

Annual Report

2012–2013



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Department for Communities

The Department for Communities merged with the Department of Local Government on 1 July 2013 to improve the coordination of services to the Western Australian community.

t: (08) 6551 8700 **f:** (08) 6552 1555

Freecall: 1800 620 511 (Country only)

e: info@dlgc.wa.gov.au **w:** www.dlgc.wa.gov.au

Statement of Compliance

For the year ended 30 June 2013

To the Hon Tony Simpson MLA

**Minister for Local Government; Community Services;
Seniors and Volunteering; Youth**

In accordance with section 63 of the *Financial Management Act 2006* I hereby submit for your information and presentation to Parliament, the Annual Report of the Department for Communities for the financial year ended 30 June 2013.

The Annual Report has been prepared in accordance with the provisions of the *Financial Management Act 2006*.



Jennifer Mathews
Accountable Authority
19 September 2013



Responsible Minister
Hon Tony Simpson MLA

Minister for Local Government;
Community Services; Seniors
and Volunteering; Youth

Contents

1.0	Summary of the year	5
1.1	Director General's report	6
1.2	Executive Summary - Performance and financial highlights	8

2.0	Overview of the department	9
2.1	Operational structure	10
2.2	Organisational chart	11
2.3	Legislative framework	14
2.4	Performance management framework	15

3.0	Significant trends and issues	16
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4.0	Agency performance	20
4.1	Delivery of services, funding and grants	22
4.2	Community recognition programs	25
4.3	Information services	28
4.4	Delivery of services	29

5.0	Disclosures and legal compliance	40
5.1	Financial Statements	41
5.2	Notes to financial statements	52
5.3	Performance indicators	89
5.4	Ministerial directives	105
5.5	Other financial disclosures	106
5.6	Governance disclosures	107
5.7	Other legal requirements	108
5.8	Government policy requirements	111

6.0	Appendices	115
6.1	Funding to organisations	116
6.2	Advisory councils and reference group	128

1.0 Summary of the year

1.1	Director General's report	6
1.2	Executive Summary	
	- Performance and financial highlights	8

1.1 Director General's report

With the formation of the new Department of Local Government and Communities effective from 1 July 2013, this is the final annual report for the Department for Communities. The following achievements are highlighted:

- Launched Parenting WA in 2009, providing a universal support, information and referral service to Western Australian parents, grandparents and caregivers of children from pre-birth to 18 years. The service has recently been extended with a trial of online training programs and the use of social media in order to reach more families.
- Further developed and expanded the Best Start program, an Aboriginal Early Years program delivered by Aboriginal staff for families with children aged less than five years to support their healthy development and transition to school. The Department for Communities won the Polytechnic West's 2012 Employer of the Year Award for its work in supporting Best Start staff to undertake accredited training modules in child development .
- Worked closely with the education and care sector to implement the Council of Australian Government's Early Childhood Reform Agenda. This includes the introduction of the National Quality Framework and the *Education and Care Services National Law (WA) Act 2012*, which now underpins the state government's regulation of over 900 education and care services providing child care for more than 73 000 children, and support for almost 54,000 families.
- Developed and implemented the Regional Community Child Care Development Fund (supported by Royalties for Regions funding of \$9.3 million over four years), to support more viable and sustainable regional child care options.
- Managed the WA Seniors Card program, which has grown from 262 600 card holders in 2008 to nearly 345 000 in 2013.
- Provided Cost Of Living Rebate payments to 287 954 seniors worth \$39.4 million in 2012, the largest bulk payment ever made by a Western Australian state government agency.
- Introduced and later expanded the Seniors Safety and Security Rebate Scheme and provided 12 245 rebates in 2012-13, valued at \$2.2 million.
- Worked in partnership with our funded agencies to implement the state government's sustainable funding and procurement reforms, developing jointly-agreed long-term outcome-based service agreements across six of the department's nine funding programs to date, comprising more than 150 services.
- Led the development of and administered the Social Innovation and Social Enterprise Fund grants programs to support innovation and enterprise across the community service sector.
- Worked with the World Health Organisation to develop age friendly cities indicators and implemented grants for local governments, along with 'An Age Friendly WA', a strategic planning framework for seniors.
- Developed the 'Our Youth-Our Future: Western Australia's Youth Strategic Framework' to promote a whole of government approach to programs and service planning.
- Formed the Youth Mentoring Reform Group, in partnership with the community sector, and developed a strategic framework and suite of resources to support best practice approaches to youth mentoring.

- Oversaw the growth of Cadets WA, which now includes 200 units and over 7 000 cadets, and developed the River Rangers program for primary school students
- Supported the Carers Advisory Council to deliver its annual compliance reports under the *Carers Recognition Act 2004*, reviewed the Carers Recognition Act and implemented the majority of recommendations.
- Supported the volunteering sector, through developing the 'Vital Volunteering Strategy 2011-16' and funded Volunteering WA and 17 volunteer resource centres throughout the state.
- Developed the Women's Interests Strategic Directions 2011-14 and accompanied this with the release of the 2012 edition of the Women's Report Card, which, building on earlier editions, provides a ready reckoner on informing progress on outcomes for women.
- Since 2009/10, we have responded to over 235 000 callers to one of our three information lines (Seniors, Women and Parenting WA Line, including 78 591 callers in the last 12 months
- Successfully implemented and administered the Redress WA Scheme, providing ex gratia payments to over 5 000 claimants, totalling almost \$120 million, and in 2012, as part of the state government's response to the St Andrew's Hostel Special Inquiry Report, developed and introduced the Country High School Hostels Ex Gratia scheme.
- Developed the ConcessionsWA portal providing online access, for the first time, to a 'one stop shop' for information on state government concessions, rebates and subsidy schemes – with over 42 000 visitors to the site in its first eight months of operation.

These achievements reflect the capacity of Communities to build partnerships, to respond to what is happening across all sectors, to develop and share knowledge and to adapt to the changing needs and demands of Western Australian communities. All of these provide a strong foundation for the new Department of Local Government and Communities.

I would like to acknowledge the commitment, passion and professionalism of Communities' staff and volunteers over this time. I would also like to recognise and thank our community service sector and state and local government partners with whom we have worked in close collaboration to achieve our vision of 'strong, vibrant communities where all people belong, matter and contribute'.

Jenni Perkins
 Director General
 Department for Communities
 30 June 2013

1.2 Executive Summary – Performance and financial highlights for 2012–13

Payments and Rebates

Made \$39.4 million in payments and rebates to eligible Western Australian – 38 per cent of Communities' total expenditure.

Community Organisations

Allocated \$33.3 million to 446 community organisations to deliver services, build communities and celebrate and recognise the contributions of many groups and individuals who work to improve communities.

Information and Support

Provided information and referral support in response to over 78 000 calls to one of the three telephone information services operated by Communities.

Concessions WA

Launched Concessions WA, an online portal to state government concessions in October 2012 and had 42 000 visits.

Seniors Rebates

Paid \$37.1 million in Seniors Cost of Living Rebates to 287 954 Senior Card holders, along with 12 245 Seniors Safety and Security Rebates, totalling \$2.2 million.

Social Enterprise and Social Innovation

Provided 42 Social Enterprise Grants to support the development of social enterprise in the community sector and 28 Social Innovation Grants that demonstrate innovation in the delivery of social and community services.

National Quality Framework

Established the Education and Care Regulatory Unit to carry out its legislated mandate under the National Law, to approve education and care services, assessing program and service quality and monitoring compliance with the National Law and Regulations.

Sustainable Funding

Successfully transitioned over 90 per cent of the department's 140 funded services to the new Delivering Community Services in Partnership Policy. As of 1 July, all eligible services will receive Component II funding to support sustainable services.

Country Hostels Scheme

Established the Country High School Hostels Ex Gratia Scheme to provide payments of up to \$45 000 to eligible applicants who were abused while boarding at a hostel operating under the auspices of the Western Australian Country High School Hostels Authority between 1960–2006.

Strategic Frameworks

Developed and launched several strategic frameworks including An Age Friendly WA: the Seniors Strategic Planning Framework, Our Youth – Our Future and the Youth Mentoring Strategic Framework.

2.0 Overview of the department

2.1	Operational structure	10
2.1.1	Strategic plan	10
2.2	Organisational chart	11
2.2.1	Corporate executive	12
2.2.2	Staff locations	13
2.3	Legislative framework	14
2.4	Performance management framework	15

The Department for Communities promotes the interests of Western Australian children, parents, young people, seniors, women, carers, volunteers and community organisations in the development of policy and programs across all levels of government.

The department is also responsible for delivering programs and services to support and strengthen Western Australia's diverse communities. This includes: Parenting WA, which provides state-wide and locally-based services for parents and families; the Best Start program for Aboriginal families and children aged 0–5 years; the Seniors Card program and Information Service; the Women's Information Service; and the Education and Care Regulatory Unit which is responsible for regulating education and care services throughout Western Australia.

2.1 Operational structure

2.1.1 Strategic plan

Communities' organisational planning includes its five-year strategic plan, an evaluation framework, resourcing strategies and annual operational plans for each directorate. This planning provides clear links to government legislation and policy and the state government's priorities. The department's 2012–13 funding was allocated to three key service areas. These service areas supported Communities' role in providing strategic leadership to strengthen communities.

Performance and achievements for these services are reported in chapter 4.4 of this report. Performance measures for auditing purposes are reported in chapter 5.5.

Strategic Plan 2011-2015

Our Vision

Strong, vibrant communities where all people belong, matter and contribute

Our Purpose

Listening and Understanding

- Listen to the views of communities
- Improve understanding of community needs
- Inform and influence effective responses.

Sustainability and Innovation

- Strengthen the community sector's skills, knowledge and sustainability
- Support social innovation and enterprise.

Contribution and Celebration

- Enhance the knowledge, skills and confidence of individuals and groups
- Promote community cohesion and participation
- Recognise and celebrate individual and community achievements.

Our Values

Collaboration

We work collaboratively and encourage partnerships to strengthen relationships and improve outcomes.

Diversity

We embrace and promote diversity, mutual respect and social justice.

Respect

We respect the people and communities we work with and one another.

Engagement

We involve, communicate with and listen to the views of individuals, groups, organisations and communities to inform our work.

Innovation

We endeavour to work ever more creatively, drawing on sound experience, evidence and contemporary thinking.

Integrity

We demonstrate open and accountable practice, through honest and truthful decisions and actions.

Our Strategic Priorities

In partnership with community service organisations, we will...

Identify and address the unique issues faced by women

- Identify and increase awareness of the economic, social and health issues experienced by women and ways to address them
- Strengthen the positive profile of women and facilitate their increased participation, engagement and leadership in the community
- Provide advice and information on the issues faced by women and supports available to help them make informed decisions.

Enrich the lives of children and families

- Assist families and communities to establish and support learning and developmental opportunities for children
- Help families select and access quality child care and early years services
- Support quality and continuous improvement in child care services through the provision of advice and support to established and potential providers.

Recognise and support the valued contribution of carers

- Acknowledge and support carers for their unique contribution and facilitate access to information
- Provide opportunities for carers to participate in decision making on issues impacting the people they care for and themselves
- Promote greater community recognition and understanding of, and support for, the unique needs of carers.

Strengthen parenting across all communities

- Provide parents and others in a parenting role with up-to-date information and parenting strategies for children pre-birth to 18 years
- Lead a coordinated and collaborative approach across government and the community sector to support effective parenting programs
- Partner with parents, communities and organisations to strengthen community capacity to raise healthy, happy children.

Support volunteering in the community

- Acknowledge and promote volunteering and the vital contribution of volunteers
- Monitor trends and support responses to the needs of volunteers and organisations that involve volunteers
- Support the development of partnerships between government, corporate and community sectors to enhance and expand volunteering.

Encourage and support young people to engage in community life

- Promote wellbeing and positive images of young people
- Support opportunities for young people to reach their full potential as respected and contributing members of the community
- Work with young people, community groups and government agencies to support young people's participation in decision making, planning and services to meet their diverse needs.

Encourage and support older people to live full and active lives

- Support the development of age-friendly communities, programs and services to better respond to the needs of people as they age
- Provide information and support to assist seniors to plan for their later years, participate fully in the community, and maintain their independence and healthy lifestyles.

Government of Western Australia
Department for Communities

2.2 Organisational chart

Communities was established as a department under the *Public Sector Management Act 1994* in 2007. The chart below outlines the organisational structure which was in place during the reporting period. The Department for Communities will amalgamate with the Department for Local Government to form the new Department for Local Government and Communities on 1 July 2013.

Hon Tony Simpson MLA	Hon Liza Harvey MLA	Advisory Councils	
Minister for Local Government; Community Services; Seniors and Volunteering; Youth	Minister for Women's Interests	Seniors Ministerial Advisory Council Women's Advisory Council Carers Advisory Council	
Director General			
Jenni Perkins			
Children and Family Services	Strategy Information and Programs	Community Engagement	Corporate and Business Support
Debra Clements Executive Director	Margaret Dawkins Executive Director	Karin Mac Arthur Executive Director	Elizabeth Delany Executive Director
Redress WA Scheme			

Children and Family Services

Early Years
Best Start Program
Parenting WA
– Parenting WA Line
Children's Services Officers' Program
Education and Care Regulatory Unit
COAG Reforms – Early Childhood Education and Care

Strategy Information and Programs

Seniors and Volunteering
Women's Interests and Carers
– Women's Information Service
Seniors Card Program
Seniors Information Service
Executive Support:
Women's Advisory Council
Seniors Ministerial Advisory Council
Carers Advisory Council
Corporate Planning, Research and Evaluation

Community Engagement

Community Funding Unit
Cadets WA
Community Relations Unit
Youth, Children and Families

Corporate and Business Support

Finance
Human Resources
Corporate information
Asset and office facilities
Information Technology

2.2.1 Corporate Executive

Director General – Jenni Perkins

Ms Perkins has had extensive experience in social policy and community development across the non-government, local government and state government sectors. Ms Perkins was appointed Director General of the Department for Communities in August 2010. Prior to joining the department, she was Director of Policy and Strategy with the Disability Services Commission, where she had a lead role in cross-jurisdictional funding negotiations and development of state and national disability policy. Ms Perkins holds a Bachelor of Social Work from the University of Western Australia and a Master of Arts (Public Policy) from Murdoch University.

Children and Family Services

Executive Director – Debra Clements

Ms Clements' working career has centred primarily on the public sector where she has worked in policy and practice roles in a range of areas including child and family welfare. She has held strategic leadership roles, managed service delivery programs and overseen policy development, coordination and implementation. She has a Bachelor of Arts and Bachelor of Social Work degree from the University of Western Australia.

Strategy Information and Programs

Executive Director – Margaret Dawkins

Ms Dawkins has extensive experience at executive level in the public sector in social policy, program development and implementation. Prior to her appointment to the position of Executive Director, Strategy, Information and Programs, she headed the Office for Youth and the Office for Seniors Interests and Volunteering. Her background includes roles as a researcher and practising psychologist in information and policy positions in the public and university sectors. Ms Dawkins has a Bachelor of Psychology and a Diploma of Education specialising in Special Education from the University of Western Australia and is a Healthway Board member.

Community Engagement

Executive Director – Karin Mac Arthur

Dr Mac Arthur was appointed to the position of Executive Director, Community Engagement, in March 2009. She has held several senior community engagement roles with the Government of Western Australia, including with the Office of Multicultural Interests, the Department of Indigenous Affairs, and also as a senior policy adviser in the Department of

the Premier and Cabinet. Before immigrating to Western Australia in 1996 Dr Mac Arthur worked for several years with community groups in Africa and Latin America on behalf of the European Union. Dr Mac Arthur holds a BA (Hons) in Interpreting and Translating, a MPhil in International Politics from Trinity College Dublin, and a PhD in Media and Communication from Murdoch University.

Corporate and Business Support

Executive Director – Elizabeth Delany

Ms Delany has extensive experience and qualifications in government administration. Previously, she has worked in the Tasmanian and Victorian public services, and has held senior positions at the Department of the Premier and Cabinet and the Public Sector Commission. Ms Delany and her management team have focused on providing high-level advice to the Director General and Corporate Executive in the areas of corporate governance, organisational planning and leadership strategies.

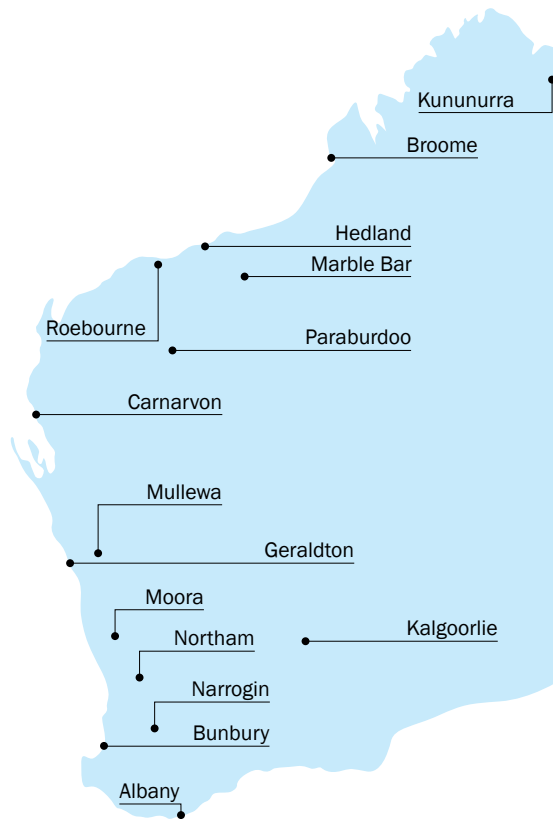
2.2.2 Staff locations

Regional service delivery is integral to Communities outputs. The maps present the location of Department for Communities – across Western Australia.

In addition, the department funds services in a range of locations in the metropolitan and regional areas (not shown in these maps).

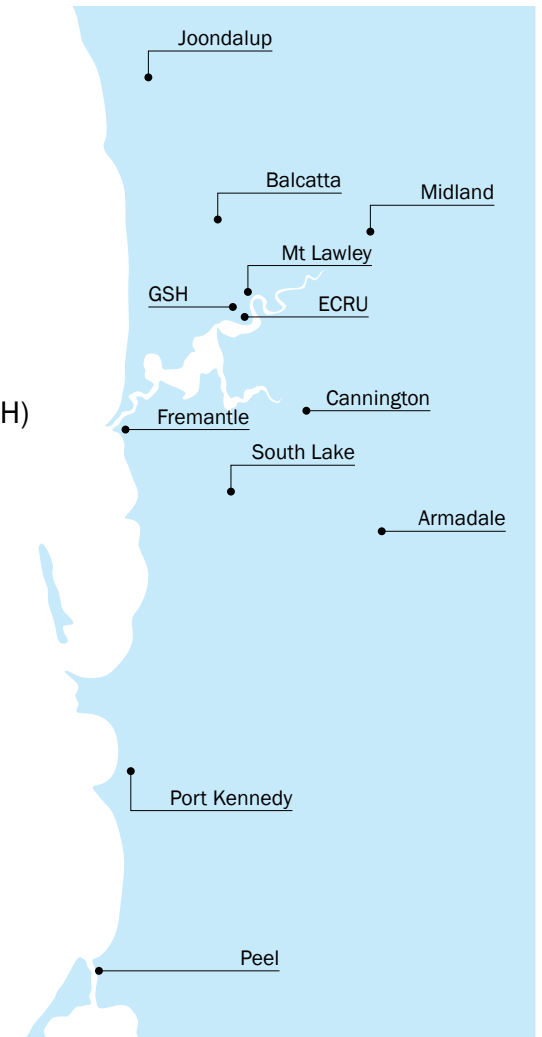
Country locations

Albany
Broome
Bunbury
Carnarvon
Geraldton
Hedland
Kalgoorlie
Kununurra
Marble Bar
Moora
Mullewa
Northam
Paraburdoo
Roebourne



Metropolitan locations

Armadale
Balcatta
Cannington
East Perth (ECRU)
Fremantle
Gordon Stephenson House (GSH)
Joondalup
Midland
Mount Lawley
Peel
Port Kennedy
South Lake



2.3 Legislative framework

As at 30 June 2013, Communities administered the following legislation on behalf of the Minister for Community Services; Seniors and Volunteering; Youth:

Carers Recognition Act 2004

Child Care Services Act 2007

Volunteers and Food and Other Donors (Protection from Liability) Act 2002

Education and Care Services National Law (WA) Act 2012 (from 1 August 2012)

Education and Care Services National Regulations 2012 (from 1 August 2012)

Child Care Services (Child Care) Regulations 2006

Child Care Services (Family Day Care) Regulations 2006 (repealed 6 March 2013)

Child Care Services (Outside School Hours Care) Regulations 2006 (repealed 6 March 2013)

Child Care Services (Outside School Hours Family Day Care) Regulations 2006 (repealed 6 March 2013)

Child Care Services Regulations 2007

Child Care Services (Rural Family Care) Regulations 2010 (repealed 6 March 2013).

Other key legislation

In performing its functions Communities complies with the following laws:

Auditor General Act 2006

Corruption and Crime Commission Act 2003

Disability Services Act 1993

Equal Opportunity Act 1984

Electoral Act 1907

Financial Management Act 2006

Freedom of Information Act 1992

Industrial Relations Act 1979

Library Board of Western Australia Act 1951

Minimum Conditions of Employment Act 1993

Occupational Safety and Health Act 1984

Public and Bank Holidays Act 1972

Public Interest Disclosure Act 2003

Public Sector Management Act 1994

Salaries and Allowances Act 1975

State Records Act 2000

State Superannuation Act 2000

State Supply Commission Act 1991

Workers' Compensation (Common Law Proceedings) Act 2004

Workers' Compensation and Injury Management Act 1981

2.4 Performance management framework

The work undertaken by Communities is covered by the state government goal: Outcome Based Service Delivery. The link between the government goal and the department is outlined below:

State Government Goal

Outcome based service delivery

Greater focus on achieving results in key service delivery areas for the benefit of all Western Australians

Outcome 1

Communities are strengthened so that individuals and families are better able to meet their needs

Service 1

Child and family services

Service 2

Community information, programs and strategy

Service 3

Redress WA Scheme

Key effectiveness indicators

- Extent to which customers report their needs are met
- Extent to which stakeholders report that policies/projects have an impact on strengthening the community

Key efficiency indicators

- Child and family services – average cost per service
- Child care services – average cost per licensed service
- Average cost per project for:
 - Youth
 - Children and families
 - Seniors
 - Volunteers
 - Women
 - Carers
- Average cost to administer a Senior Card
- Average cost to administer each Seniors Cost of Living Rebate
- Average cost to administer a Redress payment

3.0 Significant trends and issues

Issue 1

The 2011 census shows that since 2006 the number of Western Australian families with children aged under 18 years has grown by 21 per cent, compared with growth in the general population of 14.3 per cent. As a result, more families are seeking reliable information to successfully raise their children, and practical strategies to address the challenges of parenting from babyhood through to adolescence.

