>Non-current assets</b>	31,823	25,084	18,375	15,159	10,503
<b>Current liabilities</b>	6,013	6,537	7,217	8,330	8,373
<b>Non-current liabilities</b>	975	1,308	1,475	997	999

\*Note: 'equity' is the residual interest in assets after deduction of liabilities.

**Table 5.3: Budgeted agency statement of cash flows  
(for the period ended 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Goods and services				-	-
Appropriations	61,257	53,146	44,179	37,356	31,585
Interest	-	-	-	-	-
Other	5,889	2,819	2,166	1,970	1,536
<b>Total cash received</b>	<b>67,146</b>	<b>55,965</b>	<b>46,345</b>	<b>39,326</b>	<b>33,121</b>
<b>Cash used</b>					
Employees	19,357	23,739	21,112	15,536	15,929
Suppliers	26,919	29,407	23,067	20,420	15,656
Grants	-	-	-	-	-
Other	5,889	2,819	2,166	1,970	1,536
<b>Total cash used</b>	<b>52,165</b>	<b>55,965</b>	<b>46,345</b>	<b>37,926</b>	<b>33,121</b>
<b>Net cash from or (used by) operating activities</b>	<b>14,981</b>	<b>-</b>	<b>-</b>	<b>1,400</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	32,316	-	-	-	-
Purchase of intangibles	-	167	-	1,400	-
Other	-	-	-	-	-
<b>Total cash used</b>	<b>32,316</b>	<b>167</b>	<b>-</b>	<b>1,400</b>	<b>-</b>
<b>Net cash from or (used by) investing activities</b>	<b>(32,316)</b>	<b>(167)</b>	<b>-</b>	<b>(1,400)</b>	<b>-</b>

**Table 5.3: Budgeted agency statement of cash flows  
(for the period ended 30 June) (continued)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations - contributed equity	17,335	167	-	-	-
Restructuring contribution	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	<b>17,335</b>	<b>167</b>	-	-	-
<b>Cash used</b>					
Repayments of debt	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	-	-	-	-	-
<b>Net cash from or (used by) financing activities</b>	<b>17,335</b>	<b>167</b>	-	-	-
<b>Net increase or (decrease) in cash held</b>	-	-	-	-	-
Cash at the beginning of the reporting period	466	466	466	466	466
<b>Cash at the end of the reporting period</b>	<b>466</b>	<b>466</b>	<b>466</b>	<b>466</b>	<b>466</b>

**Table 5.4: Agency statement of changes in equity - summary of movement (Budget year 2007-08)**

	Accumulated results \$'000	Asset revaluation reserve \$'000	Other reserves \$'000	Contributed equity/ capital \$'000	Total equity \$'000
<b>Opening balance as at 1 July 2007</b>					
Balance carried forward from previous period	3,588	-	-	32,051	35,639
Opening balance adjustment	-	-	-	-	-
<b>Adjusted opening balance</b>	<b>3,588</b>	<b>-</b>	<b>-</b>	<b>32,051</b>	<b>35,639</b>
<b>Income and expense</b>					
Income and expenses recognised directly in equity:					
Gain/loss on revaluation of property	-	-	-	-	-
<b>Sub-total income and expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net operating result	-	-	-	-	-
<b>Total income and expenses recognised directly in equity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transactions with owners</b>					
<i>Distribution to owners</i>					
Returns of capital	-	-	-	-	-
Restructuring	-	-	-	-	-
Other	-	-	-	-	-
<i>Contribution by owners</i>					
Appropriation (equity injection)	-	-	-	167	167
Other:					
Restructuring	-	-	-	-	-
<b>Sub-total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>167</b>	<b>167</b>
Transfers between equity components	-	-	-	-	-
<b>Closing balance as at 30 June 2008</b>	<b>3,588</b>	<b>-</b>	<b>-</b>	<b>32,218</b>	<b>35,806</b>

Table 5.5: Agency capital budget statement

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Total equity injections	17,335	167	-	-	-
Total loans	-	-	-	-	-
<b>Total capital appropriations</b>	<b>17,335</b>	<b>167</b>	-	-	-
<b>Represented by:</b>					
Purchase of non-financial assets	17,335	167	-	-	-
Other	-	-	-	-	-
<b>Total represented by</b>	<b>17,335</b>	<b>167</b>	-	-	-
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriation	17,335	167	-	-	-
Funded internally by					
Departmental resources	14,981	-	-	1,400	-
<b>Total</b>	<b>32,316</b>	<b>167</b>	-	<b>1,400</b>	-