Outcome

Parents throughout Western Australia have access to up-to-date parenting strategies and information provided through a range of media through the department's Parenting WA program.

Parents' understanding of child development has been increased through the Parenting WA Guides for babies, children, teens and families which provide families with easy to source information on topics associated with parenting and children's development. These are complemented by a set of 12 guides developed specifically for Aboriginal families. In addition a brain development poster and Parenting WA's new Facebook page has meant even more parents have been able to access appropriate parenting information.

Issue 2

The *Education and Care Services National Law (WA) Act 2012* became operational on 1 August 2012, introducing major reforms to the regulation and quality assurance system for the education and care sectors in all jurisdictions.

Quality childcare supports children's learning and development and supports families. Quality childcare provides:

- support for parents' workforce participation
- support for families in the local community at times of need
- maintenance of workforce opportunities in attracting families to areas of need.

Outcome 1

An extensive new regulation and quality assurance system is being effectively implemented in line with legislative obligations.

The new *Education and Care Services National Law (WA) Act 2012* and the *Education and Care Services National Regulations 2012*

- establish a National Quality Standard to govern practice in child care services, now known as education and care services
- provide a national approach to regulation

- reduce the regulatory burden on education and care services, replacing existing separate licensing and quality assurance processes for long day care, family day care and outside school hours care.

The Education and Care Regulatory Unit is carrying out its legislated mandate under the National Law, approving education and care services, assessing program and service quality and monitoring compliance with the National Law and Regulations.

Outcome 2

Understanding and awareness of the new requirements in relation to quality assurance and regulation in the education and care sector has been increased by the department working in partnerships with the sector.

The Education and Care Regulatory Unit works closely with the 900 individual private and community based education and care services providing almost 49 000 approved child care places. These services care for approximately 73 700 children and support almost 54 000 Western Australian families.

A small number of services, identified as having service development needs, have all been encouraged and supported to implement components of the National Quality Standard as they continue to develop.

Issue 3

The state government has committed to working in partnership with the community sector to deliver quality community services and to facilitate the growth of social innovation and enterprise in the sector.

Outcome 1

Over 90 per cent of the department's 140 funded services have been successfully transitioned to the new Delivering Community Services in Partnership Policy. As of 1 July, all eligible services will receive Component II funding to support sustainable services.

Outcome 2

Innovation and Enterprise in the not-for-profit sector continues to expand supported by the Social Innovation and Social Enterprise grants programs.

Issue 4

Western Australia is experiencing a period of sustained population growth, along with demographic and social change. These changes include the impact of the ageing of the baby boomer cohort, which means that the number of Western Australians aged 60 years and over will increase by more than 150 per cent by 2050; continued growth in the number of family carers of people who are frail or with a disability; the fastest growing population of families with children aged under 15 years in Australia (14 per cent growth compared to 7 per cent nationally) in Australia along with increasing diversity of the population with over 27 per cent of Western Australians being born overseas.

Outcome 1 – Increased collaboration at local level

In forming the new Department of Local Government and Communities, a key focus will be on supporting increased collaboration at the local level between state government agencies, the not-for-profit sector and local governments to support better community outcomes.

Outcome 2 – More young people feel supported, participate in community life and are involved in community solutions

In 2011, 82 per cent of Western Australian 15 to 24 year olds were in education, training or employment. The benefit of quality mentoring programs to increase participation is well documented. Communities' support for the Youth Mentoring Reform Project, in partnership with community groups and the private sector, through the provision of training

in mentoring; the development and implementation of new resources for demonstrating best practice in mentoring; and the promotion of mentoring will have an impact on young people's participation.

Research shows that young people want to be involved in decisions, taken seriously and recognised when they do well. The department supports young people's participation in government, non- government and private organisations, through a range of strategies including resource development. The positive contribution of young people is showcased and celebrated.

Outcome 3 – Better Planning for Seniors

The proportion of Western Australians aged 60 years and over will increase by more than 150 per cent by 2050. The age range of seniors now spans over forty years, from 60 to 100-plus, and within that range there are increasing numbers of groups with special needs, including migrants from non-English speaking backgrounds and Indigenous people, single people, those with complex health needs and those under financial duress. These trends point towards the need for 'people centred' services, that reflect the diversity within the seniors population, and enable seniors to make choices that fit their circumstances.

'An Age Friendly WA: The Seniors Strategic Planning Framework 2012–17', developed by Communities following an extensive consultation process, provides clear direction for state agencies and the broader community in planning for the needs of an ageing population.

Outcome 4 – Increased awareness of the needs and supports for carers

Working carers face additional challenges in fulfilling their work and caring obligations. A better understanding of the needs and supports possible for working carers in the public sector was progressed through a partnership with Carers WA which conducted awareness raising sessions in the public sector.

In addition, carers were better informed about resources and supports for them in relation to decision making plans for themselves and the people they care for, following a Carers' Future Planning session tailored to their specific needs.

Issue 5

As of November 2012, the gender pay gap in Western Australia was 26.4 per cent compared to 17.6 per cent nationally. This is caused by a range of factors including cultural factors which see women clustering in particular kinds of work that are traditionally poorly remunerated, restricted or delayed opportunities for career advancement related to time out of the workforce, working part-time or in flexible arrangements because of family responsibilities as well as gender based discrimination.

Outcome

Responsibility for addressing this issue is shared by employers, governments and individuals. In a range of partnerships the department is progressing initiatives that provide information, impetus and opportunity for women to build new avenues for income generation. Work is also taking place to encourage greater recognition and planning for family and carer friendly workplaces, given the continuing reality that women carry the bulk of care responsibilities.

4.0 Agency performance

4.1	Delivery of services, funding and grants	22
4.1.1	Grants to community groups	23
4.2	Community recognition programs	25
4.3	Information services	28
4.4	Delivery of services	29
4.4.1	Service 1 – Child and family services	29
4.4.2	Service 2 – Community information, programs and strategy	33
4.4.3	Service 3 – Redress WA Scheme	38
4.4.4	Future Directions	38

Communities contributes to the state government development of social policy in the areas of children, parents and their families, young people, seniors, women, carers, volunteers and non-government organisations.

The department is also responsible for the delivery of programs and services to support families, children, youth, women, carers, volunteers and seniors. It achieves this through direct service delivery and funding to the not-for-profit sector.

The department's 2012–13 funding was allocated to three key service areas. These service areas supported Communities' role in providing strategic advice, leadership and advocacy to strengthen communities. Performance and achievements for these services are reported in section 4.4.

The state government entrusted Communities with administering and paying major concession programs and payments to the public, the Seniors Cost of Living Rebate and the Seniors Safety and Security Rebate. Together, these programs accounted for 36 per cent of the department's expenditure in 2012–13.

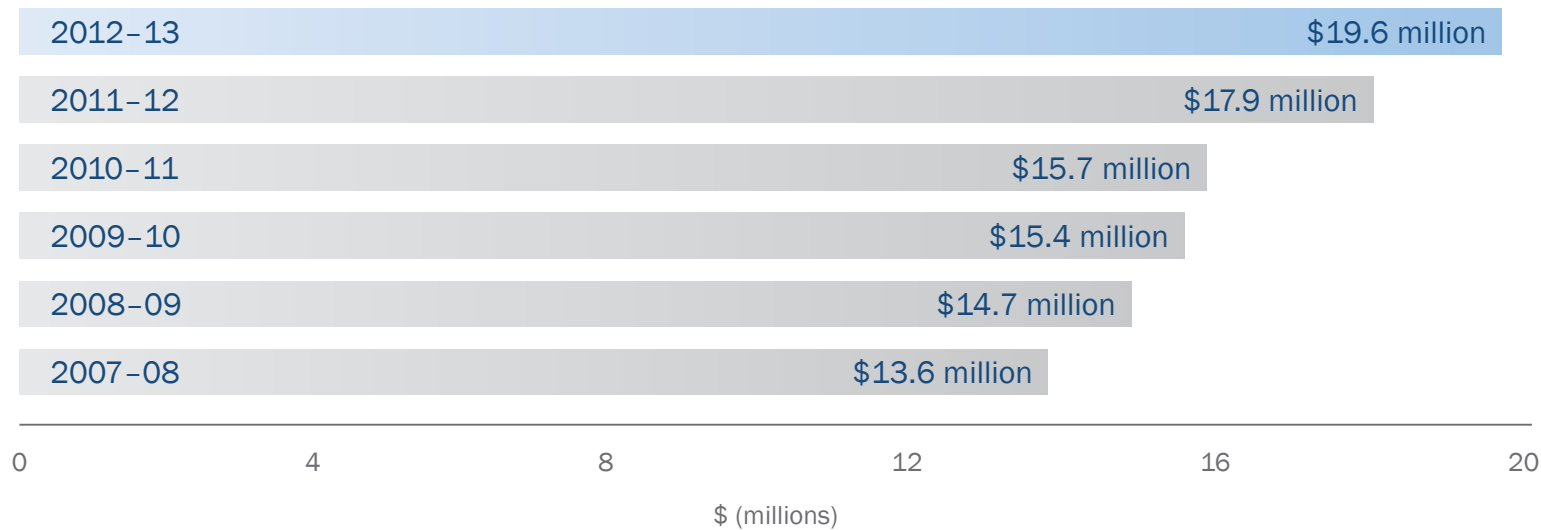
Sections 4.1–4.3 provide information on funding and grants to community organisations, community recognition programs and information services.

	2010–11	2011–12		2012–13	
Key Financial Indicators	\$'000	\$'000	Actual	Budget target	Variation
Total cost of services	161 342	134 904	110 182	112 967	2 785
Net cost of services	159 411	130 816	105 274	109 355	4 081
Total equity	61 740	73 909	71 529	54 353	(17 176)
State funding	155 867	134 452	102 172	104 067	(2 002)
Cost of payments and rebates (Cost of Living, Safety and Security, Redress WA Scheme)	101 411	67 336	39 390	41 392	(6)
Staffing levels					
Approved full-time equivalent	237	222	211	205	

4.1 Delivery of services, funding and grants

The Department for Communities continued to support the community services sector in the delivery of services to the community through funding for recurrent services, community grants and Cadets WA totalling over \$36.9 million. This included services for parents, carers, volunteers and youth. Grant funding included programs such as the Social Innovation Grants Program to promote innovation in social and community services and the Social Enterprise Fund Grants Program.

The following graph shows the increase in recurrent community funding over the past six years. Recurrent funding has grown by 44 per cent during this time.



4.1.1 Grants to community groups

Grants are an important part of Communities' strategy for providing not for profit groups with resources to celebrate and build our communities. The strength of this approach is in the flexibility it allows in supporting new ideas or short-term projects.

Each year, a range of grants programs are developed and delivered to achieve strategic priorities and they may vary in nature and volume. In 2012–13, Communities provided a total of \$9.5 million through ten grants programs to community organisations:

- 370 individual grants were paid at an average value of \$25 723 per grant
- The value of grants ranged from \$300 to \$350 000.

Grant Program	Number of recipients	Total funding allocated
<p>Beyond Gambling Grants Program The Department for Communities and the Department of Racing, Gaming and Liquor have partnered to provide the Beyond Gambling Grants Program. Grants are available to enable not-for-profit community organisations and local governments to deliver local solutions that address problem social gambling issues</p>	10	\$1 516 537
<p>Grants for Women Funding of up to \$5 000 is available for community organisations to develop projects that strengthen the health and wellbeing of women, encourage women's economic independence, encourage women's leadership and/or encourage women's sense of safety in the home or community</p>	33	\$131 675
<p>National Youth Week Grants Funding of up to \$1 000 is available for organisations to host a National Youth Week event that brings young people together. Priority is given to applications that provide opportunities for young people to express their ideas and views, celebrate the positive contribution young people make to the community, or encourage the participation of diverse groups such as Indigenous, culturally and linguistically diverse, and young people with a disability</p>	69	\$68 320

Continued >

Grant Program	Number of recipients	Total funding allocated
<p>Regional Community Child Care Development Fund – Operational Grants The Regional Community Child Care Development Fund supports the development of sustainable models of regional community-managed education and care services. Operational grants of up to \$10 000 are available to support operational expenses, professional development, governance and infrastructure.</p>	48	\$461 338
<p>Regional Community Child Care Development Fund – Strategic Grants Funding of up to \$25 000 is available for regional community managed education and care services to undertake strategic projects that will contribute to the long term viability or sustainability of their organisation or the sector.</p>	6	\$179 460
<p>Social Innovation Grants The Social Innovation Grants Program was established to promote innovation in the delivery of social and community services.</p>	28	\$4 499 514
<p>Thank A Volunteer Day Grants Funding of up to \$1 000 is available for community organisations to host Thank a Volunteer Day events. Organisations may apply for a Thank a Volunteer Day grant in order to host an event to thank and recognise volunteers for their valuable contribution to the community</p>	53	\$49 840
<p>Grandparents Day Grants Funding of up to \$2 000 is available for activities or events celebrating Grandparents Day as a whole of community event. The day celebrates the role grandparents play for their grandchildren, children and the community.</p>	43	\$70 497
<p>Youth Activities Project Grants Funding of up to \$5 000 is offered for community organisations to develop projects that encourage young people to get involved in innovative and challenging community projects and activities. Projects must benefit young people between 12–25 years</p>	38	\$157 447
<p>Social Enterprise Fund Grants Funding is available to increase the number, effectiveness and efficiency of social enterprises in Western Australia. Social enterprises are led by a mission consistent with a community benefit, trade to fulfil their mission, derive a substantial portion of their income from trade and reinvest the majority of their profit into the fulfilment of their mission.</p>	42	\$2 382 936

4.2 Community recognition programs

The department organises and sponsors a wide range of award programs and events to promote, celebrate and recognise Western Australia's diverse and vibrant communities. These events bring people together to acknowledge the people and organisations that work to make our communities better places to live.

Description	Department contribution	Date
<p>The Bendigo Bank Seniors Week Festival Seniors Week acknowledges and celebrates the outstanding contribution seniors make to their local communities and to Western Australia's economic, cultural and social life.</p>	<p>Coordinated the week, including collating and promoting all registered community events. The department also coordinated, in partnership with its sponsors, a number of major events, such as the WA Seniors Awards, Seniors on the Swan and Grandparents Day at Perth Zoo.</p>	<p>November 2012</p>
<p>Carers Week The week promotes and raises awareness of the valuable role carers play in our community and to generate discussion about carer issues.</p>	<p>Supported Carers WA to run a family event for carers "Family Fun @ SciTech"</p>	<p>October 2012</p>
<p>Children's Week A week dedicated to celebrating children and highlighting the achievements of children.</p>	<p>Provided funding to Meerilinga Young Children's Foundation Inc to act as WA Convenor of Children's Week and coordinate a wide range of activities across the state. The dedicated Children's Week website listed more than 50 celebrations across WA. The main events in Perth included a launch of Children's Week at the Health Ledger Theatre in May and a Family Fun Day at Whiteman Park on Sunday at the start of Children's Week on 21 October, which attracted 13 000 people. The Children's Week Awards, with Tonya McCusker, as patron were held at the Heath Ledge Theatre on 24 October and attended by nominees and guests from all around Western Australia. The department sponsored the Regional Services Award and the Metropolitan Services Award. The department also provided funding to various organisations around the State for Children's Week activities.</p>	<p>October 2012</p>
<p>Families Week Families Week is an annual national celebration and recognises the importance of families in building strong communities.</p>	<p>Launched new Teen and Family sets of the Parenting WA Guides at the inaugural WA parenting sector conference – 'Talking Up our Strengths' on May 15. The department funded local organisations up to \$1 000 per grant to hold Family Week celebrations across the state.</p>	<p>May 2013</p>

Description	Department contribution	Date
<p>International Women's Day This day is celebrated globally each year and provides an opportunity for the community to recognise the achievements of women, past, present and future, and to highlight their economic, political and social contribution to society.</p>	<p>Funded the 2013 Women's Hall of Fame research project titled 'Women's Business: Mapping Women's Groups in Western Australia' to explore the history of women's groups in WA. Over 80 vital women's groups were identified throughout our state's history – representing just some of the many women's groups who have made significant contributions, both past and present. The department also produced promotional resources to help profile and celebrate International Women's Day.</p>	<p>March 2013</p>
<p>National Youth Week A youth-led series of events to celebrate the skills, talents, creativity and contribution of young people to the community.</p>	<p>Employed a model of youth-led project planning, managed by Propel Youth Arts WA, to deliver a highly successful series of events. These included workshops in the months leading up to National Youth Week, a launch event at the KickstART Festival with youth arts markets, music stage, workshops and dance demonstrations, and a Youth Hub in Northbridge which continued to provide a venue for workshops and forums over the next two months.</p>	<p>April 2013</p>
<p>Neighbour Day The last Sunday in March each year has been set aside to acknowledge Neighbour Day as a day to promote neighbourly behaviour and encourage contact with people in the community who may be isolated, vulnerable or lonely.</p>	<p>Updated an online kit to inspire and equip people to organise and publicise local neighbourly events.</p>	<p>March 2013</p>
<p>Refugee Week Refugee Week is Australia's peak annual activity to raise awareness about the issues affecting refugees and celebrate the positive contributions made by refugees to our society.</p>	<p>Partnered with Propel Youth Arts WA to engage with schools and organisations working with young people from refugee and migrant backgrounds to produce artworks that depict their refugee and resettling experiences. This resulted in a well-attended exhibition in Perth, to be followed by a travelling exhibition to the Great Southern and South West regions.</p>	<p>June 2013</p>
<p>Thank a Volunteer Celebrations across Western Australia on Thank a Volunteer Day are designed to recognise and thank volunteers and to increase awareness of the contribution volunteers make to our communities.</p>	<p>The Minister for Seniors and Volunteering hosted a special morning tea at Parliament House for 50-Year Volunteer Service Badge recipients, of which there were 66 in 2012. Thirteen volunteers were presented with their 50-Year Volunteer Service Badges on International Volunteer Day.</p>	<p>5 December 2012</p>

Awards	Purpose	Number of nominations
Positive Image Award	To acknowledge secondary school students who have made a significant contribution to improving the image of young people in their community.	64
WA Seniors Awards	To acknowledge and celebrate the outstanding contribution seniors make to their local communities and to Western Australia, particularly through volunteer work. The awards also include the Deborah Kirwan Media Awards for the positive portrayal of seniors.	92 Seniors Awards; 25 Deborah Kirwan Media Awards
WA Youth Awards	The awards showcase the talents young people have demonstrated through leadership, citizenship, caring for the environment, and as role models. This includes the Communicate! WA Youth Media Awards. The awards are presented in partnership with the Youth Affairs Council of WA and are supported by Lotterywest.	85 Youth Awards and 62 Communicate! WA Youth Media Awards

The department gratefully acknowledges the generous support of our sponsors:

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Australian Super Westscheme Division
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Catholic Education Office
Commissioner for Children and Young People
Crown Perth
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Fujifilm
Have a Go News
Perth Zoo
Propel Youth Arts WA
RTR FM 92.1
Singapore Airlines
Skywest
The Senior Newspaper
Woodside
X-Press Magazine

The department also thanks its partners:

- COTA WA
- Seniors Recreation Council WA
- Youth Affairs Council of WA,
- Department of Commerce
- Department of State Development,
- Small Business Development Corporation
- City of Joondalup.

The department also thanks Lotterywest for its ongoing support.

Recognition	Description	Number of people
Cadets	Cadets WA uses three forms of recognition to acknowledge service by Cadets WA adult instructors, depending on length of service.	5 x 6 year certificates 13 x 10 year medals
50-Year Volunteer Service Badge	This award acknowledges and celebrates the outstanding, long-term service of volunteers to the community.	51 awarded in 2012/13
Seniors Gold Card	Gold Cards are awarded to seniors who achieve the milestone of 100 years of age.	61

4.3 Information services

From resource kits, brochures and directories to seminars, workshops and forums and on-line mediums such as Facebook pages, websites and email networks, Communities aims to inform, educate and link people to the services and information they need.

Communities operated three telephone information and referral services (parenting, seniors and women) in 2012–13. Both the seniors and women's information services are made possible by over 50 dedicated volunteers who answer calls throughout the year.

Number of calls	2009–10	2010–11	2011–12	2012–13
Parenting WA	7 836	11 681	12 356	14 042*
Seniors Telephone information service	22 678	27 369	67 789	61 388
Women's Information Service	2 173	3 221	2 277	3 161

*Data for July and August 2012 not available; therefore, averages based on the rest of the year were used to impute missing data.

4.4 Delivery of services

4.4.1 Service 1 – Child and family services

This service provides for the regulation and quality assurance of early education and care services and the provision of information, services and programs including funding to support children, parents, families and communities.

Key Strategies

- Regulating education and care services to improve quality.
- Supporting the education and care sector and relevant stakeholders.
- Working as a partner to implement the national Early Childhood Reform Agenda including development of legislation, implementation planning, resource development, consistency evaluation and stakeholder engagement.
- Providing parenting information and support services to families, grandparents and carers.
- Convening the Parenting Interagency Reference Group of state government agencies involved in parenting initiatives to improve cooperation and coordination.
- Funding community organisations to provide parenting, early years, family and community support services.
- Promoting the critical importance of the early years, including funding to provide activities at the local community level.

- Partnering with the Departments of Education, Child Protection, Health, the WA Council of Social Services, non-government agencies and schools in the development of 16 Child and Parent Centres on school sites during 2013–16.
- Providing community facilities such as family centres and community neighbourhood centres.
- Developing research, policy and community information.

Major Achievements 2012–13

- Effectively supported the implementation of the new national regulatory framework for education and care service through the delivery of information sessions and development of a range of resources.
- Successfully regulated education and care services in Western Australia through on site visits, assessment of applications, ratings visits, investigations of complaints and breaches and prosecution of services.
- Successfully restructured the Child Care Licensing and Standards Unit to become the Education and Care Regulatory Unit to prepare for the new national system, including the assessment and rating process. Staff undertook rigorous training in the new assessment and rating process in order to be able to work within the new national system. The new system also required involvement in the development of a nationally compatible IT system.

- Supported services to be well prepared for the implementation of the *Education and Care Services National Law (WA) Act 2012* and Regulations.
- Supported the provision of contemporary information and support by updating the Parenting WA Strategic Framework to provide strategic directions for 2013–16, which is expected to be available in the second half of 2013.
- Increased access to credible parenting information and resources through development of the successful Parenting WA Facebook page.
- Effectively promoted the importance of the early years through funding to support local community activities.
- Increased community understanding of the important role of families in raising children through the promotion of activities during Families Week and Children's Week.
- Increased the consistency of the government's response to managing and reducing the incidence of anaphylaxis on children through a partnership with the Departments of Health and Education to develop policy and practice frameworks.
- Strengthened the provision of quality child care in rural and remote areas through implementation of the Regional Community Child Care Development project providing operational and strategic grants.
- Enhanced service provision in the areas of Parenting and Aboriginal Early Years by implementing new outcome-based service models, in partnership with community sector organisations.

KPI Summary

		2010-11	2011-12	2012-13 (Actual)	2012-13 (Target)
Effectiveness indicators					
Outcome: Communities are strengthened so the individuals and families are able to better meet their needs					
Percentage of people who reported they were satisfied with the service and had their needs met		98%	96%	94%	95%
Extent to which Stakeholders report that policies/projects have an impact on strengthening the community		94%	96%	94%	95%
Efficiency indicators					
Service 1: Child and Family Services					
1.1 Average cost per Child and Family Service	Total cost ('000)	\$26 250	\$29 929	\$29 488	\$33 294
	Number of service providers	202	201	193	201
	Average cost per child and family service	\$129 951	\$148 901	\$152 788	\$165 643
1.2 Average cost per Licensed Child Care Service	Total cost ('000)	\$5 788	\$6 398	\$8 548	\$6 841
	Number of licensed services	828	927	959	880
	Average cost per licensed service	\$6 991	\$6 902	\$8 914	\$7 775
Service 2: Community Information, Programs and Strategy					
2.1 Average cost per Children and Families project	Total cost ('000)	\$2 180	\$3 292	\$2 208	\$865
	Number of projects	25	30	27	20
	Average cost per strategic policy/coordination project for children and families	\$87 209	\$109 762	\$81 799	\$43 269
2.2 Average cost per Youth project	Total cost ('000)	\$5 840	\$7 292	\$7 234	\$6 953
	Number of projects	39	38	39	36
	Average cost per strategic policy/coordination project for youth	\$149 754	\$191 915	\$185 510	\$193 146
2.3 Average cost per Seniors project	Total cost ('000)	\$1 474	\$2 095	\$2 108	\$1 895
	Number of projects	26	28	26	25
	Average cost per strategic policy/coordination project for seniors	\$56 697	\$74 836	\$81 080	\$75 830

KPI Summary (continued)

		2010-11	2011-12	2012-13 (Actual)	2012-13 (Target)
2.4 Average cost per Carers project	Total cost ('000)	\$1 195	\$1 301	\$1 166	\$1 187
	Number of projects	11	10	9	9
	Average administrative cost per carers project	\$108 682	\$130 102	\$129 594	\$131 971
2.5 Average cost per Seniors Card administered	Total cost ('000)	\$737	\$1 132	\$1 214	\$1 539
	Number of Seniors Card holders	313 603	332 204	345 836	349 053
	Average cost to administer each Seniors Card	\$2.35	\$3.41	\$3.51	\$4.41
2.6 Average cost per SCOLR processed	Total cost ('000)	\$1 268	\$1 720	\$1 288	\$2 128
	Number of Cost of Living Rebates paid	245 374	262 547	287 954	289 540
	Average cost per Cost of Living Rebate processed	\$5.17	\$6.55	\$4.48	\$7.35
2.7 Average cost per Volunteers project	Total cost ('000)	\$1 652	\$1 983	\$1 639	\$2 220
	Number of projects	31	33	29	30
	Average cost per strategic policy/coordination project for volunteers	\$53 303	\$60 110	\$56 533	\$74 032
2.8 Average cost per Women's Interests project	Total cost ('000)	\$1 253	\$1 490	\$1 122	\$1 191
	Number of projects	22	22	18	19
	Average cost per strategic policy/coordination project for women	\$56 978	\$67 757	\$62 354	\$62 709

Service 3: Redress WA Scheme

KPI 3.1 Average administrative cost per claim

Work on the Redress Scheme ended in November 2011. In 2012-13, a small amount of work was conducted on final operations. This included payment of five claims totalling \$33,000 in ex gratia payments. This work used general Department resources and there is no data to provide for this KPI.

4.4.2 Service 2 – Community information, programs and strategy

This service provides for the development, planning and provision of information, programs and support for seniors, volunteers, women, carers and youth to build and promote strong and vibrant communities, along with program development to support services for children and families.

Key Strategies

- Undertaking research, analysis of information/mapping and evaluation to inform policy, program and service development
- Providing recurrent and grant funding for community organisations
- Delivering key programs and services to our communities of interest
- Developing and distributing relevant information for, and to, our communities of interest
- Developing strategic projects and initiatives with government and community sector partners

Major achievements 2012–13

Community

- Supported the government's response to the St Andrew's Hostel Special Inquiry by establishing the Country High School Hostels Ex Gratia Scheme. Applications opened on 30 November 2012 and closed on 31 May 2013. The scheme will provide payments of up to \$45 000 to eligible applicants who were abused while boarding at a hostel operating under the auspices of the Western Australian Country High School Hostels Authority between 1960–2006.
- Built the capacity of the community sector by securing funding for eligible contracted community sector organisations through the state government's Sustainable Funding and Contracting with the Not for Profit Sector Component II funding of \$2.014 million in 2013–14 and \$2.629 million in 2014–15.
- During the year Communities improved the quality of contract development and management with the community sector. It did this by successfully transitioning almost 70 community sector organisations delivering services under either the Community and Neighbourhood Development Services or Individual and Family Support programs to new longer term, outcomes based service agreements. This brings the total number of funded programs areas successfully transitioned by the department under the state government's procurement reform agenda to six, and the number of services to over 150.

Children and families

- Increased access to information about middle years aged children and parenting for service providers through publication of results of an audit of services and programs available in Western Australia.
- Increased understanding amongst parents and professionals about the sexualisation of children in the middle years and cyber safety, through development of resources.
- Built the knowledge base to inform policy and service planning through development of three Indigenous Early Years Research and Policy papers, and literature reviews on parenting and home visiting and volunteering.
- Ensured the needs of fathers are taken into account in both the development of policy and delivery of services in line with strategies identified in a research paper prepared by Communities on 'Father Inclusive Practice'

Youth

- Expanded opportunities for community engagement of young people in the middle years through the establishment of three new River Ranger units in government primary schools.
- Increased community recognition of Cadets WA through 15-Year Birthday Celebrations for the Bush Ranger program, celebration of Cadets WA program reaching 200 units and 7000 cadets and visits by Hong Kong youth workers.
- Facilitated youth involvement and decision making through provision of 69 grants totalling \$68 320 for National Youth Week activities.
- Provided a solid policy basis for government planning through development of the WA Youth Strategic Framework: 'Our Youth – Our Future'.
- Provided the blueprint for community and government action to promote and support sustainable, quality youth mentoring programs through development of the WA Youth Mentoring Reform Strategic Framework.
- Provided demonstrations of good practice in youth mentoring by developing Mentoring Worx, a suite of resources developed by community sector partners and supported the provision of quality mentoring through the delivery of the Mentoring Worx Train the Trainer package in a series of regional and metropolitan workshops.
- Encouraged local governments to better plan for the needs of young people by funding the 'Youth Friendly Communities Grant Program' to engage young people in creative ways to help plan their communities – resulting in nine local governments undertaking planning initiatives with young people.
- Increased young people's access to information by assisting the Youth Affairs Council of WA to develop a youth services phone app with funding provided through the Social Innovation Grant program.
- Supported young people's participation in, and contribution to, their communities through the development of Youth Participation Guidelines. This is online resource for young people on participation and a guide for organisations on how to engage young people.
- Increased consultative input from young people by expanding 'The Panel' to involve over 100 young people in a diverse range of consultation and participation opportunities.

- Strengthened youth decision making and planning skills by further developing best practice approaches for youth-led programs and projects, including National Youth Week and Refugee Week.
- Raised community awareness in Regional Western Australia about the issues facing refugees and the perspectives of young people by initiating the South-West and Great Southern tours of the Refugee Week art exhibition.
- Improved engagement with young Western Australians through the launch of a youth Facebook page and an e-newsletter.
- Provided information on financial literacy to young people by developing the 'My Money My Life' publication in partnership with the City of Joondalup.

Seniors

- Provided information and linked seniors to the benefits offered through the WA Seniors Card by distributing the Seniors Card Directory 2012–13 to over 420 000 Seniors Card holders and providing information to over 61 000 callers to the Seniors Telephone Information Service. The directory contains information on government concessions and rebates and a wide range of discounts offered through the private sector.
- Assisted seniors to meet rising cost of living pressures by delivering the Cost of Living Rebate payment, providing 287 954 payments totalling \$39.4 million.
- Improved the safety and security of thousands of seniors in their homes by delivering the Seniors Safety and Security Rebate payment for seniors, providing 12 245 payments totalling \$2.2 million.

- Promoted images of positive ageing, raised awareness of the valuable contribution of seniors and provided opportunities for community involvement through the coordination of the Bendigo Bank Seniors Week Festival. The week commenced with the WA Seniors Awards Gala Ceremony and continued with in excess of 100 registered community activities and events across the state.
- Provided policy direction for the activities of government and the community to respond to an ageing Western Australia by developing 'An Age Friendly WA: The Seniors Strategic Planning Framework 2012–17'.
- Increased community access to information about concessions, rebates and subsidy schemes by developing the Concessions WA portal. This easy-to-use online resource is a one stop information shop for concessions provided by the Government of Western Australia.
- Assisted older people to better plan for their future housing needs by developing the 'Age Friendly Homes' kit.
- Built links between agencies involved in delivering services to seniors by establishing the 'Age Friendly Communities' professional network.
- Increased community understanding of elder abuse by developing community education resources on the topic of elder abuse for broad dissemination.
- Increased knowledge of available services and resources for grandparents raising grandchildren by redeveloping the 'Grandfamilies Resource Kit'.

- Built the capacity of the community sector to provide support to seniors by providing community grants totalling over \$406 000 to support priority areas, including \$25 000 for Seniors Week Festival activities; \$211 000 for Grandfamilies support, \$70 000 for Grandparent Day Grants, and \$100 000 for community education and services relating to financial abuse of seniors.
- Supported the Seniors Ministerial Advisory Council to fulfil its advisory role to the Minister.

Volunteering

- Supported 17 volunteering development and sector support services across the state with recurrent funding of \$1.1 million.
- Built the research base to inform policy and planning by actively contributing to an across-sector volunteer research group and contributing funding to several new pieces of academic research in volunteering.
- Monitored the impact of implementation of national legislation on occupational health and safety and charity reforms on the volunteering sector.
- Promoted local community recognition of the contribution for volunteers by funding Thank a Volunteer Day events and activities.
- Promoted and supported the role of state government in contributing to volunteering through ongoing delivery of the state government's 'Vital Volunteering' strategy.

- Strengthened community commitment to volunteering by acknowledging and celebrating the outstanding contributions of volunteers over many years through the '50-year Volunteer Service Badge' program awarding 66 badges in 2012–13, bringing the total of badges awarded to over 250 since 2011.
- Increased the safety of the WA community and reduced the cost burden on community organisations by delivering the National Police Checks scheme in partnership with WA Police. As at 30 June 2013, 17 942 checks were subsidised in 2012–13, of which 2 761 were provided free to applicants who were also required to have a Working with Children check.

Carers

- Provided support for carers including young carers in schools through a range of strategies including counselling, information provision, practical support and awareness-raising through funding to Carers WA.
- Increased community recognition of the important role and contribution of carers through support for Carers Week.
- Increased workplace recognition of carers in public sector workplaces through working in partnership with public sector partners and Carers WA to deliver the Carer Awareness, Recognition and Education (CARE) project.
- Undertook significant research and policy work to progress reform of the *Carers Recognition Act 2004*.

- Increased awareness among carers about the information available to them through various strategies such as the Future Planning Session for carers in partnership with the Public Advocate and the Public Trustee and the production of resource materials.
- Increased recognition and information sharing about the needs of carers through sponsorship of the biennial WA Carers conference program.
- Raised the profile and recognised the important contribution of young carers through sponsorship of the Young People Who Care Awards.
- Achieved recognition of carers in the Mental Health Bill.
- Supported the Carers Advisory Council to fulfil its legislated compliance and advisory role to the Minister and assisted the Council to deliver the Sharing Healthy conversations forum (in partnership with the Ministerial Advisory Council on Disability) and the Carers Symposium.

Women's Interests

- Provided government and the community with a useful tool to assess progress in key women's issues with the release of the 2012 edition of the 'Women's Report Card'.
- Increased community understanding of the impact of unpaid caring work on female carers by facilitating a presentation Women's Work, Who Cares? by the Australian Sex Discrimination Commissioner on the recently released research report Valuing Unpaid Caring Work in Australia.
- Stimulated community debate and awareness on the impact of the portrayal of women in the media through the development and launch of a discussion paper and community seminar on women in the media.
- Increased the profile of women as entrepreneurs and opened pathways to aspiring female entrepreneurs to access information and advice through three Women as Entrepreneurs initiatives.
- Increased the profile of opportunities for women working in the technology sector through partnership work with Women in Technology WA.
- Raised the profile of women in the Western Australian community by funding a research project to identify the contribution of women's organisations over the last century which was incorporated in to the Women's Hall of Fame in 2013.
- Provided women with ready access to service information through the Women's Information Service and updates to the Women's Services Directory and pocket directory.
- Built the capacity of the community sector to undertake projects of relevance to women through the Women's Grants program.
- Assisted the Women's Advisory Council to fulfil its advisory role to the Minister for Women's Interests.

4.4.3 Service 3 – Redress WA Scheme

Redress WA was established in 2008 as a scheme to provide ex gratia payments to those who as children were abused and/or neglected in state care. It was completed late in 2011.

During 2012–13, following the closure of the scheme, administrative work was undertaken associated with unclaimed monies and finalising an outstanding claim in line with recommendations from the Ombudsman.

4.4.4 Future Directions

In 2013–14, the Department for Communities will amalgamate with the Department of Local Government to create a new Department of Local Government and Communities.

The new department will:

- enable a greater focus on the delivery of a more coordinated range of community services at the local level;
- allow a more streamlined approach to community grants and promote greater sustainability among the not-for-profit sector; and
- facilitate locally-driven approaches and drive increased collaboration at a local level between government agencies, not-for-profit organisations and local governments.

The new department will develop the capacity of the sector and achieve better community outcomes and support across our current Ministerial portfolios as well as the new portfolio of Veterans.

Amalgamation will take place with effect from 1 July 2013.

This is an exciting opportunity to build on the vision of the Department for Communities for ‘strong, vibrant communities where all people belong, matter and contribute’ and the mission of the Department of Local Government ‘to build strong and sustainable communities’.

Looking forward, the new department will undertake a strategic planning process to build the government’s objectives underpinning the amalgamation into a strategic plan for the new department.

Major areas of focus that will continue in the new department include:

- the review of the COAG National Partnership Agreement which gives rise to the *Education and Care Services National Law (WA) Act 2012* and the *Education and Care Services National Regulations 2012* and the workforce implications of the requirements under the National Law
- ongoing support to increase the long term sustainability of education and care services in rural and remote areas through funding and organisational development supports
- continued state-wide support to parents through Parenting WA
- implementation of new service models in a range of community service areas
- implementation of election commitments including Grand Carers Support Scheme, new Seniors Security Rebate Scheme, additional Cadets WA units and grants for Community Gardens.

5.0 Disclosures and legal compliance

5.1	Financial statements	41	5.5	Other financial disclosures	106
	Independent Auditor's Report on financial statements and key performance indicators	41	5.5.1	Pricing policies of services provided	106
	Certification of Financial Statements	44	5.5.2	Capital works	106
	Statement of Comprehensive Income	45	5.5.3	Act of grace payments	106
	Statement of Financial Position	46	5.6	Governance disclosures	107
	Statement of Changes in Equity	47	5.6.1	Contract with senior officer	107
	Statement of Cash Flows	48	5.6.2	Internal audit and performance review	107
	Schedule of Income and Expenses by Service	49	5.7	Disclosures and legal requirements	108
	Schedule of Assets and Liabilities by Service	50	5.7.1	Advertising	108
	Summary of Consolidated Account Appropriations and Income Estimates	51	5.7.2	Legal requirements	108
5.2	Notes to financial statements	52	5.7.3	Disability Access and Inclusion Plan	109
5.3	Performance indicators	89	5.7.4	Public Interest Disclosure	110
5.3.1	Indicators of effectiveness	89	5.7.5	Record keeping plans	110
5.3.2	Indicators of efficiency	92	5.7.6	Freedom of Information	110
5.4	Ministerial directives	105	5.8	Government policy requirements	111
			5.8.1	Substantive Equality	111
			5.8.2	Reconciliation Action Plan	111
			5.8.3	Occupational safety, health and injury management	111

5.1 Financial Statements



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

DEPARTMENT FOR COMMUNITIES

Report on the Financial Statements

I have audited the accounts and financial statements of the Department for Communities.

The financial statements comprise the Statement of Financial Position as at 30 June 2013, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, Schedule of Income and Expenses by Service, Schedule of Assets and Liabilities by Service, and Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

Director General's Responsibility for the Financial Statements

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

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Director General, as well as evaluating the overall presentation of the financial statements.

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

Basis for Qualified Opinion

Controls over payments to seniors for the Cost of Living Rebate and the Safety and Security Rebate were inadequate. The Department does not have adequate controls in place to confirm the ongoing eligibility of seniors on its database to the Seniors Card. In particular, Seniors Card application forms that were processed prior to June 2004 were destroyed. Therefore, I was unable to obtain sufficient appropriate audit evidence about the eligibility of rebate recipients. Consequently, I was unable to

determine whether Grants and Subsidies expenditure in the current and prior year Statement of Comprehensive Income was fairly presented.

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the Department for Communities at 30 June 2013 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

Report on Controls

I have audited the controls exercised by the Department for Communities during the year ended 30 June 2013.

Controls exercised by the Department for Communities are those policies and procedures established by the Director General to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions.

Director General's Responsibility for Controls

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

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Department for Communities based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about

the adequacy of controls to ensure that the Department complies with the legislative provisions. The procedures selected depend on the auditor's judgement and include an evaluation of the design and implementation of relevant controls.

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

Basis for Qualified Opinion

Controls over payments to seniors for the Cost of Living Rebate and the Safety and Security Rebate were inadequate. The Department does not have adequate controls in place to confirm the ongoing eligibility of seniors on its database to the Seniors Card. In particular, Seniors Card application forms that were processed prior to June 2004 were destroyed. Therefore, I was unable to obtain sufficient appropriate audit evidence about the eligibility of rebate recipients.

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the controls exercised by the Department for Communities are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions.

Report on the Key Performance Indicators

I have audited the key performance indicators of the Department for Communities for the year ended 30 June 2013.

The key performance indicators are the key effectiveness indicators and the key efficiency indicators that provide information on outcome achievement and service provision.

Director General's Responsibility for the Key Performance Indicators

The Director General is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions and for

such controls as the Director General determines necessary to ensure that the key performance indicators fairly represent indicated performance.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about the key performance indicators. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments the auditor considers internal control relevant to the Director General's preparation and fair presentation of the key performance indicators in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the relevance and appropriateness of the key performance indicators for measuring the extent of outcome achievement and service provision.

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

Basis for Qualified Opinion

The Department does not have adequate controls in place to confirm the ongoing eligibility of seniors on its database to the Seniors Card. In particular, Seniors Card application forms that were processed prior to June 2004 were destroyed. Therefore, I was unable to obtain sufficient appropriate audit evidence about the eligibility of all seniors on the database. Consequently, I was unable to determine whether the Number of Seniors Card Holders in key performance indicator 2.5 Average Cost to Administer a Seniors Card was fairly presented.

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the key performance indicators of the Department for Communities are relevant and

appropriate to assist users to assess the Department's performance and fairly represent indicated performance for the year ended 30 June 2013.

Independence

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and Australian Auditing and Assurance Standards, and other relevant ethical requirements.

Matters Relating to the Electronic Publication of the Audited Financial Statements and Key Performance Indicators

This auditor's report relates to the financial statements and key performance indicators of the Department for Communities for the year ended 30 June 2013 included on the Department's website. The Department's management is responsible for the integrity of the Department's website. This audit does not provide assurance on the integrity of the Department's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.



COLIN MURPHY
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
19 September 2013

Financial Statements

Certification of Financial Statements for the year ended 30 June 2013

The accompanying financial statements of the Department for Communities have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2013 and the financial position as at 30 June 2013.

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



Jennifer Mathews
Accountable Authority
17 September 2013



Christopher Johnson
Chief Finance Officer
17 September 2013

Statement of Comprehensive Income

For the year ended 30 June 2013

	Note	2013 \$'000	2012 \$'000	2011 \$'000
Cost of services				
Expenses				
Employee benefits expense	6	20 866	21 104	21 220
Supplies and services	7	7 944	10 855	11 176
Depreciation and amortisation expense	8	1 864	1 509	1 933
Accommodation expenses	9	3 192	3 650	3 834
Grants and subsidies	10	54 163	76 823	104 715
Funding for services	11	21 901	20 758	18 286
Loss on disposal of non-current assets	16	12	—	—
Other expenses	12	240	204	178
Total cost of services		110 182	134 904	161 342
Income				
Revenue:				
User charges and fees	13	397	93	21
Commonwealth grants and contributions	14	1 594	1 959	439
Other revenue	15	2 917	2 036	1 471
Total revenue		4 908	4 088	1 931
Total income other than income from state government		4 908	4 088	1 931
Net cost of services		105 274	130 816	159 411
Income from state government				
Service appropriation	17	98 333	130 695	153 200
Resources received free of charge		2 358	2 767	2 360
Royalties for Regions Fund		1 481	990	307
Total income from state government		102 172	134 452	155 867
Surplus/deficit for the period		(3 102)	3 636	(3 544)
Other comprehensive income				
Changes in asset revaluation surplus	27	(1 539)	6 843	3 520
Gains/losses recognised directly in equity		—	—	—
Total other comprehensive income		(1 539)	6 843	3 520
Total comprehensive income for the period		(4 641)	10 479	(24)

See also the 'Schedule of Income and Expenses by Service'.