**Table 5.6: Agency property, plant, equipment and intangibles – summary of movement (Budget year 2007-08)**

	Land	Buildings	Other infrastructure plant and equipment	Computer software	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2007</b>					
Gross book value	-	33,167	767	1,334	35,268
Accumulated depreciation	-	3,193	118	134	3,445
<b>Opening net book value</b>	-	<b>29,974</b>	<b>649</b>	<b>1,200</b>	<b>31,823</b>
Additions:					
by purchase	-	-	-	167	167
by finance lease	-	-	-	-	-
internally developed	-	-	-	-	-
from acquisitions of entities or operations (including restructuring)	-	-	-	-	-
Revaluations and impairment through equity	-	-	-	-	-
Reclassifications	-	-	-	-	-
Depreciation/amortisation expense	-	6,270	122	514	6,906
Impairments recognised in operating result	-	-	-	-	-
AEIFRS adjustment	-	-	-	-	-
Disposals:					
from disposal of entities or operations (including restructuring)	-	-	-	-	-
other disposals	-	-	-	-	-
<b>As at 30 June 2008</b>					
Gross book value	-	33,167	767	1,501	35,435
Accumulated depreciation	-	9,463	240	648	10,351
<b>Closing net book value</b>	-	<b>23,704</b>	<b>527</b>	<b>853</b>	<b>25,084</b>

**Table 5.7: Schedule of budgeted income and expenses administered on behalf of government (as at 30 June)**

	Estimated Actual 2006-07 \$'000	Revised budget 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>INCOME ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Taxation</b>					
Income tax	-	-	-	-	-
Indirect tax	-	-	-	-	-
Other taxes, fees and fines	-	-	-	-	-
<b>Total taxation</b>	-	-	-	-	-
<b>Non-taxation</b>					
Goods and services	-	-	-	-	-
Other sources of non-taxation revenues	249	-	-	-	-
<b>Total non-taxation</b>	<b>249</b>	-	-	-	-
<b>Total income administered on behalf of Government</b>	<b>249</b>	-	-	-	-
<b>EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
Grants	-	-	-	-	-
Subsidies	-	-	-	-	-
Personal benefits	-	-	-	-	-
Suppliers	-	-	-	-	-
Depreciation and amortisation	-	-	-	-	-
Write down and impairment of assets	-	-	-	-	-
<b>Total expenses administered on behalf of Government</b>	-	-	-	-	-

**Table 5.8: Schedule of budgeted assets and liabilities administered on behalf of government (as at 30 June)**

	Estimated Actual 2006-07 \$'000	Revised budget 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Financial assets</b>					
Cash	-	-	-	-	-
Receivables	125	19	-	-	-
Accrued revenues	-	-	-	-	-
Other financial assets	-	-	-	-	-
<b>Total financial assets</b>	<b>125</b>	<b>19</b>	-	-	-
<b>Non-financial assets</b>					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	-	-	-	-	-
Intangibles	-	-	-	-	-
Other	-	-	-	-	-
<b>Total non-financial assets</b>	-	-	-	-	-
<b>Total assets administered on behalf of Government</b>	<b>125</b>	<b>19</b>	-	-	-
<b>LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Interest bearing liabilities</b>					
Loans	-	-	-	-	-
Leases	-	-	-	-	-
Other	-	-	-	-	-
<b>Total interest bearing liabilities</b>	-	-	-	-	-
<b>Provisions</b>					
Employees	-	-	-	-	-
Other provisions	-	-	-	-	-
<b>Total provisions</b>	-	-	-	-	-
<b>Payables</b>					
Suppliers	-	-	-	-	-
Grants and subsidies	-	-	-	-	-
Personal benefits payable	-	-	-	-	-
Other payables	-	-	-	-	-
<b>Total payables</b>	-	-	-	-	-
<b>Total liabilities administered on behalf of the Government</b>	-	-	-	-	-

**Table 5.9: Schedule of budgeted administered cash flows (for the period ended 30 June)**

	Estimated Actual 2006-07 \$'000	Revised budget 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Income tax	-	-	-	-	-
Indirect tax	-	-	-	-	-
Other taxes, fees and fines	-	-	-	-	-
Sales of goods	-	-	-	-	-
Rendering of services	-	-	-	-	-
Other	124	106	19	-	-
<b>Total cash received</b>	<b>124</b>	<b>106</b>	<b>19</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>					
Grant payments	-	-	-	-	-
Subsidies paid	-	-	-	-	-
Personal benefits	-	-	-	-	-
Suppliers	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash from or (used by) operating activities</b>	<b>124</b>	<b>106</b>	<b>19</b>	<b>-</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment and intangibles	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>					
Purchase of property, plant and equipment and intangibles	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash from or (used by) investing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Table 5.9: Schedule of budgeted administered cash flows (for the period ended 30 June) (continued)**

	Estimated Actual 2006-07 \$'000	Revised budget 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Cash from Official Public Account	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
Cash to Official Public Account	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	-	-	-	-	-
<b>Net cash from financing activities</b>	-	-	-	-	-
<b>Net increase or (decrease) in cash held</b>	<b>124</b>	<b>106</b>	<b>19</b>	-	-
Cash at beginning of reporting period	-	-	-	-	-
Cash from Official Public Account for:					
- appropriations	-	-	-	-	-
- special accounts	-	-	-	-	-
Cash to Official Public Account for:					
- appropriations	-	-	-	-	-
- special accounts	-	-	-	-	-
- other	124	106	19		
<b>Cash at end of reporting period</b>	-	-	-	-	-

**Table 5.10: Schedule of administered capital budget**

The Office of Workplace Services has no administered capital budget.