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

Statement of Financial Position

As at 30 June 2013

	Note	2013 \$'000	2012 \$'000	2011 \$'000
Assets			restated	restated
Current assets				
Cash and cash equivalents	28	12 062	17 139	17 837
Restricted cash and cash equivalents	18, 28	926	957	389
Receivables	19	439	636	463
Other current assets	21	20	13	110
Total current assets		13 447	18 745	18 799
Non-current assets				
Restricted cash and cash equivalents	18, 28	537	452	368
Amounts receivable for services	20	16 233	14 885	13 202
Property, plant and equipment a	22	47 967	46 356	39 682
Intangible assets	23	—	437	670
Total non-current assets		64 737	62 130	53 922
Total assets		78 184	80 876	72 720
Liabilities				
Current liabilities				
Payables	25	1 630	2 132	6 509
Provisions	26	3 937	3 855	3 546
Total current liabilities		5 567	5 988	10 055
Non-current liabilities				
Provisions	26	1 089	979	926
Total non-current liabilities		1 089	979	926
Total liabilities		6 655	6 967	10 982
Net assets		71 529	73 909	61 740
Equity				
Contributed equity a	27	41 572	39 312	37 622
Reserves		18 654	20 193	13 350
Accumulated surplus/(deficiency)		11 303	14 404	10 769
Total equity		71 529	73 909	61 740

a To recognise buildings belonging to the department not previously recognised.

The comparatives have been restated for comparability purposes. An additional \$3.625m in buildings has been recognised in 2010-11.

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

Statement of Changes in Equity

For the year ended 30 June 2013

	Note	Contributed equity \$'000	Reserves \$'000	Accumulated surplus \$'000	Total equity \$'000
Balance at 1 July 2011	27	33 997	13 350	10 768	58 115
Changes in accounting policy or correction of prior period errors a		3 625	—	—	3 625
Restated balance at 1 July 2011		37 622	13 350	10 768	61 740
Surplus/(deficit)				3 636	3 636
Other comprehensive income			6 843		6 843
Total comprehensive income for the year		—	6 843	3 636	10 479
Transactions with owners in their capacity as owners:					
Capital contribution		1 690	—	—	1 690
Other contributions by owners		—	—	—	—
Distribution to owners		—	—	—	—
Total		1 690	—	—	1 690
Balance at 30 June 2012		39 312	20 193	14 404	73 909
Restated balance at 1 July 2012		39 312	20 193	14 404	73 909
Surplus/(deficit)				(3 102)	(3 102)
Other comprehensive income			(1 539)		(1 539)
Total comprehensive income for the year		—	(1 539)	(3 102)	(4 641)
Transactions with owners in their capacity as owners:					
Capital contribution		—	—	—	—
Other contributions by owners		2 260	—	—	2 260
Distribution to owners		—	—	—	—
Total		2 260	—	—	2 260
Balance at 30 June 2013		41 572	18 654	11 302	71 529

a To recognise buildings belonging to the department not previously recognised.

The comparatives have been restated for comparability purposes. An additional \$3.625m in buildings has been recognised in 2010-11.

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

Statement of Cash Flows

For the year ended 30 June 2013

	Note	2013 \$'000	2012 \$'000
Cash flows from state government			
Service appropriation	17	96 985	130 695
Capital appropriation			1 690
Royalties for Regions Fund		1 481	990
Net cash provided by state government		98 466	133 375
Utilised as follows:			
Cash flows from operating activities			
Payments			
Employee benefits		(19 827)	(20 855)
Supplies and services		(7 150)	(7 407)
Accommodation		(3 132)	(2 856)
Grants and subsidies		(54 163)	(82 451)
Funding for services		(21 901)	(20 779)
GST payments on purchases		(4 241)	(3 591)
Other payments		(193)	(204)
Receipts			
User charges and fees		402	90
Commonwealth grants and contributions		1 754	1 959
GST receipts on sales		114	102
GST receipts from taxation authority		4 123	1 651
Other receipts		3 055	2 026
Net cash provided by/(used in) operating activities	28	(101 159)	(132 315)
Cash flows from investing activities			
Purchase of non-current physical assets		(2 329)	(1 106)
Net cash provided by/(used in) investing activities		(2 329)	(1 106)
Net increase/(decrease) in cash and cash equivalents		(5 022)	(46)
Cash and cash equivalents at the beginning of period		18 548	18 594
Cash and cash equivalents at the end of period	28	13 525	18 548

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

Schedule of Income and Expenses by Service

For the year ended 30 June 2013

	Child and family services		Community information, programs and strategy		Redress WA Scheme		Total	
	2013 \$'000	2012 \$'000	2013 \$'000	2012 \$'000	2013 \$'000	2012 \$'000	2013 \$'000	2012 \$'000
Costs of services								
Expenses								
Employee benefits expense	14 351	12 917	6 515	7 253	—	934	20 866	21 104
Supplies and services	4 675	5 191	3 269	4 956	—	708	7 944	10 855
Depreciation and amortisation expense	1 856	1 499	8	4	—	6	1 864	1 509
Accommodation expenses	2 675	2 838	517	618	—	194	3 192	3 650
Grants and subsidies	8 837	5 088	45 293	41 972	33	29 763	54 163	76 823
Funding for services	14 298	13 481	7 603	7 183	—	94	21 901	20 758
Loss on disposal on non-current assets	9	—	3	—	—	—	12	—
Other expenses	170	134	70	70	—	—	240	204
Total cost of services	46 871	41 148	63 278	62 056	33	31 699	110 182	134 903
Income								
User charges and fees	397	26	—	67	—	—	397	93
Commonwealth grants and contributions	1 377	989	217	970	—	—	1 594	1 959
Other revenue	1 530	1 179	1 387	857	—	—	2 917	2 036
Total income other than income from state government	3 304	2 194	1 604	1 894	—	—	4 908	4 088
Net cost of services	43 567	38 954	61 674	60 162	33	31 699	105 274	130 815
Income from state government								
Service appropriation	39 422	38 462	58 911	56 403	—	35 830	98 333	130 695
Resources received free of charge	1 678	1 857	680	910	—	—	2 358	2 767
Royalties for Regions Fund	1 473	990	8	—	—	—	1 481	990
Total income from state government	42 573	41 309	59 599	57 313	—	35 830	102 172	134 452
Surplus/deficit for the period	(994)	2 355	(2 075)	(2 849)	(33)	4 131	(3 102)	3 637

The Schedule of Income and Expenses by Service should be read in conjunction with the accompanying notes.

Schedule of Assets and Liabilities by Service

As at 30 June 2013

	Child and family services		Community information, programs and strategy		Redress WA Scheme		General – not attributed		Total	
	2013 \$'000	2012 \$'000 restated	2013 \$'000	2012 \$'000	2013 \$'000	2012 \$'000	2013 \$'000	2012 \$'000	2013 \$'000	2012 \$'000 restated
Assets										
Current Assets	1	14	14	6 560	–	–	13 432	12 171	13 447	18 745
Non-Current Assets ^a	47 001	46 731	14	9	–	14	17 722	15 376	64 737	62 130
Total assets	47 002	46 745	28	6 569	–	14	31 154	27 547	78 184	80 875
Liabilities										
Current Liabilities	1 906	1 986	211	302	–	56	3 449	3 643	5 566	5 987
Non-current Liabilities	503	466	34	47	–	11	552	455	1 089	979
Total liabilities	2 409	2 452	245	349	–	67	4 001	4 098	6 655	6 966
Net assets	44 593	44 293	(217)	6 220	–	(53)	27 153	23 449	71 529	73 909

^a To recognise buildings belonging to the department not previously recognised.

The Schedule of Assets and Liabilities by Service should be read in conjunction with the accompanying notes.

Summary of Consolidated Account Appropriations and Income Estimates

For the year ended 30 June 2013

	2013 Estimate \$'000	2013 Actual \$'000	Variance \$'000	2013 Actual \$'000	2012 Actual \$'000	Variance \$'000
Delivery of services						
Item 90 Net amount appropriated to deliver services	98 462	97 781	(681)	97 781	129 490	(31 709)
Item 91 Contribution to the Western Australian Family Foundation Trust Account	250	250	—	250	376	(126)
Section 25 transfer of Social Enterprise Fund Service Appropriation from the Department Premier and Cabinet Amount Authorised by Other Statutes	—	—	—	—	530	(530)
– <i>Salaries and Allowances Act 1975</i>	309	302	(7)	302	299	3
Total appropriations provided to deliver service	99 021	98 333	(688)	98 333	130 695	(32 362)
Capital						
Item 153 Capital Appropriation	—	—	—	—	1 690	(1 690)
Grand total	99 021	98 333	(688)	98 333	132 385	(34 052)
Details of expenses by service						
Child and Family Services	48 220	46 871	(1 349)	46 871	41 150	5 721
Community Information, Programs and Strategy	63 909	63 278	(631)	63 278	62 056	1 222
Redress WA Scheme	—	33	33	33	31 698	(31 665)
Total cost of services	112 129	110 182	(1 947)	110 182	134 904	(24 722)
Less total income	(2 774)	(4 908)	(2 134)	(4 908)	(4 088)	(820)
Net cost of services	109 355	105 274	(4 081)	105 274	130 816	(25 542)
Adjustments	(10 334)	(6 941)	3 393	(6 941)	(121)	(6 820)
Total appropriations provided to deliver service	99 021	98 333	(688)	98 333	130 695	(32 362)
Capital expenditure						
Purchase of non-current physical assets	—	2 329	2 329	2 329	1 106	1 223
Adjustments for other funding sources	—	(2 329)	(2 329)	(2 329)	584	(2 913)
Capital appropriations	—	—	—	—	1 690	(1 690)

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

Note 33 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2013.

5.2 Notes to financial statements

For the year ended 30 June 2013

1. Australian Accounting Standards

General

The department's financial statements for the year ended 30 June 2013 have been prepared in accordance with Australian Accounting Standards. The term "Australian Accounting Standards" includes Australian Accounting Standards and interpretations issued by the Australian Accounting Standards Board (AASB).

The department has adopted any applicable new and revised Australian Accounting Standards from their operative dates.

Early adoption of standards

The department cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 Application of Australian Accounting Standards and Other Pronouncements. There has been no early adoption of Australian Accounting Standards that have been issued or amended (but not operative) by the department for the annual reporting period ended 30 June 2013.

2. Summary of significant accounting policies

a) General statement

The department is a not-for-profit reporting entity that prepares general purpose financial statements in accordance with Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB as applied by the Treasurer's instructions. Several of these are modified by the Treasurer's instructions to vary application, disclosure, format and wording.

The *Financial Management Act 2006* and the Treasurer's Instructions impose legislative provisions that govern the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

b) Basis of preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention, except for land, buildings and infrastructure which have been measured at fair value.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars and all values are rounded to the nearest thousand dollars (\$'000).

Note 3 'Judgements made by management in applying accounting policies' discloses judgements that have been made in the process of applying the department's accounting policies resulting in the most significant effect on amounts recognised in the financial statements.

Note 4 "Key sources of estimation uncertainty" discloses key assumptions made concerning the future, and other key sources of estimation uncertainty at the end of the reporting period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

c) Reporting entity

The reporting entity is solely comprised of the Department for Communities.

Mission

The department's mission is to provide a focal point for policy development, program delivery and community engagement with an over-arching social inclusion framework.

The department is primarily funded by Parliamentary appropriations. The financial statements encompass all funds through which the department controls resources to carry out its functions.

Services

The department provides the following services:

Service 1: Child and family services

This service provides for the regulation and quality assurance of early education and care services and the provision of information, services and programs to support children, parents, families and communities.

Service 2: Community information, programs and strategy

This service provides for the development, planning and provision of information, programs and support for seniors, volunteers, women, carers and youth to build and promote strong and vibrant communities, along with program development to support services for children and families.

Service 3: Redress WA Scheme

To manage the Redress Scheme for children and young people abused in the care of the state.

d) Contributed equity

AASB Interpretation 1038 Contributions by Owners Made to Wholly-Owned Public Sector Entities requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by TI 955 Contributions by Owners made to Wholly Owned Public Sector Entities and have been credited directly to Contributed equity.

The transfer of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal.

e) Income

Revenue recognition

Revenue is recognised and measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

- **Sale of goods**

Revenue is recognised from the sale of goods and disposal of other assets when the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably.

- **Provision of services**

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

- **Interest**

Revenue is recognised as the interest accrues.

- **Service appropriations**

Service appropriations are recognised as revenues at fair value in the period in which the department gains control of the appropriated funds. The department gains control of appropriated funds at the time those funds are deposited to the bank account or credited to the 'Amounts receivable for services' (holding account) held at Treasury.

See note 17 'Income from State Government' for further detail.

- **Net appropriation determination**

The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the department. In accordance with the determination specified in the 2011–12 Budget Statements, the department retained \$4.908 million in 2013 (\$4.088 million in 2012) from the following:

- proceeds from fees and charges;
- sale of goods;
- Commonwealth specific purpose grants and contributions; and
- one-off gains with a value of less than \$10 000 derived from the sale of property other than real property; and
- other departmental revenue.

- **Grants, donations, gifts and other non-reciprocal contributions**

Revenue is recognised at fair value when the department obtains control over the assets comprising the contributions, usually when cash is received. Other non-reciprocal contributions that are not contributions by owners are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Royalties for Regions funds are recognised as revenue at fair value in the period in which the department obtains control over the funds. The department obtains control of the funds at the time the funds are deposited into the department's bank account.

Gains

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

f) Borrowing costs

Borrowing costs are expensed when incurred.

g) Property, plant and equipment and leasehold improvements

Capitalisation/expensing of assets

Items of property, plant and equipment and leasehold improvements costing \$5 000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of property, plant and equipment and leasehold improvements costing less than \$5 000 are immediately expensed direct to the Statement of Comprehensive Income [other than where they form part of a group of similar items which are significant in total].

Initial recognition and measurement

Property, plant and equipment and leasehold improvements are initially recognised at cost. For items of property, plant and equipment and leasehold improvements acquired at no cost or for nominal cost, the cost is the fair value at the date of acquisition.

Subsequent measurement

Subsequent to initial recognition as an asset, the revaluation model is used for the measurement of land, buildings and leasehold improvements and historical cost for all other property, plant and equipment. Land, buildings and leasehold improvements are carried at fair value less accumulated depreciation (buildings and leasehold improvements only) and accumulated impairment losses. All other items of property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Where market-based evidence is available, the fair value of land and buildings is determined on the basis of current market buying values determined by reference to recent market transactions. When buildings are revalued by reference to recent market transactions, the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount.

In the absence of market-based evidence, fair value of land and buildings is determined on the basis of existing use. This normally applies where buildings are specialised or where land use is restricted. Fair value for existing use assets is determined by reference to the cost of replacing the remaining future economic benefits embodied in the asset, i.e. the depreciated replacement cost. Where the fair value of buildings is determined on the depreciated replacement cost basis,

the gross carrying amount and the accumulated depreciation are restated proportionately.

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

Fair value of leasehold improvements has been determined by reference to the depreciated replacement cost (existing use basis) as the assets are specialised and no market-based evidence of value is available. Land under leasehold improvements is included in land reported under note 22 'Property, plant and equipment'. Independent valuations are obtained every 3 to 5 years.

When leasehold improvements are revalued, the accumulated depreciation is restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount.

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

Derecognition

Upon disposal or derecognition of an item of property, plant and equipment and infrastructure, any revaluation surplus relating to that asset is retained in the asset revaluation surplus.

Asset revaluation reserve

The asset revaluation surplus is used to record increments and decrements on the revaluation of non-current assets as described in note 22 'Property, plant and equipment'.

Depreciation

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner that reflects the consumption of their future economic benefits.

Depreciation is calculated using the straight line method, using rates which are reviewed annually. Estimated useful lives for each class of depreciable asset are:

Buildings	20 to 40 years
Office machines, furniture and equipment	5 years
Software	3 to 5 years
Computer equipment	4 years

Leasehold improvements are depreciated on a straight line basis over the life of the lease or the life of the asset, whichever is less.

Land is not depreciated.

h) Intangible assets

Capitalisation/expensing of assets

Acquisitions of intangible assets costing \$5 000 or more and internally generated intangible assets costing \$50 000 or more are capitalised.

The cost of utilising the assets is expensed (amortised) over their useful life. Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income.

Intangible assets are initially recognised at cost. For assets acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

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

Amortisation for intangible assets with finite useful lives is calculated for the period of the expected benefit (estimated useful life which is reviewed annually) on the straight line basis. All intangible assets controlled by the department have a finite useful life and zero residual value.

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

Software a	5 years
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a Software that is not integral to the operation of any related hardware.

Computer software

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

i) Impairment of assets

Property, plant and equipment, leasehold improvements and intangible assets are tested for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. As the department is a not-for-profit entity, unless an asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of asset's future economic benefits and to evaluate any impairment risk from falling replacement costs. Intangible assets with an indefinite useful life and intangible assets not yet available for use are tested for impairment at the end of each reporting period irrespective of whether there is any indication of impairment.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at the end of each reporting period.

j) Leases

The department has no finance lease commitments at this time.

The department holds operating leases for motor vehicles, head office and a number of branch office buildings. Operating leases are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the leased properties.

k) Financial instruments

In addition to cash, the department has two categories of financial instrument:

- Receivables; and
- Financial liabilities measured at amortised cost.

Financial instruments have been disaggregated into the following classes:

- Financial Assets
- Cash and cash equivalents
- Restricted cash and cash equivalents
- Receivables
- Amounts receivable for services
- Financial Liabilities
- Payables

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or the face value. Subsequent measurement is at amortised cost using the effective interest method.

The fair value of short-term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

l) Cash and cash equivalents

For the purpose of the Statement of Cash Flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value, and bank overdrafts.

m) Accrued salaries

Accrued salaries [see note 25 'Payables'] represent the amount due to staff but unpaid at the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The department considers the carrying amount of accrued salaries to be equivalent to its net fair value.

The accrued salaries suspense account [See note 18 'Restricted cash and cash equivalents'] consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

n) Amounts receivable for services (holding account)

The department receives funding on an accrual basis. The appropriations are paid partly in cash and partly as an asset (holding account receivable). The accrued amount receivable is accessible on the emergence of the cash funding requirement to cover leave entitlements and asset replacement.

o) Receivables

Receivables are recognised at original invoice amount less an allowance for any uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written off against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the department will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days.

p) Payables

Payables are recognised at the amounts payable when the department becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as settlement is generally within 30 days.

q) Provisions

Provisions are liabilities of uncertain timing or amount and are recognised where there is a present legal or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the end of each reporting period.

Provisions – employee benefits

All annual leave and long service leave provisions are in respect of employees' services up to the end of the reporting period.

Annual leave

The liability for annual leave that is expected to be settled within 12 months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled. Annual leave that is not expected to be settled within 12 months after the end of the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

The provision for annual leave is classified as a current liability as the department does not have an unconditional right to the defer settlement of the liability for at least 12 months after the reporting period.

Long service leave

The liability for long service leave that is expected to be settled within 12 months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Long service leave that is not expected to be settled within 12 months after the end of the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Unconditional long service leave provisions are classified as current liabilities as the department does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period. Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because the department has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Superannuation

The Government Employees Superannuation Board (GESB) administers public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees varies according to commencement and implementation dates.

Eligible employees contribute to the Pension Scheme, a defined benefit pension scheme closed to new members since 1987, or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme closed to new members since 1995.

The GSS is a defined benefit scheme for the purposes of employees and whole of government reporting. However, it is a defined contribution plan for agency purposes because the concurrent contributions (defined contributions) made by the department to GESB extinguishes the agency's obligations to the related superannuation liability.

The department has no liabilities under the Pension Scheme or the GSS. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the department to the GESB.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension or the GSS became non contributory members of the West State Superannuation Scheme (WSS). Employees commencing employment on or after 16 April 2007 became members of the GESB Super Scheme (GESBS). From 30 March 2012, existing members of the WSS or GESBS and new employees became able to choose their preferred superannuation fund. The department makes concurrent contributions to GESB on behalf of employees in compliance

with the *Commonwealth Government's Superannuation Guarantee (Administration) Act 1992*. Contributions to these accumulation schemes extinguish the department's liability for superannuation charges in respect of employees who are not members of the Pension Scheme or GSS.

The GESB makes all benefit payments in respect of the Pension Scheme and GSS, and is recouped from the Treasurer for the employer's share.

Provisions – other

Employment on-costs

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred.

Employment on-costs are included as part of 'Other expenses' and are not included as part of the department's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

r) Superannuation expense

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the WSS, and the GESBS. The employer contribution paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

s) Assets and services received free of charge or for nominal cost

Assets or services received free of charge or for nominal cost that can be reliably measured are recognised as income at fair value. Where the resource received represents a service that the department would otherwise pay for, a corresponding expense is recognised. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services are received from other state government agencies are separately disclosed under Income from state government in the Statement of Comprehensive Income.

t) Comparative figures

Comparative figures are, where appropriate, reclassified to be comparable with the figures presented in the current financial year.

3. Judgements made by management in applying accounting policies

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The department evaluates these judgements regularly.

Operating lease commitments

The department has entered into a number of leases for buildings for branch office accommodation. Some of these leases relate to buildings of a temporary nature and it has been determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, these leases have been classified as operating leases.

Intangible assets

The department recognises an internally generated intangible asset for the Regulation Enforcement and Licensing Management system. The amortisation and estimated useful life reflects the pattern in which the asset's future economic benefits are expected to be consumed by the department.

4. Key sources of estimation uncertainty

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

Long service leave

Several estimations and assumptions used in calculating the department's long service leave provision include expected future salary rates, discount rates, employee retention rates and expected future payments. Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

5. Disclosure of changes in accounting policy and estimates

Initial application of an Australian Accounting Standard

The department has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 July 2012 that impacted on the department.

AASB 2011-9	Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049]
	This Standard requires to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently (reclassification adjustments). There is no financial impact.

Future impact of Australian Accounting Standards not yet operative

The department cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. Consequently, the department has not applied early any of the following Australian Accounting Standards that have been issued that may impact the department. Where applicable, the department plans to apply these Australian Accounting Standards from their application date.

Operative for reporting periods beginning on/after

AASB 9	Financial Instruments This Standard supersedes AASB 139 Financial Instruments: Recognition and Measurement, introducing a number of changes to accounting treatments. AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures amended the mandatory application date of this Standard to 1 January 2015. The department has not yet determined the application or the potential impact of the Standard.	1 January 2015
AASB 10	Consolidated Financial Statements This Standard supersedes requirements under AASB 127 Consolidated and Separate Financial Statements and Int 112 Consolidation – Special Purpose Entities, introducing a number of changes to accounting treatments. Mandatory application of this Standard was deferred by one year for not-for-profit entities by AASB 2012-10 Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments. The department has not yet determined the application or the potential impact of the Standard.	1 January 2014
AASB 13	Fair Value Measurement This Standard defines fair value, sets out a framework for measuring fair value and requires additional disclosures about fair value measurements. There is no financial impact.	1 January 2013
AASB 119	Employee Benefits This Standard supersedes AASB 119 (October 2010), making changes to the recognition, presentation and disclosure requirements. The department does not have any defined benefit plans, and therefore the financial impact will be limited to the effect of discounting annual leave and long service leave liabilities that were previously measured at the undiscounted amounts.	1 January 2013

		Operative for reporting periods beginning on/after
AASB 1053	<p>Application of Tiers of Australian Accounting Standards</p> <p>This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements. There is no financial impact.</p>	1 July 2013
AASB 1055	<p>Budgetary Reporting</p> <p>This Standard specifies the nature of budgetary disclosures, the circumstances in which they are to be included in the general purpose financial statements of not-for-profit entities within the GGS. The department will be required to disclose additional budgetary information and explanations of major variances between actual and budgeted amounts, though there is no financial impact.</p>	1 July 2014
AASB 2010-2	<p>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050 & 1052 and Int 2, 4, 5, 15, 17, 127, 129 & 1052]</p> <p>This Standard makes amendments to Australian Accounting Standards and Interpretations to introduce reduced disclosure requirements for certain types of entities. There is no financial impact.</p>	1 July 2013
AASB 2010-7	<p>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Int 2, 5, 10, 12, 19 & 127]</p> <p>This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010. The department has not yet determined the application or the potential impact of the Standard.</p>	1 January 2015
AASB 2011-2	<p>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements [AASB 101 & 1054]</p> <p>This Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. There is no financial impact.</p>	1 July 2013

		Operative for reporting periods beginning on/after
AASB 2011-8	<p>Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Int 2, 4, 12, 13, 14, 17, 19, 131 & 132]</p> <p>This Standard replaces the existing definition and fair value guidance in other Australian Accounting Standards and Interpretations as the result of issuing AASB 13 in September 2011. There is no financial impact.</p>	1 July 2013
AASB 2011-10	<p>Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Int 14]</p> <p>This Standard makes amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 119 in September 2011. There is limited financial impact.</p>	1 July 2013
AASB 2011-11	<p>Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements</p> <p>This Standard gives effect to Australian Accounting Standards – Reduced Disclosure Requirements for AASB 119 (September 2011). There is no financial impact.</p>	
AASB 2012-1	<p>Amendments to Australian Accounting Standards – Fair Value Measurement – Reduced Disclosure Requirements [AASB 3, 7, 13, 140 & 141]</p> <p>This Standard establishes and amends reduced disclosure requirements for additional and amended disclosures arising from AASB 13 and the consequential amendments implemented through AASB 2011-8. There is no financial impact.</p>	1 July 2013
AASB 2012-2	<p>Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 7 & 132]</p> <p>This Standard amends the required disclosures in AASB 7 to include information that will enable users of an entity’s financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity’s recognised financial assets and recognised financial liabilities, on the entity’s financial position. There is no financial impact.</p>	1 January 2013

		Operative for reporting periods beginning on/after
AASB 2012-3	<p>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]</p> <p>This Standard adds application guidance to AASB 132 to address inconsistencies identified in applying some of the offsetting criteria, including clarifying the meaning of “currently has a legally enforceable right of set-off” and that some gross settlement systems may be considered equivalent to net settlement. There is no financial impact.</p>	1 January 2014
AASB 2012-5	<p>Amendments to Australian Accounting Standards arising from Annual Improvements 2009-11 Cycle [AASB 1, 101, 116, 132 & 134 and Int 2]</p> <p>This Standard makes amendments to the Australian Accounting Standards and Interpretations as a consequence of the annual improvements process. There is no financial impact.</p>	1 January 2013
AASB 2012-6	<p>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8]</p> <p>This Standard amends the mandatory effective date of AASB 9 Financial Instruments to 1 January 2015. Further amendments are also made to consequential amendments arising from AASB 9 that will now apply from 1 January 2015 and to consequential amendments arising out of the Standards that will still apply from 1 January 2013. There is no financial impact.</p>	1 January 2013
AASB 2012-7	<p>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 7, 12, 101 & 127]</p> <p>This Standard adds to or amends the Australian Accounting Standards to provide further information regarding the differential reporting framework and the two tiers of reporting requirements for preparing general financial statement. There is no financial impact.</p>	1 July 2013

AASB 2012-10	<p>Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments [AASB 1, 5, 7, 8, 10, 11, 12, 13, 101, 102, 108, 112, 118, 119, 127, 128, 132, 133, 134, 137, 1023, 1038, 1039, 1049, & 2011-7 and Int 12]</p> <p>This Standard makes amendments to AASB 10 and related Standards to revise the transition guidance relevant to the initial application of those Standards, and to clarify the circumstances in which adjustments to an entity’s previous accounting for its involvement with other entities are required and the timing of such adjustments.</p> <p>The Standard was issued in December 2012. The department has not yet determined the application or the potential impact of the Standard.</p>	1 January 2013
AASB 2012-11	<p>Amendments to Australian Accounting Standards – Reduced Disclosure Requirements and Other Amendments [AASB 1, 2, 8, 10, 107, 128, 133, 134 & 2011-4]</p> <p>This Standard makes various editorial corrections to Australian Accounting Standards – Reduced Disclosure Requirements (Tier 2). These corrections ensure that the Standards reflect decisions of the AASB regarding the Tier 2 requirements.</p> <p>This Standard also extends the relief from consolidation and the equity method (in the new Consolidation and Joint Arrangements Standards) to entities complying with Australian Accounting Standards – Reduced Disclosure Requirements. There is no financial impact.</p>	1 July 2013

6. Employee benefits expense	2013 \$'000	2012 \$'000
Wages and salaries a	15 528	16 012
Superannuation – defined contribution plans b	1 741	1 754
Long service leave c	1 198	1 302
Annual leave c	1 264	1 149
Other related expenses	1 135	889
	20 866	21 105

a Includes the value of the fringe benefit to the employee plus the fringe benefits tax component.

b Defined contribution plans include West State, Gold State and the GESB Super Scheme (contributions paid).

c Includes a superannuation contribution component.

Employment on-costs such as workers' compensation insurance are included at note 12 'Other expenses'.

The employment on-costs liability is included at note 26 'Provisions'.

7. Supplies and services

Communications	636	499
Consultants and contractors	3 407	4 236
Consumables	962	1 572
Facilities	24	44
Leased equipment	16	42
Motor vehicle costs	439	554
Resources Received Free of Charge	2 358	2 767
Staffing costs	—	263
Training	3	335
Travel	—	493
Other	99	49
	7 944	10 855

8. Depreciation and amortisation expense

	2013 \$'000	2012 \$'000
Depreciation		
Buildings	829	482
Office machines, furniture and equipment	24	21
Computer equipment	9	1
Leasehold improvements	565	772
Restricted assets – buildings	-	-
Restricted assets – leasehold improvements	-	-
Total depreciation	1 427	1 276
Amortisation		
Computer software	437	233
Total amortisation	437	233
Total depreciation and amortisation	1 864	1 509

9. Accommodation expenses

Lease rentals	1 861	1 816
Repairs and maintenance – buildings	836	1 431
Insurance – general	154	127
Minor works	1	11
Cleaning, gardening, security, rates and taxes	226	174
Power, water and gas	114	91
	3 192	3 650

10. Grants and subsidies	2013 \$'000	2012 \$'000
Recurrent		
Community service grants	—	—
Charitable bodies	196	214
Grants and subsidies – private bodies	10 222	5 650
Instructor recognition grants	863	743
Redress ex-gratia payments (a)(b)	33	29 763
Seniors cost of living rebate	37 123	33 849
Seniors Security Rebate	2 234	3 724
Volunteering Grants	29	31
Women's Grants	132	121
Youth/Cadets grants	331	728
Youth co-ordinating network grants	—	—
Foodbank WA 2030 Project	3 000	2 000
	54 163	76 823

11. Funding for services

Funding to non-government agencies under contract for services provided directly to the community including to organisations such as Anglicare, Centrecare and local government shires.	21 901	20 758
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This note reflects the department's funding to non-government bodies and is disclosed in accordance with Treasurer's Instruction 951.

12. Other expenses	2013 \$'000	2012 \$'000
Repairs and maintenance – equipment	7	4
Doubtful debts expense	6	—
Employment on-costs a [refer note 6]	154	149
Audit fees b	73	51
	240	204

a Includes workers' compensation insurance and other employment on costs. The on costs liability associated with the recognition of annual and long service leave liability is included at note 26 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

b Audit fee, see also note 36 'Remuneration of auditor'.

13. User charges and fees

Sale of products	—	67
Child Care Licensing Fees	397	26
	397	93

14. Commonwealth grants and contributions

Recurrent		
National quality agenda for early childhood education and care	1 165	1 568
Indian Ocean Territory Service Delivery Programs a	358	355
WA Youth Grants	71	36
	1 594	1 959

a The Australian Government has a service delivery agreement with the State Government of Western Australia for the provision of services to Indian Ocean Territory (formally known as Christmas and Cocos (Keeling) Island program). Refer to note 39 'Special Purpose Accounts' for Statement of Receipts and Payments.

15. Other Revenue	2013 \$'000	2012 \$'000
Contributions by officers to the Executive Motor Vehicle Scheme	20	23
Prior period adjustment	—	—
Bad Debt Recovery	—	—
Sponsorship revenue	150	161
Miscellaneous	2 747	1 852
	2 917	2 036

16. Net gain/(loss) on disposal of non-current assets

Proceeds from disposal of non-current assets		
Land	—	—
Buildings	—	—
Office machines, furniture and equipment	—	—
Computer equipment	—	—
Leasehold improvements	—	—
Restricted assets – land	—	—
Restricted assets – buildings	—	—
Restricted assets – leasehold improvements	—	—
Costs from disposal of non-current assets		
Land	—	—
Buildings	—	—
Office machines, furniture and equipment	(12)	—
Computer equipment	—	—
Leasehold improvements	—	—
Restricted assets – land	—	—
Restricted assets – buildings	—	—
Restricted assets – leasehold improvements	—	—
Net gain/(loss)	(12)	—

17. Income from state government	2013 \$'000	2012 \$'000
Appropriations received during the year:		
Cash received from government a	98 333	129 012
Amount receivable for services a	—	1 683
	98 333	130 695
Resources received free of charge b		
Determined on the basis of the following estimates provided by agencies:		
State Solicitor's Office – legal services	27	24
Landgate – land information and valuation services	1	12
Department of Treasury and Finance – leasing services	445	395
Department for Child Protection – corporate support	1 885	2 336
	2 358	2 767
Royalties for Regions Fund:		
– Regional Infrastructure and Headworks Account c	—	—
– Regional Community Services Account c	1 481	990
	102 172	134 452

a Service appropriations are accrual amounts reflecting the full cost of services delivered. The appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.

b Where assets or services have been received free of charge or for nominal cost, the department recognises revenues equivalent to the fair value of the assets and/or the fair value of those services that can be reliably measured and which would have been purchased if they were not donated, and those fair values shall be recognised as assets or expenses, as applicable. Where the contribution of assets or services are in the nature of contributions by owners, the department makes the adjustment direct to equity.

c This is a sub-fund within the over-arching 'Royalties for Regions Fund'. The recurrent funds are committed to projects and programs in WA regional areas.

18. Restricted cash and cash equivalents	2013 \$'000	2012 \$'000
Current		
Royalties for Regions Fund a	516	377
Indian Ocean Territory b, c	12	22
WA Family Foundation b	196	312
Unclaimed Monies d	202	246
	926	957
Non-current		
Accrued salaries suspense account e	537	452
	537	452

a Unspent funds are committed to projects and programs in WA regional areas.

b Cash held in the controlled trust accounts can only be used for specific designated purposes.

c Formerly known as Christmas and Cocos (Keeling) Island program.

d Amounts representing Unclaimed Seniors Rebates.

e Amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.

19. Receivables	2013 \$'000	2012 \$'000
Current		
Receivables		
Salary overpayments	7	10
Other	49	247
GST recoverable	383	379
Total current	439	636
Reconciliation of changes in the allowance for impairment of receivables:		
Balance at start of period	—	—
Transfer from the Department for Child Protection	—	—
Doubtful debts expense recognised in the income statement	6	—
Amounts written off during the period	(6)	—
Amounts recovered during the period	—	—
Balance at end of period	—	—

20. Amounts receivable for services

Current	—	—
Non-current	16 233	14 885
	16 233	14 885

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

21. Other assets

Current		
Prepayments	20	13
Other	—	—
Total current	20	13

	2013 \$'000	2012 \$'000 (restated)	2011 \$'000 (restated)
22. Property, plant and equipment			
Land			
At fair value a	25 739	24 310	22 851
Accumulated impairment losses	—	—	—
	25 739	24 310	22 851
Buildings			
At fair value a b	20 880	21 095	15 141
Accumulated impairment losses	—	—	—
	20 880	21 095	15 141
Leasehold improvements			
At fair value a	5 932	6 619	6 619
Accumulated depreciation	5 593	5 758	4 986
Accumulated impairment losses	—	—	—
	339	861	1 633
Computer equipment			
At cost	42	44	10
Accumulated depreciation	10	11	10
	32	33	—
Office machines, furniture and equipment			
At cost	117	149	129
Accumulated depreciation	66	92	72
	51	57	57
Work in progress			
Work in progress has been included at cost:			
Office accommodation	—	—	—
Family centres	926	—	—
	926	—	—
	47 967	46 356	39 682

a Land and buildings were revalued as at 1 July 2012 by the Western Australian Land Information Authority (Valuation Services). The valuations were performed during the year ended 30 June 2012 and recognised at 30 June 2013. In undertaking the revaluation, fair value was determined by reference to market values for land: \$24 310 000 and buildings: \$16 418 000. For the remaining balance, fair value of land and buildings was determined on the basis of depreciated replacement cost.

b To recognise buildings belonging to the department not previously recognised (\$3.625m).

22. Reconciliation schedule of non-current assets

Reconciliations of the carrying amounts of property, plant, equipment, leasehold improvements, intangible assets and works in progress at the beginning and end of the current financial year are set out below.

	Land ^a \$'000	Buildings \$'000	Machines, furniture and equipment \$'000	Computer equipment \$'000	Leasehold improve- ments \$'000	Intangible assets \$'000	Work in progress ^b \$'000	Total \$'000
2013								
Carrying amount at start of year	24 310	21 095	57	33	861	437	—	46 793
Additions	—	1 322	30	8	43	—	926	2 329
Transfers In	1 243	1 017	—	—	—	—	—	2 260
Transfers Out	—	—	—	—	—	—	—	—
Disposals	—	—	(12)	—	—	—	—	(12)
Revaluation Increments	186	(1 725)	—	—	—	—	—	(1 539)
Depreciation and Amortisation	—	(829)	(24)	(9)	(565)	(437)	—	(1 864)
Carrying amount at end of year	25 739	20 880	51	32	339	(0)	926	47 967
2012								
Carrying amount at start of year	22 851	15 141	57	—	1 633	670	—	40 352
Additions	—	1 052	21	34	—	—	—	1 107
Transfers In	—	—	—	—	—	—	—	—
Transfers Out	—	—	—	—	—	—	—	—
Disposals	—	—	—	—	—	—	—	—
Revaluation Increments	1 459	5 384	—	—	—	—	—	6 843
Depreciation and Amortisation	—	(482)	(21)	(1)	(772)	(233)	—	(1 509)
Carrying amount at end of year	24 310	21 095	57	33	861	437	—	46 793
2011								
Carrying amount at start of year	19 751	11 949	51	1	2 827	902	—	35 481
Additions	—	30	29	—	—	—	—	59
Transfers In (b)	—	3 625	—	—	—	—	—	3 625
Transfers Out	(400)	—	—	—	—	—	—	(400)
Disposals	—	—	—	—	—	—	—	—
Revaluation Increments	3 500	20	—	—	—	—	—	3 520
Depreciation and Amortisation	—	(483)	(23)	(1)	(1 194)	(232)	—	(1 933)
Carrying amount at end of year	22 851	15 141	57	—	1 633	670	—	40 352

^a The Department of Regional Development and Lands (DRDL) is the only agency with the power to sell Crown land. The land is transferred to DRDL for sale and the department accounts for the transfer as a distribution to owners.

^b The Work in Progress includes capitalisation of assets.

23. Intangible assets	2013 \$'000	2012 \$'000
Licences		
At cost	1 162	1 162
Accumulated amortisation	1 162	725
Accumulated impairment losses	—	—
Total intangible assets	—	437

Reconciliations:

Computer software

Carrying amount at start of period	437	670
Additions	—	—
Classified as held for sale	—	—
Revaluation increments	—	—
Impairment losses recognised in Statement of Comprehensive Income	—	—
Impairment losses reversed in Statement of Comprehensive Income	—	—
Amortisation expense	437	233
Carrying amount at end of period	0	437

24. Impairment of assets

There were no indications of impairment of property, plant and equipment, leasehold improvements and intangible assets at 30 June 2013.

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

All surplus assets at 30 June 2013 have either been classified as assets held for sale or written off.

25. Payables	2013 \$'000	2012 \$'000
Current		
Accounts Payables	135	565
Accrued Expenses	742	936
Accrued Salaries a	391	385
Unclaimed Monies b	202	246
Revenue Received in advance	160	—
Total current	1 630	2 132

a Amounts owing for six working days from 21 June to 30 June 2013 (2012: six working days).

b Amounts representing Unclaimed Seniors Rebates.

26. Provisions	2013 \$'000	2012 \$'000
Current		
Employee benefits provision		
Annual leave a	1 457	1 559
Long service leave b	2 348	2 185
Free passes to the coast and travel days	4	2
Time off in lieu	29	55
Purchased leave	78	33
	3 916	3 834
Other provisions		
Employment on-costs c	21	21
	21	21
	3 937	3 855
Non-current		
Employee benefits provision		
Long service leave b	1 083	955
Deferred leave	—	19
	1 083	974
Other provisions		
Employment on-costs c	6	5
	1 089	979
	5 025	4 834

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

Within 12 months of the end of the reporting period	1 119	1 114
More than 12 months after the reporting period	347	445
	1 465	1 559

26. Provisions (continued)	2013 \$'000	2012 \$'000
b Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:		
Within 12 months of the end of the reporting period	812	771
More than 12 months after the reporting period	2 637	2 369
	3 449	3 140

c Deferred salary scheme liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Actual settlement of the liabilities is expected to occur as follows:

Within 12 months of the end of the reporting period	78	33
More than 12 months after the reporting period	—	19
	78	52

d The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense is disclosed in note 12 'Other Expenses'.

Movements in other provisions

Movements in each class of provisions during the financial year, other than employee benefits, are set out below.

Employee on-cost provision	2013	2012
Carrying amount at start of period	26	28
Additional provisions recognised	27	26
Payments/other sacrifices of economic benefits	(26)	(28)
Carrying amount at end of period	27	26

27. Equity

Equity represents the residual interest in the net assets of the department. The Government holds the equity interest in the department on behalf of the community. The asset revaluation reserve represents that portion of equity resulting from the revaluation of non-current assets.

	2013 \$'000	2012 \$'000	2011 \$'000
Contributed equity			
Balance at the start of the period	39 312	37 622	34 397
Contributions by owners			
Capital contribution	—	1 690	—
Transfer of net assets from Owners a	2 260	—	3 625
Total contributions by owners	2 260	1 690	3 625
Distributions to owners			
Transfer of net assets to other agencies	—	—	—
Transfer of assets and liabilities to the Department of Local Government and Regional Development	—	—	(400)
Total distributions to owners	—	—	(400)
Balance at end of the period	41 572	39 312	37 622

	2013 \$'000	2012 \$'000	2011 \$'000
Reserves			
Asset revaluation surplus			
Balance at the start of the period	20 192	13 350	9 830
Net revaluation increments/(decrements)			
Land	186	5 384	3 500
Buildings	(1 725)	1 459	20
Leasehold improvements	—	—	—
Balance at end of the period	18 654	20 193	13 350
Accumulated surplus/(deficit)			
Balance at the start of the period	14 405	10 768	14 312
Result for the period	(3 102)	3 636	(3 544)
Balance at end of the period	11 303	14 404	10 768
Total Equity at the end of the period	71 529	73 909	61 740

a To recognise buildings belonging to the department not previously recognised (\$3.625m) in 2010–11.

28. Notes to the Statement of Cash Flows

Reconciliation of cash

Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to the related items in the Statement of Financial Position as follows:

	2013 \$'000	2012 \$'000
Cash and cash equivalents (see note 2(l))	12 062	17 139
Restricted cash and cash equivalents (see note 2 (l) and 18)	1 463	1 409
	13 525	18 548

Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities

Net cost of services	(105 274)	(130 816)
Non-cash items		
Depreciation and amortisation expense (note 8)	1 864	1 509
Doubtful debts expense (note 12)	(6)	—
Resources received free of charge (note 17)	2 358	2 767
Net (gain)/loss on disposal of property, plant and equipment (note 16)	(12)	—
Adjustment for other Non Cash Items	1 691	—
Other Assets transferred from other sources	(1 365)	20
(Increase)/decrease in assets		
Current receivables a	201	(26)
Current prepayments	(7)	97
Non-current receivable	1 348	—
Current assets transferred to other sources	—	—
Non Current Assets	(1 365)	(1 690)

Increase/(decrease) in liabilities

Current payables	(502)	(4 360)
Current provisions	82	308
Current revenue received in advance	(277)	(29)
Current liabilities transferred to other sources	—	—
Other current liabilities	—	—
Non-current provisions	109	53
Other non-current liabilities	—	—
Non-current liabilities transferred to other sources	—	—
Net GST receipts/(payments) a	—	—
Change in GST in receivables/payables b	(4)	(148)
Net cash provided by/(used in) operating activities	(101 158)	(132 315)

a This is the net GST paid/received, i.e. cash transactions.

b This reverses out the GST in receivables and payables.