**Table 5.11: Schedule of administered property, plant, equipment and intangibles  
– summary of movement**

The Office of Workplace Services has no administered non-financial assets.

## **5.3 NOTES TO THE FINANCIAL STATEMENTS**

### **Accounting Policy**

The budgeted financial statements have been prepared in accordance with the requirements of the Finance Minister's Orders issued by the Minister for Finance and Administration.

The statements have been prepared:

- on an accrual accounting basis,
- in compliance with Australian Accounting Standards and Australian Equivalents to International Financial Reporting Standards (AEIFRS) and other authoritative pronouncements of the Australian Accounting Standards Boards and the Consensus Views of the Urgent Issues Group, and
- having regard to Statements of Accounting Concepts.

### **Agency Revenue from Government**

Revenue from government represents the purchase of outputs from the Office of Workplace Services by the government. The changes reflected in the ordinary annual appropriations are a result of those new measures and variations explained in Section 2: Agency resources for 2006-07.

### **Agency Revenue from Other Sources**

Revenue from the sale of goods and services is recognised upon the delivery of the goods or services to the customers.

### **Agency Expenses – Employees**

This item represents payments made and net increases or decreases in entitlements owed to employees for their services provided in the financial year.

### **Agency Expenses – Suppliers**

This item represents payments to suppliers for goods and services.

### **Agency Expenses – Depreciation and Amortisation**

Property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Office of Workplace Services using, in all cases, the straight-line method of depreciation.

Computing equipment assets are depreciated over their useful lives between three and seven years. Office machines are depreciated over five years (20 per cent). Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Forward estimates of depreciation expense are made using forecasts of net capital acquisition requirements over the forward years.

**Agency Assets – Financial Assets – Receivables**

Receivables represent amounts owing to the Office of Workplace Services for goods and services it has provided to external parties and cash reserves held in the Official Public Account.

**Agency Assets – Financial Assets – Cash**

Cash represents notes and coins held, and deposits at call with a bank or financial institution.

**Agency Assets – Non-Financial Assets**

These items represent future economic benefits that the Office of Workplace Services will consume in producing outputs. Apart from re-valued assets, the reported value represents the purchase price paid less depreciation incurred to date in using that asset.

Infrastructure, Plant and Equipment are initially brought to account at cost, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of the group of similar items which are significant in total).

Internally developed or purchased computer software, disclosed in the Departmental Balance Sheet as Intangibles, are expensed in the year of acquisition except for purchased software costing more than \$2,000 or for internally developed software costing more than \$200,000 which are capitalised at cost.

Land and Buildings (leasehold improvements) are initially brought to account at cost, except for purchases costing less than \$20,000, which are expensed in the year of acquisition. The Office of Workplace Services annually reassesses and adjusts the values of Land and Buildings (leasehold improvements), Infrastructure, Plant and Equipment.

**Agency Liabilities – Provisions – Employees**

Provision has been made for the Office of Workplace Services' liability for employee entitlements arising from services rendered by employees to balance date. This liability encompasses unpaid wages and salaries, annual and long service leave. No provision is made for sick leave.

The liability for leave expected to be settled within 12 months has been measured at the nominal amount.

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Other employee entitlements payable later than one year have been estimated at the present value of the expected future cash outflows in relation to those entitlements. Attrition rates and pay rises through promotion and wage/salary agreements have been taken into account.

**Agency Liabilities – Payables – Suppliers**

This item mainly comprises trade creditors and operating lease rentals.

**Administered non-taxation revenue – other sources**

These comprise court-awarded penalties relating to breaches of the *Workplace Relations Act 1996*. The penalties are administered by the Office of Workplace Services on behalf of government.

**Administered Assets – Financial Assets – Receivables**

These comprise receivables relating to court-awarded penalties for breaches of the *Workplace Relations Act 1996*. The penalties are administered by the Office of Workplace Services on behalf of government.

**Administered Cash Flows**

These comprise cash flows relating to court-awarded penalties for breaches of the *Workplace Relations Act 1996*. The penalties are administered by the Office of Workplace Services on behalf of government and are paid directly into the Consolidated Revenue Fund.