29. Services provided free of charge

	2013 \$'000	2012 \$'000
During the period the following resources were provided to other agencies free of charge for functions outside the normal operations of the department:		
City of Cockburn	41	26
City of Greater Geraldton	34	27
City of Swan	51	28
City of Mandurah	28	30
City of Canning	18	217
Shire of Collie	—	9
Public Transport Authority of Western Australia	—	202
Town of Victoria Park	30	131
City of Armadale	16	—
City of Bayswater	12	—
City of Busselton	138	—
City of Perth	4	—
City of Gosnells	9	—
City of Joondalup	89	—
City of Kalgoorlie-Boulder	10	—
City of Kwinana	9	—
City of Melville	32	—
City of Rockingham	18	—
City of Stirling	111	—
City of Wanneroo	13	—
Shire of Dardanup	1	—
Town of Vincent	22	—
	687	670

30. Commitments

	2013 \$'000	2012 \$'000
Capital expenditure commitments		
Capital expenditure commitments, being contracted capital expenditure additional to the amounts reported in the financial statements, are payable as follows:		
- Within one year	—	1 010
- Later than one year and not later than five years	—	—
- Later than five years	—	—
	—	1 010
The capital commitments include amounts for:		
Refurbishments	—	470
Child care centre upgrade	—	540
	—	1 010
Lease commitments		
Commitments in relation to leases contracted for at the end of the reporting period but not recognised in the financial statements are payable as follows:		
- Within one year	2 129	2 041
- Later than one year and not later than five years	3 616	3 351
- Later than five years	—	—
	5 746	5 392
Representing:		
Cancellable operating leases	4 958	4 612
Non-cancellable operating leases	788	780
	5 746	5 392

	2013 \$'000	2012 \$'000
Non-cancellable operating lease commitments		
Commitments for minimum lease payments are payable as follows:		
- Within one year	529	546
- Later than one year and not later than five years	259	234
- Later than five years	—	—
	788	780
The department has entered into a property lease which is a non-cancellable lease with a five year term, with rent payable monthly in advance. Contingent rent provisions within a lease agreement require that the minimum lease payments shall be increased by the lower of CPI or 4 per cent per annum. An option exists to renew the lease at the end of the five year term for an additional term of five years.		
The department leases its motor vehicle fleet and certain office premises. The lease expenditure is expensed as it is incurred. Motor vehicle leasing arrangements are under the terms of the State Fleet Funding Facility Contract administered by State Fleet – State Supply Commission.		
Other expenditure commitments		
Other expenditure commitments [consumables] contracted for at the end of the reporting period but not recognised as liabilities, are payable as follows:		
- Within one year	3 069	1 080
- Later than one year and not later than five years	—	—
- Later than five years	—	—
	3 069	1 080

31. Contingent Liabilities and Contingent Assets

Contingent liabilities

The department's policy is to disclose as a contingency any obligations which may arise due to special circumstances or events. At the date of this report the department is not aware of any material future obligations, except for the following:

Commonwealth contributions made for child care centres which the department is required to repay if the centres cease to function for the purpose for which they were built amount to:

	2013 \$'000	2012 \$'000
	34	90
	34	90
Contingent assets		
Asset for refunds from Riskcover for adjustments in insurance cover in relation to Workers Compensation and Motor Vehicle Performance Adjustments.	125	28
	125	28

32. Events occurring after the end of the reporting period

On 10 April 2013, the Premier announced the merger of the Department for Communities and the Department of Local Government to establish the Department of Local Government and Communities effective 1 July 2013.

33. Explanatory statement

Significant variations between estimates and actual results for income and expense as presented in the financial statement titled 'Summary of Consolidated Account Appropriations and Income Estimates' are shown below. Significant variations are considered to be those greater than 10 percent and \$1 million.

Total appropriation provided to deliver service

Significant variances between estimate and actual for 2013

No significant variance in total appropriation provided to deliver services

Significant variances between actual results for 2013 and 2012

	2013 \$'000	2012 \$'000	Variance \$'000
Total appropriations provided to deliver services for the period	98 333	130 695	(32 362)

The variance is mainly due to the commencement of operation of the Early Childhood Regulatory Unit with expanded functions under the National Quality Framework. In addition, there has been additional expenditure associated with government initiatives such as the Social Innovation Grants Program, the Social Enterprise Fund, Foodbank WA 2030, Beyond Gambling Grants Program and the Royalties for Regions – Regional Community Child Care Development Fund.

33. Explanatory statement (continued)

Service expenditure

Significant variances between estimate and actual for 2013

No significant variance in service expenditure

Significant variances between actual results for 2013 and 2012

	2013 \$'000	2012 \$'000	Variance \$'000
Child Care Services a	46 871	41 150	5 721
Redress WA Scheme b	33	31 698	(31 665)

a The variance is mainly due to the commencement of operation of the Early Childhood Regulatory Unit with expanded functions under the National Quality Framework. In addition, there has been additional expenditure associated with government initiatives such as the Social Innovation Grants Program, the Social Enterprise Fund, Foodbank WA 2030, Beyond Gambling Grants Program and the Royalties for Regions – Regional Community Child Care Development Fund.

b The variance is mainly due to the winding down of the Redress WA Scheme in 2012 resulting in a decrease in ex gratia payments to Scheme recipients and associated administrative expenses.

Capital contribution

Significant variances between estimate and actual for 2013

No significant variance in capital contribution

Significant variances between actual results for 2013 and 2012

	2013 \$'000	2012 \$'000	Variance \$'000
Capital contribution	—	1 690	(1 690)

The variance is mainly due to the receipt in 2012 only of capital funding to upgrade the Department's Child Care Centres kitchens to meet current *Health Act* and Regulations and Local Government Regulations and Standards.

34. Financial instruments

(a) Financial risk management objectives and policies

Financial instruments held by the department are cash and cash equivalents, restricted cash and cash equivalents, receivables, and payables. The department has limited exposure to financial risks. The department's overall risk management program focuses on managing the risks identified below.

Credit risk

Credit risk arises when there is the possibility of the department's receivables defaulting on their contractual obligations resulting in financial loss to the department.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any allowance for impairment as shown in the table at note 34(c) 'Financial instruments disclosures' and note 19 'Receivables'.

Credit risk associated with the department's financial assets is minimal because the main receivable is the amounts receivable for services (holding account). For receivables other than government, the department trades only with recognised, creditworthy third parties. The department has policies in place to ensure that sales of products and services are made to customers with an appropriate credit history. In addition, receivable balances are monitored on an ongoing basis with the result that the department's exposure to bad debts is minimal. At the end of the reporting period there were no significant concentrations of credit risk.

Liquidity risk

Liquidity risk arises when the department is unable to meet its financial obligations as they fall due.

The department is exposed to liquidity risk through its trading in the normal course of business.

The department has appropriate procedures to manage cash flows including drawdowns of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the department's income or the value of its holdings of financial instruments. The department does not trade in foreign currency and is not materially exposed to other price risks.

Other than as detailed in the interest rate sensitivity analysis table at note 34(b), the department is not exposed to interest rate risk because apart from minor amounts of restricted cash, all other cash and cash equivalents and restricted cash are non-interest bearing.

(b) Categories of financial instruments

In addition to cash, the carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are as follows:

	2013 \$'000	2012 \$'000
Financial assets		
Cash and cash equivalents	12 062	17 139
Restricted cash and cash equivalents	1 463	1 409
Receivables ^a	16 289	15 142
Financial liabilities		
Financial liabilities measured at amortised cost	1 630	2 132

^a The amount of receivables excludes GST recoverable from the ATO (statutory receivable).

(c) Financial instrument disclosures

Credit risk

The following table details the department's maximum exposure to credit risk and the ageing analysis of financial assets. The department's maximum exposure to credit risk at the end of the reporting period is the carrying amount of financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the department.

The department does not hold any collateral as security or other credit enhancement relating to the financial assets it holds.

Aged analysis of financial assets

	Carrying Amount \$'000	Not past due and not impaired \$'000	Past due but not impaired				More than 5 years \$'000	Impaired financial assets \$'000
			Up to 1 month \$'000	1 to 3 months \$'000	3-12 months \$'000	1-5 years \$'000		
Financial assets								
2013								
Cash and cash equivalents	12 062	12 062	—	—	—	—	—	—
Restricted cash and cash equivalents	1 463	1 463	—	—	—	—	—	—
Receivables ^a	56	29	—	10	8	9	—	—
Amounts receivable for services	16 233	16 233	—	—	—	—	—	—
	29 814	29 787	—	10	8	9	—	—
2012								
Cash and cash equivalents	17 139	17 139	—	—	—	—	—	—
Restricted cash and cash equivalents	1 409	1 409	—	—	—	—	—	—
Receivables ^a	257	119	13	52	73	—	—	—
Amounts receivable for services	14 885	14 885	—	—	—	—	—	—
	33 690	33 552	13	52	73	—	—	—

^a The amount of receivables excludes GST recoverable from the ATO (statutory receivable).

Liquidity risk and interest rate exposure

The following table details the department's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities. The maturity analysis section includes interest and principal cash flows. The interest rate exposure section analyses only the carrying amounts of each item.

Interest rate exposure and maturity analysis of financial assets and financial liabilities

	Interest Rate Exposure			Nominal Amount \$'000	Maturity Dates					
	Carrying Amount \$'000	Variable Interest Rate \$'000	Non-interest bearing \$'000		Up to 1 month \$'000	1 to 3 months \$'000	3-12 months \$'000	1-5 years \$'000	More than 5 years \$'000	
Financial assets										
2013										
Cash and cash equivalents	12 062	—	12 062	12 062	—	—	—	—	—	—
Restricted cash and cash equivalents	1 463	—	1 463	1 463	—	—	—	—	—	—
Receivables ^a	56	—	56	56	56	—	—	—	—	—
Amounts receivable for services	16 233	—	16 233	16 233	—	—	—	—	—	—
	29 814	—	29 814	29 814	56	—	—	—	—	—
Financial liabilities										
2013										
Payables	1 630	—	1 630	1 630	1 630	—	—	—	—	—
	1 630	—	1 630	1 630	1 630	—	—	—	—	—
Financial assets										
2012										
Cash and cash equivalents	17 139	—	17 139	17 139	—	—	—	—	—	—
Restricted cash and cash equivalents	1 409	—	1 409	1 409	—	—	—	—	—	—
Receivables ^a	257	—	257	257	257	—	—	—	—	—
Amounts receivable for services	14 885	—	14 885	14 885	—	—	—	—	—	—
	33 690	—	33 690	33 690	257	—	—	—	—	—
Financial liabilities										
2012										
Payables	2 132	—	2 132	2 132	2 132	—	—	—	—	—
	2 132	—	2 132	2 132	2 132	—	—	—	—	—

^a The amount of receivables excludes GST recoverable from the ATO (statutory receivable).

Interest rate sensitivity analysis

The department is not exposed to interest rate risk because cash and cash equivalents and restricted cash are non-interest bearing.

Fair values

All financial assets and liabilities recognised in the Statement of Financial Position, whether they are carried at cost or fair value, are recognised at amounts that represent a reasonable approximation of fair value unless otherwise stated in the applicable notes.

35. Remuneration of senior officers

Remuneration

The number of senior officers, whose total of fees, salaries, superannuation, non-monetary benefits and other benefits for the financial year, fall within the following bands are:

\$	2013	2012
0 - 70 000	—	—
70 001 - 80 000	—	—
80 001 - 90 000	—	—
90 001 - 100 000	—	1
100 001 - 110 000	—	—
110 001 - 120 000	—	1
120 001 - 130 000	—	—
130 001 - 140 000	—	—
140 001 - 150 000	—	—
150 001 - 160 000	1	1
160 001 - 170 000	—	—
170 001 - 180 000	2	—
180 001 - 190 000	1	1
190 001 - 200 001	—	1
230 001 - 240 000	—	—
270 001 - 280 000	—	1
300 001 - 310 000	1	1
380 001 - 390 000	—	1
	\$'000	\$'000
The total remuneration of senior officers is:	999	1 692

The total remuneration includes the superannuation expense incurred by the department in respect of senior officers. Two redundancy payments were made to senior officers in 2011–12.

No senior officers are members of the Pension Scheme.

36. Remuneration of auditor	2013 \$'000	2012 \$'000
Remuneration paid or payable to the Auditor General in respect of the audit for the current financial year is as follows:		
Auditing the accounts, financial statements and key performance indicators	80	66
	80	66

37. Related bodies

The department did not have any related bodies during the financial year.

38. Affiliated bodies

The following are government affiliated bodies that received grants from the department. They are not subject to operational control by the department.

Organisation name	Amount received \$'000
Manjimup Family Centre	154 290
Bremer Bay Occasional Childcare	23 330
Brockman House Inc	154 289
Duke of Edinburgh Award	90 015
Rostrata Family Centre	48 523
South Lake Ottey Family and Neighbourhood	152 930
East Victoria Park Family Centre Inc	48 523
Waratah Christian Community Inc – Falcon Family Centre	46 755
Sandalwood Family Centre Inc	48 553
Joondalup Family Centre	48 523
Frank Konecny Community Centre Inc	122 228
ConnectGroups Support groups association of WA	284 471
Christmas Island Neighbourhood Centre Incorporated	188 402
Waroona Community Resource INC	66 394
Roleystone Neighbourhood Family Centre	88 134
Linkwest Inc	366 159

39. Special purpose accounts

Special purpose accounts

Western Australian Family Foundation

The purpose of the special purpose account is to hold funds for development, implementation and administration of initiatives and activities regarding the family and the community.

	2013 \$'000	2012 \$'000
Balance at start of period	312	337
Receipts	250	376
Payments	(366)	(401)
Balance at end of period	196	312

Indian Ocean Territory ^a

	2013 \$'000	2012 \$'000
Balance at start of period	22	26
Receipts	358	355
Payments	(368)	(359)
Balance at end of period	12	22

^a Formerly known as Christmas and Cocos (Keeling) Island program.

40. Supplementary financial information

(a) Write offs

During the financial year nil (2012: \$0) was written off the department's asset register.

During the financial year \$6 050 (2012: \$0) was written off the department's debtors register.

	2013 \$'000	2012 \$'000
The accountable authority	6	—
	6	—

(b) Losses through theft, defaults and other causes

There were no losses of public moneys and, public and other property through theft or default.

There were no amounts recovered.

(c) Gifts of public property

There were no gifts of public property provided by the department.

5.3 Performance indicators

Certification of Key Performance Indicators

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Department for Communities' performance, and fairly represent the performance of the Department for Communities for the financial year ended 30 June 2013.



Jennifer Mathews
Accountable Authority
17 September 2013

5.3.1 Indicators of effectiveness

The department for Communities has two effectiveness indicators that measure the following outcome:

Outcome 1

Communities are strengthened so that individuals and families are able to better meet their needs.

Communities' effectiveness indicators are drawn from two main sources: an annual customer perception survey and surveys of external stakeholders involved in projects undertaken by the department.

KPI 1.1

Extent to which customers report their needs are met

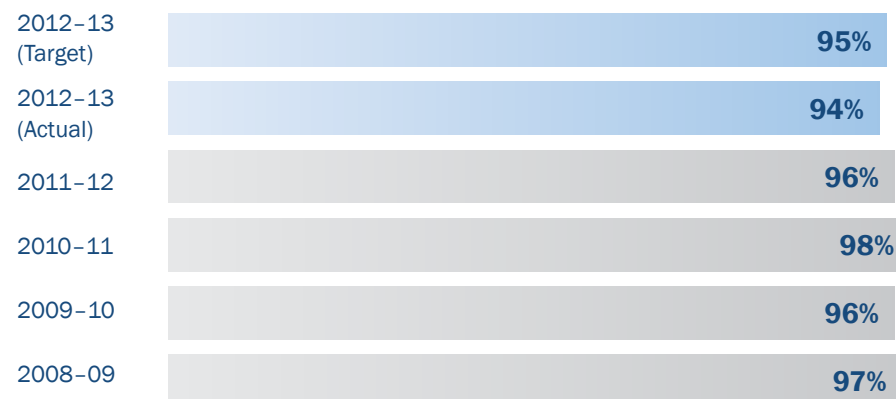
Communities promotes children's early learning and development through a range of services designed to support parents and children. This indicator encompasses services delivered to support parents and children including:

- Aboriginal Early Years;
- Parenting services;
- Rural child care; and
- Seniors services.

All people who used these services from July 2012 were invited to complete a confidential survey form to assess how satisfied they were with the service provided and whether it met their needs. This indicator was calculated by:

- counting respondents who selected the two positive ratings (from the satisfaction question's five point response scale of two positive and two negative ratings around a neutral mid point) to calculate the percentage of satisfied respondents, and
- reviewing the data to identify the percentage of satisfied respondents who indicated the service also met their needs.

Percentage of people who reported they were satisfied with the service and had their needs met



Note:

- the 2012-13 actual was two per cent lower than the 2011-12 actual and one per cent lower than the 2012-13 target
- the survey distribution was 4 677
- the number of responses received was 1 240
- the response rate was 27 per cent
- total survey results have a 95 per cent confidence interval of +/- 1.7 per cent.

KPI 1.2

Extent to which stakeholders report that policies/projects have an impact on strengthening the community

Communities undertakes a range of strategic policy, programs and coordination projects relating to children and families, youth, seniors, women, carers and volunteering. External stakeholders involved with these projects were surveyed to identify whether or not they were satisfied with the projects and their perception of the projects' impact.

This indicator was calculated by:

- counting respondents who selected the positive ratings (from the satisfaction question's five point response scale of two positive and two negative ratings around a neutral mid point) to calculate the percentage of satisfied respondents, and
- reviewing the data to identify the percentage of satisfied respondents who perceived the project had a positive impact.

Percentage of stakeholders who reported both satisfaction and positive impact

2012-13 (Target)	95%
2012-13 (Actual)	94%
2011-12	96%
2010-11	94%
2009-10	95%
2008-09	96%

Note:

- the 2012-13 actual was two per cent lower than the 2011-12 actual and one per cent lower than the 2012-13 target.
- the number of responses was 1 849.
- response rate is not available as many responses were collected online via shared hyperlink, making a count of total distribution not possible.
- total survey results have a 95 per cent confidence interval of +/- 1.4 per cent

5.3.2 Indicators of efficiency

Communities' efficiency indicators mostly relate to unit costs of its activities. Much of the department's work cannot be distilled into equivalent units of output. Therefore, average costs of projects and services should be treated as broadly indicative of performance.

Service 1

Child and Family Services

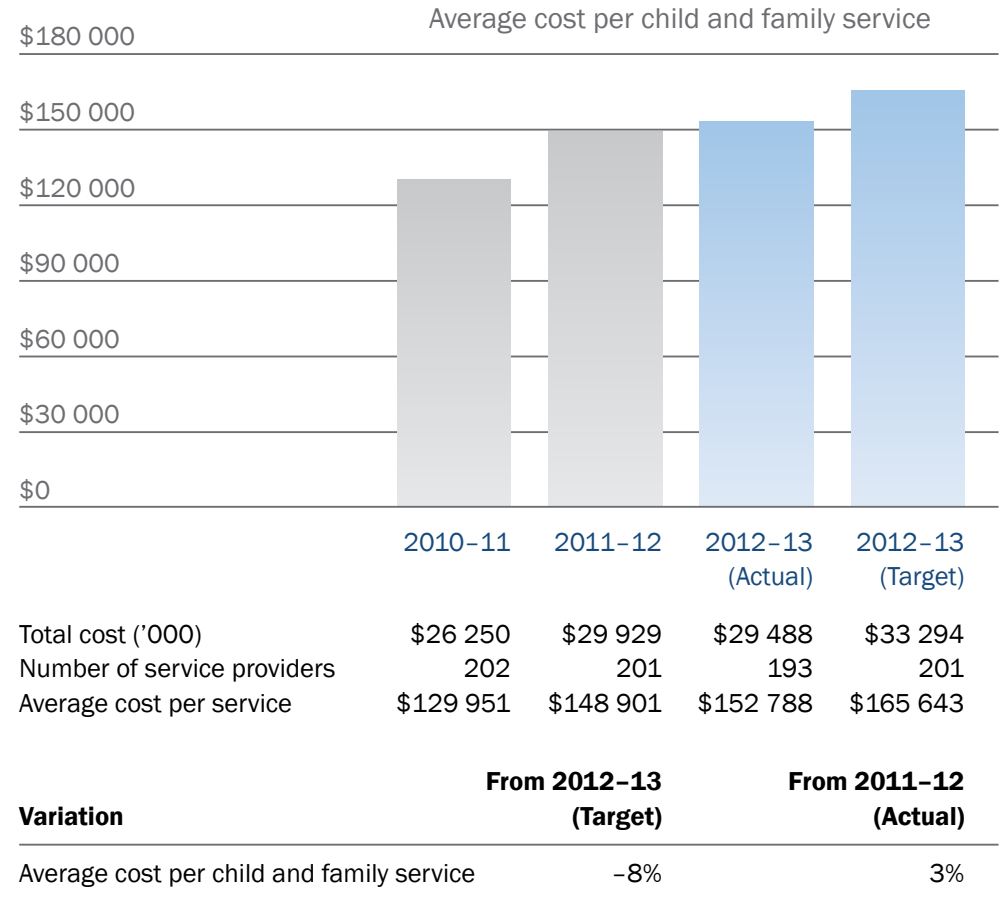
The regulation and quality assurance of early education and care services and the provision of information, services and programs to support children, parents, families and communities.

KPI 1.1

Average cost per child and family service

Communities provides and funds a number of types of service to support children and families. These include: Parenting services; Children Service Officers; Youth Development Officers; Aboriginal Early Years services; Family Centres; Family and Community Support, Sector Support; and Rural childcare.

Total cost, number of service providers, and average cost per service



Note:

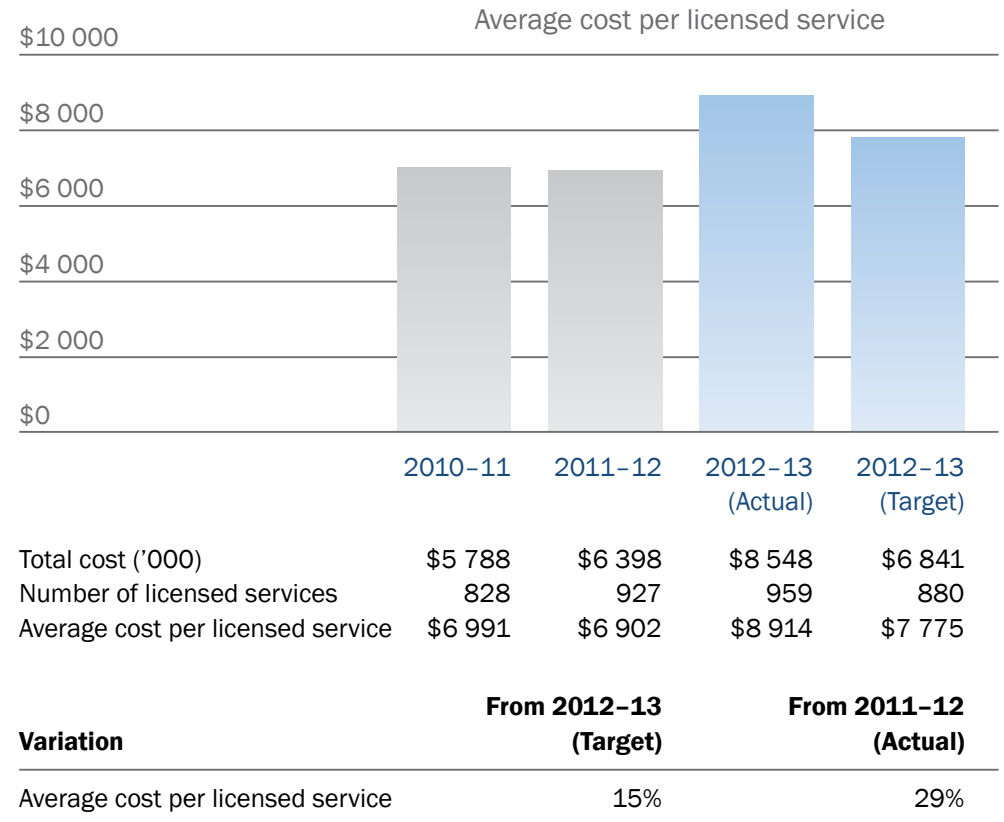
- the 2012-13 Actual was eight per cent lower than the 2012-13 Target due to lower than expected expenditure for the Regional Community Child Care Development Fund in 2012-13.

KPI 1.2

Average cost per licensed child care service

As at 30 June 2013, there were 959 licensed child care services in Western Australia, consisting of 926 child care centres and 33 family day care schemes. Combined, these services offered 48 284 child care places throughout the state at any one time.

Total cost, number of licensed services, and average cost per licensed service



Note:

- the 2012-13 actual is higher than the 2012-13 target and the 2011-12 actual because of the commencement of operation of the new Early Childhood Regulatory Unit with expanded functions under the National Quality Framework.

Service 2

Community Information, Programs and Strategy

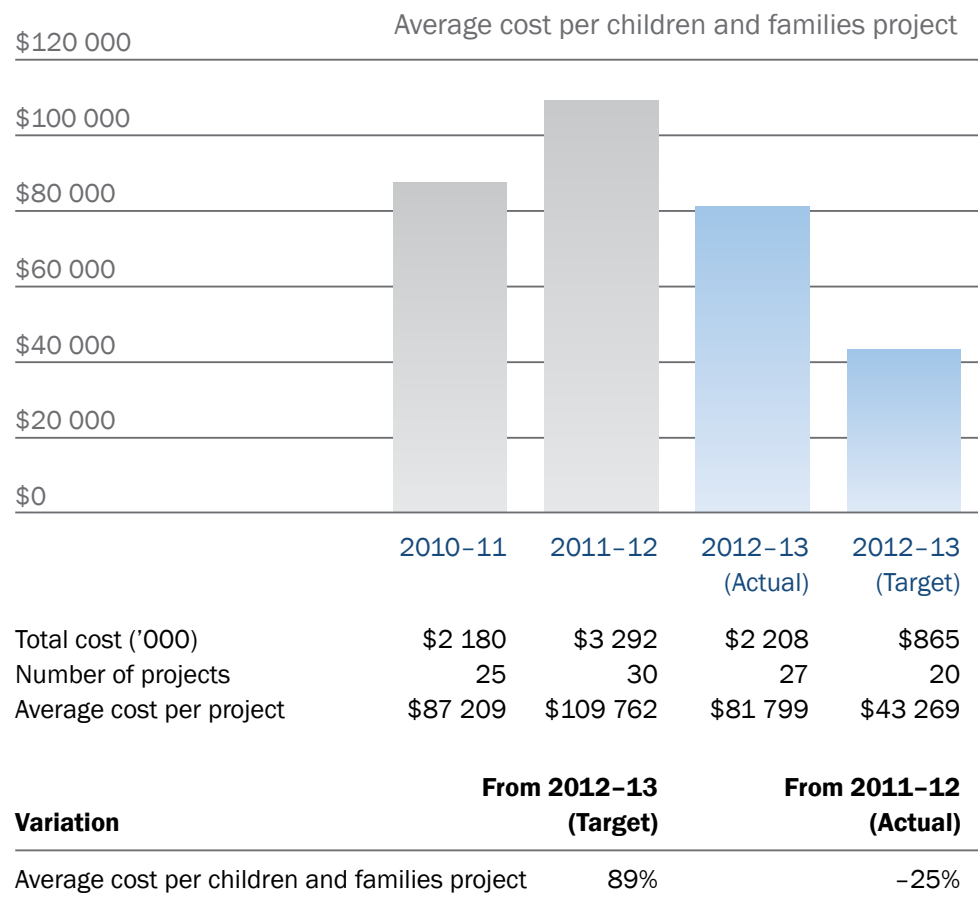
Development, planning and provision of information, programs and support for seniors, volunteers, women, carers and youth to build and promote strong and vibrant communities, along with program development to support services for children and families.

KPI 2.1

Average cost per strategic policy/coordination project for children and families

Communities supports the development and implementation of the across-government Early Childhood Agenda, in particular the Council of Australian Governments' National Reform Agenda for Early Childhood Education and Care. It also promotes children's early learning and development through a range of projects designed to support parents and to deliver quality children's services.

Total cost, number of projects and average cost per strategic policy/coordination project for children and families



Note:

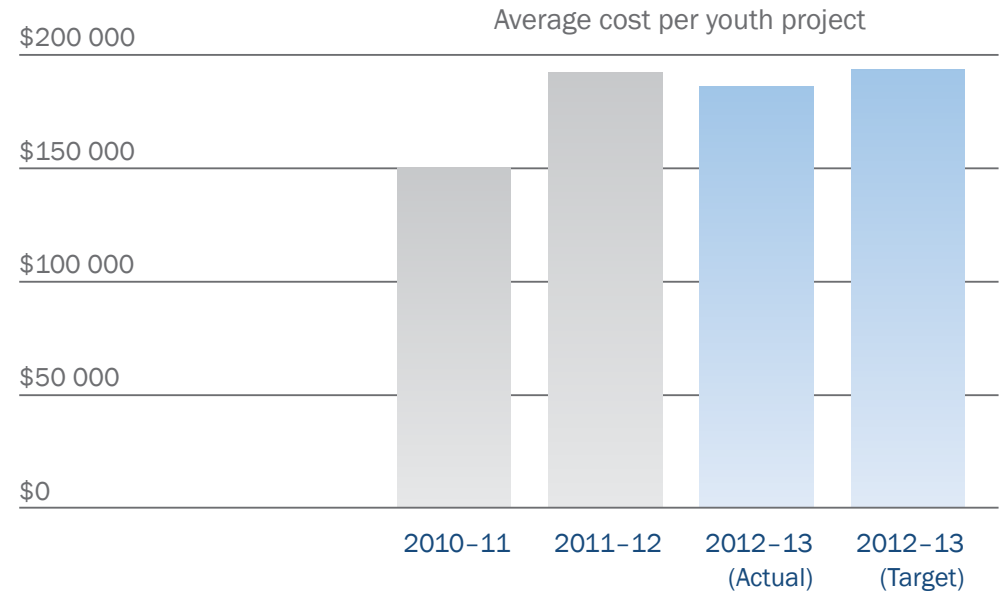
- the 2012-13 actual is more than the 2012-13 target due to the contribution of Commonwealth revenue for ongoing Council of Australian Government reforms.
- the 2012-13 actual is less than the 2011-12 actual due to completion of major projects, including the passing of legislation associated with establishing the National Quality Framework for Child Care and the associated creation of the Education and Care Regulatory Unit in August 2012. With completion of these projects, expenditure was scaled back in 2012-13.

KPI 2.2

Average cost per strategic policy/coordination project for youth

Communities seeks to empower young people to facilitate their involvement at all levels in the community. The department coordinates policy development across government to improve outcomes for young people. This includes strategic policy advice, research and information dissemination. It also includes running youth recognition and award activities and recurrent and grant funding to the community sector to deliver youth development programs.

Total cost, number of projects, and average cost per project for youth



Total cost ('000)	\$5 840	\$7 292	\$7 234	\$6 953
Number of projects	39	38	39	36
Average cost per project	\$149 754	\$191 915	\$185 510	\$193 146

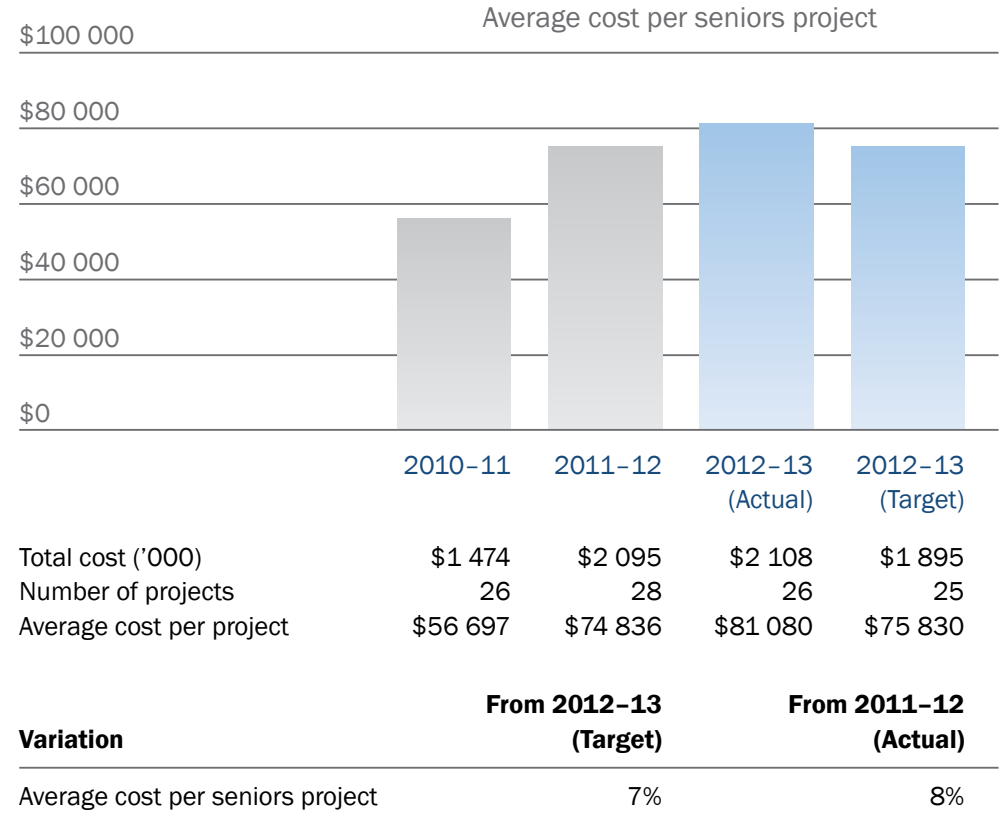
Variation	From 2012-13 (Target)	From 2011-12 (Actual)
Average cost per youth project	-4%	-3%

KPI 2.3

Average cost per strategic policy/coordination project for seniors

Communities promotes positive ageing and encourages across-government planning for the ageing population. It provides funds for community organisations to enhance services for seniors. It also seeks to improve the community participation of older people and to improve community attitudes towards older people.

Total cost, number of projects and average cost per strategic policy/coordination project for seniors

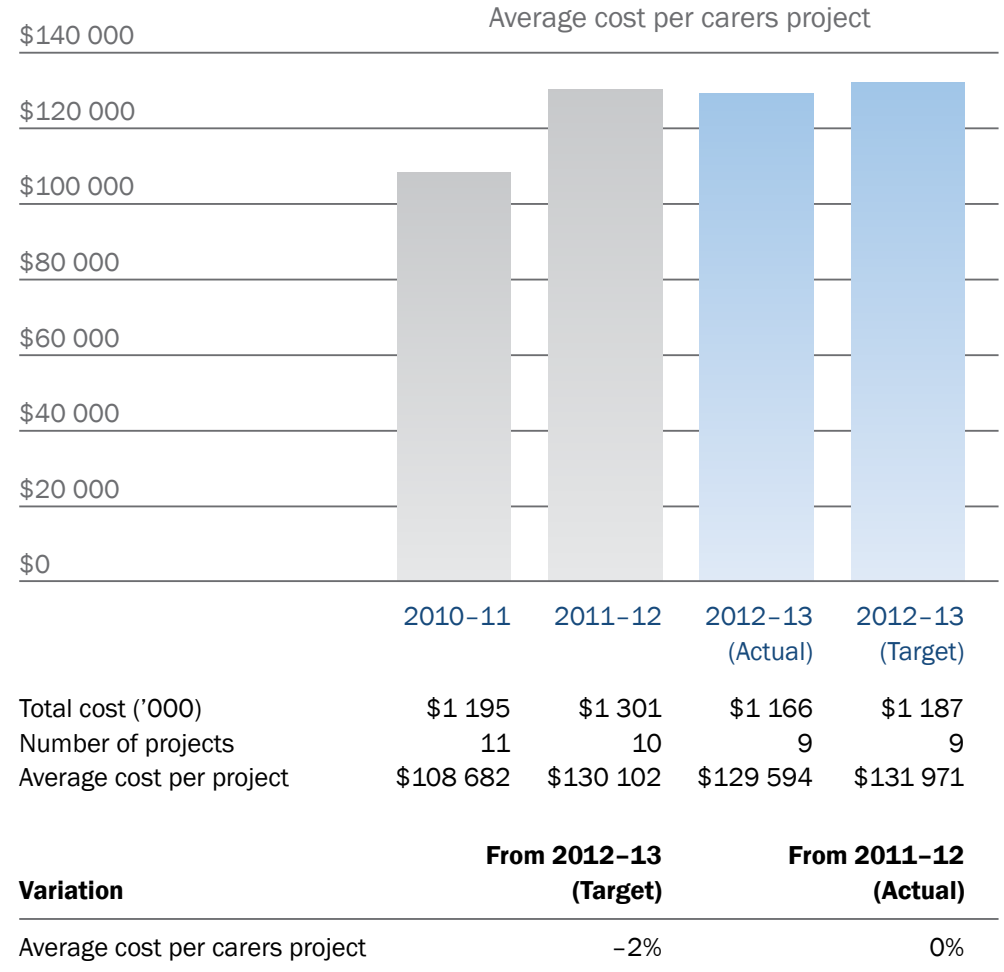


KPI 2.4

Average cost per strategic policy/coordination project for carers

Caring for people with disabilities, chronic illness or the frail aged is one of the most significant forms of unpaid work in the community. Communities funds carers counselling and support services, facilitates programs for young carers, supports the Carers Advisory Council, monitors legislation and national reform agendas, and raises awareness of carers with resource development and recognition activities.

Total cost, number of carers projects, and average administrative cost per carers project.

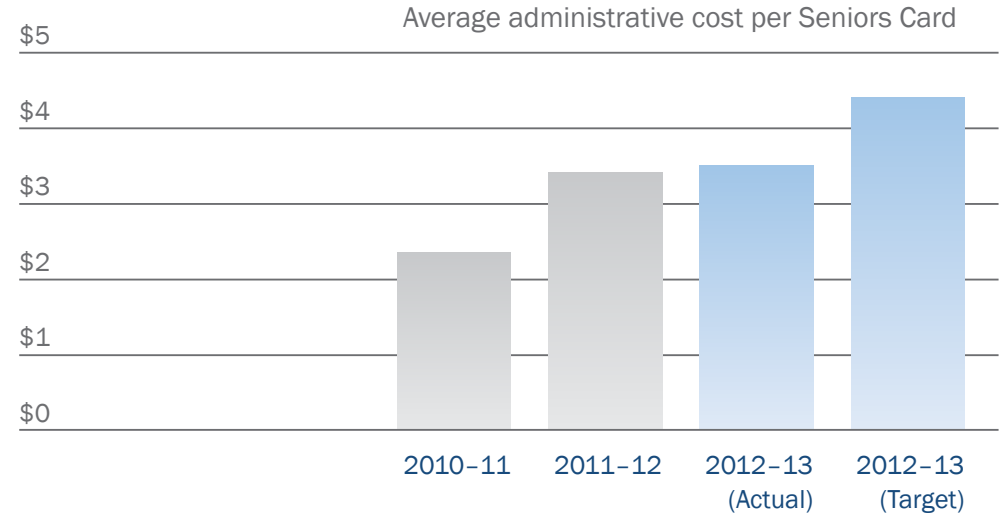


KPI 2.5

Average cost to administer a Seniors Card

The Seniors Card is used as a major tool to promote positive ageing. The financial benefits associated with the Seniors Card encourage seniors to participate actively in the community. As at 30 June 2013, there were 345 836 WA Seniors Card holders representing approximately 92 per cent of eligible seniors.

Total cost, number of Seniors Card holders and average administrative cost per Seniors Card



Total cost ('000)	\$737	\$1 132	\$1 214	\$1 539
Number of card holders	313 603	332 204	345 836	349 053
Average administrative cost per card	\$2.35	\$3.41	\$3.51	\$4.41

Variation	From 2012-13 (Target)	From 2011-12 (Actual)
Average administrative cost per Seniors Card	-20%	3%

Note:

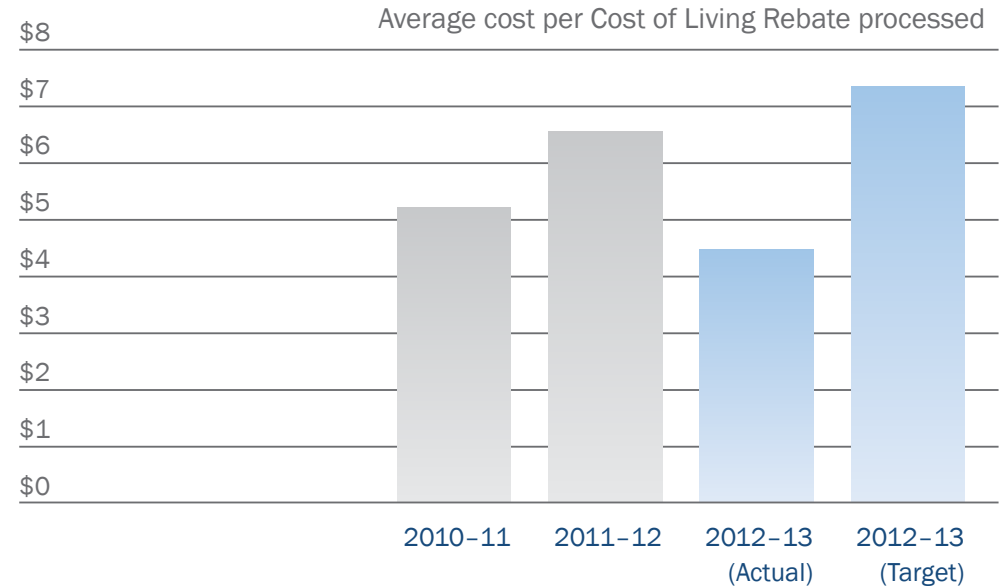
- the 2012-13 actual is less than the 2012-13 target largely because the development of new data infrastructure to support the administration of the Seniors Card was less than anticipated.

KPI 2.6

Average cost to administer each Seniors Cost of Living Rebate processed

Communities commenced making the Seniors Cost of Living Rebate payments in 2008–09. All Seniors Card holders are eligible to apply for the rebate.

Total cost, number of rebates paid and average cost to administer each Seniors Cost of Living Rebate processed



Total cost ('000)	\$1 268	\$1 720	\$1 288	\$2 128
Number of rebates processed	245 374	262 547	287 954	289 540
Average cost per rebate	\$5.17	\$6.55	\$4.48	\$7.35

Variation	From 2012-13 (Target)	From 2011-12 (Actual)
Average cost per rebate processed	-39%	-32%

Note:

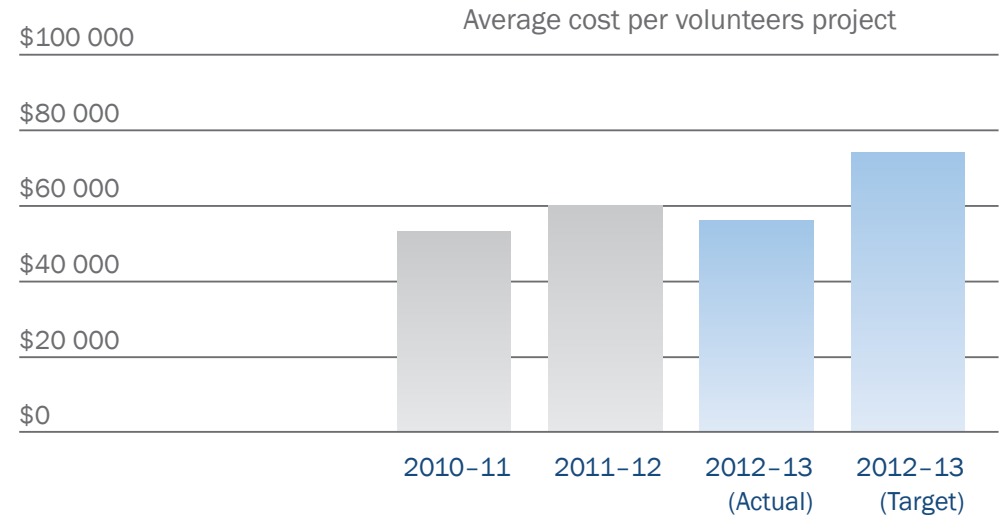
- the 2012-13 actual is less than the 2012-13 target and the 2011-12 actual largely because the development of new data infrastructure to support the administration of the Seniors Card was less than anticipated.

KPI 2.7

Average cost per strategic/policy coordination project for volunteers

Communities works to develop and implement government policy for volunteering, to develop programs and initiatives that support and extend volunteering now and into the future, and to establish mechanisms of communication within the public sector and the wider community to develop partnerships through consultation. The department also provides funding to the community sector for a range of volunteer support activities.

Total cost, number of projects, and average cost per strategic policy/coordination project for volunteers



	2010-11	2011-12	2012-13 (Actual)	2012-13 (Target)
Total cost ('000)	\$1 652	\$1 983	\$1 639	\$2 220
Number of projects	31	33	29	30
Average cost per project	\$53 303	\$60 110	\$56 533	\$74 032

Variation	From 2012-13 (Target)	From 2011-12 (Actual)
Average cost per volunteers project	-24%	-6%

Note:

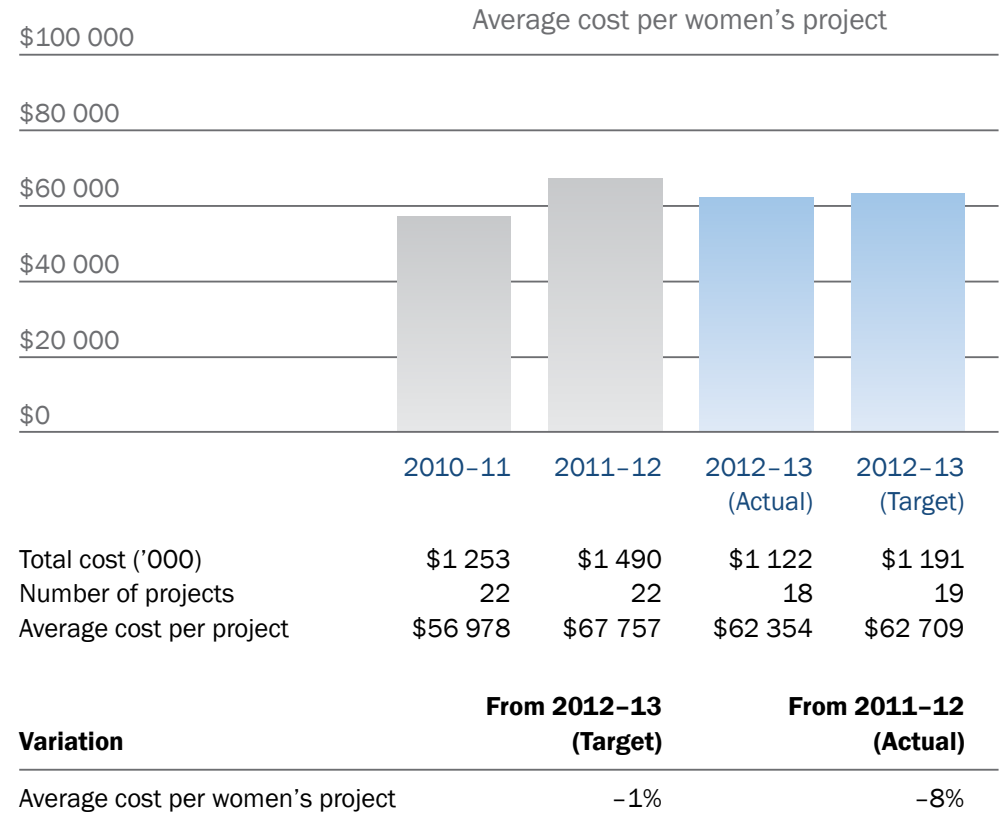
- the 2012-13 actual is less than the 2012-13 target largely due to the allocation of lower generic costs than budgeted using the department's costing methodology.

KPI 2.8

Average cost per strategic policy/coordination project for women

Communities coordinates policy development across government to improve outcomes for women. This includes research, analysis, information and advice on issues affecting women. A range of information services is also provided to women in the community. The department provides grants to the community sector to support strategic initiatives.

Total cost, number of projects and average cost per strategic policy/coordination project for women



Service 3

Redress WA Scheme

KPI 3.1

Average administrative cost per claim

Redress WA aims to assist adults who, as children, were abused and/or neglected in state care in Western Australia. Redress WA worked on four primary activities: to provide claimants the opportunity to make a police referral; to provide a personal apology from the Premier and Minister for Community Services; to provide the opportunity for support and counselling; and to offer ex gratia payments ranging from \$5 000 to \$45 000. A total of 5 917 confirmed claims were received. These claims represent the total number of claims administered by Redress WA over the 3 year duration. Administrative costs included:

- operation of an information line for claimants
- funding to community organisations to provide advice, counselling and support with applications
- assessment of claims
- police referrals when requested by claimants
- promotion of scheme.

Work on the Redress Scheme ended in November 2011. In 2012–13, a small amount of work was conducted on final operations. This included payment of five claims totalling \$33 000 in ex gratia payments. This work used general department resources and there is no data to provide for this KPI. Given the planned end of this program has occurred, this KPI will be removed from the 2013–14 reporting.

5.4 Ministerial directives

Treasurer's instruction 903(12) requires the Department for Communities to disclose information on any Ministerial directives relevant to the setting of desired outcomes or operational objectives, investment activities and financing activities. No such directives were issued by the Minister with portfolio responsibility for the department during 2012-13.

5.5 Other financial disclosures

5.5.1 Pricing policies of services provided

The Department for Communities operates in an environment where the majority of its revenue is not on a fee-for-service basis. Where a fee is charged, it is reviewed annually and the fee set in accordance with Costing and Pricing Government Services Guidelines published by the Department of Treasury.

The key fees the department charges are:

- advertising in the biennially produced Seniors Card Discount Directory
- freedom of information requests

Fees set out in the Education and Care Services National Law are indexed annually in accordance with the Education and Care Services National Regulations 2012.

5.5.2 Capital works

Communities' asset portfolio comprises a significant number of building assets, both owned and leased, including 31 child care centres and 40 family centres, neighbourhood community centres and other centres. These centres are operated by not-for-profit organisations.

These assets are a significant portion of Communities' asset base and they are managed with support and advice provided by the Department of Finance (Building Management and Works).

The department did not receive any capital works funding in 2012–13. However, a total of \$1 980 000 was expended on its 71 centres, to ensure their ongoing suitability for community purposes. This funding covered major works and maintenance, including kitchen upgrades, replacing floor coverings and air conditioners and external painting, were undertaken at sites across the metro and regions.

5.5.3 Act of grace payments

While the department may, from time to time, make an act of grace payment on behalf of government, there were no payments made in 2012–13.

5.6 Governance disclosures

5.6.1 Contract with senior officer

At the date of reporting, no senior officers, or firms of which senior officers are members, or entities in which senior officers have substantial interests, had any interests in existing or proposed contracts with the Department for Communities other than normal contracts of employment of service.

5.6.2 Internal audit and performance review

Internal Audit and Performance Review is an appraisal activity designed to review appropriate operation as a service to management. It functions by measuring and evaluating the effectiveness of accountability measures.

The role of the Internal Audit and Performance Review is to provide assurance to the Director General and the Corporate Executive team of Communities as to:

- The effectiveness of policies and procedures in achieving the department's objectives
- Compliance with legislation, policies and established procedures; the reliability of financial and other management information systems
- The adequacy and effectiveness of internal control systems in promoting efficiency, accuracy, effectiveness and reliability and
- Provide assistance in identifying strategic risks.

The internal Audit and Performance Review Branch of the Department for Child Protection continues to provide this service to Communities as part of the service level agreement.

The areas and systems subject to audit were identified via a formal risk assessment that included management requirements and generally accepted governance approaches. The audits for 2012–13 included:

- Assets and Portable and Attractive Items
- Compliance with Public Sector Standards in HR Management
- General Purchasing and accounts payable system
- Compliance with State Supply Commission
- Occupational Safety and Health

5.7 Disclosures and legal requirements

5.7.1 Advertising

In accordance with section 175ZE of the *Electoral Act 1907* Communities spent \$269 804 on advertising, promotional and market research activities during 2012–13.

Category	Organisation	Total (\$)
Advertising Agencies		—
	Total	—
Media advertising organisations	Mitchell & Partners Australia	1 235
	Optimum Media Decisions (WA)	124 475
	Dubsat	700
	Countrywide Australia	16 255
	Adcorp Australia	95 878
	Total	238 542
Polling organisations		—
	Total	—
Direct mail organisations	Dataroll Australia	12 091
	Total	12 091
Market research organisations	Patterson Research Group	19 170
	Total	19 170
Grand Total		269 804

5.7.2 Legal requirements

Compliance with public sector standards and ethical codes

In accordance with section 31(1) of the *Public Sector Management Act 1994*, Communities is required to comment on the extent to which it has complied with public sector standards, codes of ethics and any other relevant codes of conduct.

These policies and procedures are contained in an Administration Manual, accessible by all employees of Communities through the department's intranet. The department advises the following compliance for 2012–13:

Compliance Category	Result
Public Sector Standards in Human Resource Management	No breaches lodged: 0 No breaches withdrawn: 0 No breaches upheld: 0
WA Code of Ethics	No reports of non-compliance: 0
Misconduct under the Disciplinary provisions of the <i>Public Sector Management Act 1994</i>	0 case of breach of discipline was finalised in 2012–13

A review was conducted to ensure that policies and procedures accurately reflect compliance requirements and are more accessible as part of ongoing organisational website enhancements.

The department's job description forms are reviewed on an ongoing basis, primarily when positions are advertised and for all current managerial roles, to ensure duties and responsibilities associated with compliance with established ethical and public sector standards are reflected within the positions.

Our Employee Code of Conduct was reviewed and re-distributed to staff in early 2013. As a result of this relaunch, employees have familiarised themselves with all updated content and signed an individual declaration acknowledging an understanding of and compliance with the content.

Four Accountable and Ethical Decision Making (AEDM) workshops were delivered in the second half of 2012–13 to approximately 25 per cent of staff. The department is committed to ongoing training to enable all staff members to apply and maintain the highest standards of ethical conduct across the agency. An increase in attendance has seen 63 per cent of staff being trained in AEDM over the last five years. Training for regional staff will occur in the next financial year.

5.7.3 Disability Access and Inclusion Plan

The Department for Communities ensures that people with disabilities, their families and carers have equal opportunity to access the department's programs and services.

In 2012 the department launched the second *Disability Access and Inclusion Plan* since its inception in 2007 which is also available on the intranet. The plan is actively promoted with service providers to ensure they are aware of the disability access and inclusion requirements. To facilitate the reporting process, an online measurement tool was developed to capture data from community sector partners as part of their compliance under their funding agreements.

The department has recently reviewed its style guide to include information relating to the Accessible Information Guidelines to ensure that all publications are available in alternative formats.

The department is continuing to work in close consultation with the Disability Services Commission to further develop the 'Age-Friendly Homes Kit' which is based on universal design principles and has links with the Commission's Liveable Homes project. The resource encourages people to include accessible features in their homes.

5.7.4 Public Interest Disclosure

The *Public Interest Disclosure Act 2003* facilitates the disclosure of public interest information, and provides protection for those making such disclosures and those who are the subject of disclosures.

The department has developed and published internal procedures which provide for the manner in which the department will comply with its obligations under the Act.

No public interest disclosures were received in the department during 2012–13.

5.7.5 Record keeping plan

Section 19 of the *State Records Act 2000* requires government agencies to have a record keeping plan. The State Records Commission approved Communities' record keeping plan in March 2008 and noted that the plan as tendered demonstrated progress towards better practice in record keeping. The Commission also acknowledged that the plan indicated a strong commitment to addressing a range of issues within specific timeframes. The department's new record keeping plan was approved by the Commission on 30 August 2012 and its associated retention and disposal schedule was approved on 10 June 2013.

The department uses 'Objective' to manage its physical records and training is available for staff on request.

5.7.6 Freedom of Information

The department received 9 Freedom of Information requests in the year 2012–13.

The table below outlines the department's response time, number of applications, exemptions claimed and review requests received in the year 2012–13.

Number of applications received	9
Processed within 45-day time limit	5
Extended by agreement	1
Transferred to another agency	2
Withdrawn or resolved informally	1
Exemptions claimed for personal information	6
Exemptions claimed for commercial or business information	1
Exemptions claimed for law enforcement, public safety and property security	1
Exemptions claimed for deliberative processes	1
Exemptions claimed for legal professional privilege	1
Exemptions claimed for confidential communications	1
Exemptions claimed for effective operation of agencies	2
Applications for internal review	0
Applications for external review	0

The Information Commissioner delivered a briefing to the department's corporate executive and leadership teams on the principles of freedom of information. In addition staff from across the department attended workshops to ensure they are sufficiently aware of their responsibilities under the *Freedom of Information Act* so that the process for dealing with an application is correctly followed. A number of senior officers attended the Decision Makers Forum that assists in making the appropriate decision in accordance with the requirements of the *Freedom of Information Act*.

5.8 Government policy requirements

5.8.1 Substantive equality

The Department for Communities works in collaboration with the Equal Opportunity Commission to progress the department's 'Policy Framework for Substantive Equality'. The department is working to embed the objectives of the Framework as an integral way of working, within available resources.

5.8.2 Reconciliation Action Plan

The Department for Communities developed and launched the Reconciliation Action Plan 2012–15. The Reconciliation Action Plan was developed with input from the Reconciliation Action Plan working group, made up of Aboriginal and other staff from all directorates of the department. Additionally, a reference group of Aboriginal staff within the department was established to assist the working group and provide advice on positive stories, Aboriginal celebrations and history. This is the department's first Reconciliation Action Plan and will provide the framework for future plans.

5.8.3 Occupational safety, health and injury management

The department is committed to providing a safe and healthy work environment for staff, contractors, clients and visitors. We aim to eliminate all preventable work-related injuries and illness through the proactive management of our risks. We will strive to make measureable improvement in our occupational health and safety performance through various strategies.

The Department for Communities and the Department for Child Protection and Family Support shared a joint Occupational Safety and Health Committee. This arrangement will cease when Communities merges with the Department of Local Government on 1 July 2013.

Occupational health and safety monitoring and inspections were carried out jointly with the Department for Child Protection and Family Support. Inspection records formed part of an internal audit which was conducted by the Department for Child Protection and Family Support on behalf of the department.

Hazard and incident reporting along with the workers compensation and injury management requirements of the *Workers Compensation and Injury Management Act 1981* and the *Occupational Safety and Health Act 1984* were met via an interagency Service Level Agreement with the Department of Child Protection and Family Support. The department is committed to assisting injured staff back to work as quickly and as is clinically appropriate in a safe, supportive environment.

Workers Compensation Key Performance Indicators and Targets

Period	Number of fatalities	Number of lost time injury or disease	Number of severe claims	Lost time injury severity rate (per cent)
2012-13	0	2	0	0.00
2011-12	0	2	1	50.0
2010-11	0	2	0	0.00

The department provided injury management training to line managers via three workshops across the year to ensure supervisors are aware of both their legislative and practical responsibilities in this critical area.

Corporate Services and Communities

Location	Annual Average FTE 2011-12	Annual Average FTE 2012-13	Number of Staff as at 30 June 2013				
			Full-time		Part-time		Total
			Fixed	Permanent	Fixed	Permanent	
Total number FTE/ Headcount	222.2	210.6	28	172	25	36	261

Employment and industrial relations

As at 30 June 2013, Communities employed a total of 261 permanent and fixed-term employees. The average full-time equivalent (FTE) usage for the financial year 2012-13 was 210.6 FTE.

Departmental staff are employed under the following Agreements and Acts:

- Public Service and Government Officers General Agreement 2011
- Family Resource Employees Parent Helpers General Agreement 2011
- *Salaries and Allowances Act 1975*

Workforce and Diversity

The department has a modern, innovative, diverse workforce which is leveraged to ensure that our products and services are relevant to a diverse Western Australian community. This is critical for achieving our vision, which is to create “strong, vibrant communities where all people belong, matter and contribute”. Diverse perspectives and styles are, therefore, critical intellectual resources for doing business and building our credibility within the community. This underpins our commitment to developing an equitable workforce that is free from discrimination and supports measures for EEO groups who have historically been disadvantaged in employment in the WA Public sector.

Our Workforce and Diversity Action Plan 2012–15, in accordance with the *Public Sector Management Act 1994* and the *Equal Opportunity Act 1984*, aims to identify and satisfy future workforce skill needs based on our values and workplace diversity principles. The plan focuses on developing a diverse workforce that possesses a range of skills and talents to contribute to our success and compliments our Disability Access and Inclusion Plan 2012–17, Reconciliation Action Plan 2012–15 and Substantive Equality Policy.

	30 June 2013 per cent	30 June 2012 per cent
Women	86.6	89.2
Culturally Diverse Backgrounds	9.2	8.9
Indigenous Australians	7.3	7.4
People with Disabilities	3.4	4.1
Youth (under 25)	2.3	2.9
Women in senior management ⁽¹⁾	100	80

⁽¹⁾ Percentage of employees in tiers 1 and 2.

Corporate Services and Communities

Communities shared a Service Level Agreement with the Department for Child Protection and Family Support to ensure the ongoing delivery of information technology, finance and human resources, including payroll. This agreement was a continuation of the support and cooperation between the agencies in order to achieve the Government’s objectives and on improving services through the continued use of a business partner model to provide a more tailored approach to supporting staff and Directorates, and is critical that this approach meet the government’s policy agenda and relevant legislative requirements.

In early 2013, the focus of the Information Technology, Finance and Human Resource teams was redirected to planning and implementing the first part of the amalgamation, as a result of the Machinery of Government announcement, to fully integrate Communities and Local Government into one, cohesive agency.

This involved integrating and streamlining frontline service delivery, to deliver benefits according to needs and risk of the new organisation and to ensure that people continue to receive critical corporate support during the change and with business as usual work. Behind the scenes, processes are being reviewed, aligned and where necessary simplified and streamlined.

Wellbeing and Communities

Employee assistance program

The department actively promotes the use of the Employee Assistance Program, a confidential counselling service available to employees and their immediate family to help deal with work and personal problems that might adversely impact an employee's work performance, health and well-being.

With 24-hour, state-wide access, it is a vital component of the health and safety service to all employees in all locations, helping to promote a healthy workplace, and reducing work stress that can lead to stress-related workers compensation claims and additional personal problems.

Wellness Program for staff

The department's Wellness Program, in addition to initiatives offered at 140 William Street, provided access to a range of initiatives designed to promote a healthy work life balance between the employees work and personal life. These initiatives included flu vaccinations, dance and Pilates classes and participation in walk challenges. Staff are also provided with access to shower facilities and lockers to support their participation in these programs. In some locations, bike riders were provided access to bike bays with lockers to support healthy alternatives for travelling to work, in line with the government's Travel Smart and Cycle Instead programs.

Training and development and Communities

Individual training and development needs were identified and managed through the department's performance management program, Supporting Staff. Anecdotal information and consultation data was also obtained through multiple management and planning mechanisms and was used to identify common training requirements across the organisation. Training strategies and forums for common needs were managed and coordinated centrally by the Human Resources team. Training for technical or specific skill areas for individuals or positions was coordinated at a local level.

Senior management training:

- ANZSOG sessions and seminars
- Public Sector Management Program

Staff training:

- Accountable and Ethical Decision Making Injury Management for Managers
- Equal Opportunity
- Writing for Government
- Introduction to Policy Work
- Freedom of Information workshops and forums
- A range of other role, government policy and Directorate specific training courses and qualifications were undertaken across the year

6.0 Appendices

6.1	Funding to organisations	116
6.2	Advisory councils and reference groups	128
6.2.1	Seniors Ministerial Advisory Council	128
6.2.2	Cadets WA Reference Group	129
6.2.3	Carers Advisory Council	130
6.2.4	Women’s Advisory Council	131

6.1 Funding to organisations

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
1	Aboriginal Alcohol and Drug Service (A.A.D.S) (Inc.)	\$72 804		\$72 804
2	Active Greening Inc.		\$55 000	\$55 000
3	Albany and Regional Volunteer Service (Inc.)	\$35 304	\$1 000	\$36 304
4	Albany Worklink Inc.		\$3 000	\$3 000
5	Albany Youth Support Association		\$1 000	\$1 000
6	Anglicare WA Inc.	\$167 030	\$156 179	\$323 209
7	ARAFMI Mental Health Carers and Friends Assoc. (WA) Inc.		\$5 030	\$5 030
8	Armada Community Family Centre Inc.	\$152 253		\$152 253
9	Armada Gosnells and District Youth Resources Inc.		\$9 140	\$9 140
10	ARTATAC Busselton Beach Festival Inc.		\$1 000	\$1 000
11	Arthritis Foundation of WA Inc.		\$4 300	\$4 300
12	Association for the Blind of WA Inc.		\$181 250	\$181 250
13	Association of Nimba Citizens WA Inc.		\$5 000	\$5 000
14	Australia Day Council of Western Australia	\$71 169		\$71 169
15	Australian Asian Association of WA Inc.		\$67 600	\$67 600
16	Australian Association for Adolescent Health		\$5 000	\$5 000
17	Australian Breastfeeding Association	\$4 416		\$4 416
18	Australian Parents Council Inc.		\$40 000	\$40 000
19	Australian Red Cross Society (WA Division)	\$261 954		\$261 954
20	Australian Youth Mentoring Network (under the auspice of The Smith Family)		\$25 000	\$25 000
21	Awards Australia Southern Pty Ltd		\$15 500	\$15 500
22	Bakers Hill Out of Hours School Care Inc.		\$10 000	\$10 000
23	Balga Detached Youth Work Project Inc.		\$122 080	\$122 080
24	Barnardos Australia		\$15 000	\$15 000
25	Baseball WA Ltd.		\$1 010	\$1 010
26	Bayswater Family Centre Inc.	\$48 523		\$48 523
27	Beagle Bay Women's Group		\$30 000	\$30 000
28	Beaufort Street Network Inc.		\$2 500	\$2 500
29	Befriend Inc.		\$103 463	\$103 463
30	Bencubbin Community Resource Centre Inc.		\$2 905	\$2 905
31	Bidyadanga Aboriginal Community La Grange Inc.	\$81 440		\$81 440
32	Binningup Playgroup and Occasional Care Inc.	\$23 860		\$23 860
33	Blue Sky Community Group Inc.	\$103 730		\$103 730
34	Boddington Community Resource Centre Inc.		\$1 000	\$1 000
35	Boogurlarri Community House Inc.	\$154 290		\$154 290
36	Boulder Promotion and Development Association Inc.		\$5 000	\$5 000

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
37	Boystown Limited	\$51 603		\$51 603
38	Bremer Bay Community Resource Centre Inc.	\$21 209	\$10 000	\$31 209
39	Bridgetown Family and Community Centre Inc.	\$73 706		\$73 706
40	Bridging the Gap Inc.		\$92 000	\$92 000
41	Brightwater Care Group Inc.		\$235 910	\$235 910
42	Brockman House Inc.	\$154 290		\$154 290
43	Brook View Family Centre Inc.	\$48 523		\$48 523
44	Brookton Multifunctional Family Centre Inc.		\$12 000	\$12 000
45	Broome Community Information Resource Centre and Learning Exchange	\$103 730	\$40 000	\$143 730
46	Broome Out of School Care Childrens Association Inc.		\$5 678	\$5 678
47	Bruce Rock Day Care Centre Inc.		\$10 000	\$10 000
48	Brunswick Community Resource Centre Inc.		\$2 000	\$2 000
49	Bunbury Regional Arts Management Board Inc.		\$4 490	\$4 490
50	Burdekin – Youth in Action Inc.		\$1 000	\$1 000
51	Busselton Child Care Centre Inc.		\$10 000	\$10 000
52	Busselton Dunsborough Environment Centre Inc.	\$40 951	\$1 000	\$41 951
53	Busselton Family Centre Inc.	\$48 523	\$2 500	\$51 023
54	Camp Quality Ltd.		\$10 000	\$10 000
55	CanTeen – The Australian Organisation for Young People Living with Cancer		\$5 000	\$5 000
56	Careertrackers Indigenous Internship Program Limited		\$107 775	\$107 775
57	Carers Association of WA	\$699 291	\$45 000	\$744 291
58	Carewest		\$15 000	\$15 000
59	Carnamah Child Care Centre Inc.	\$21 209	\$10 000	\$31 209
60	Carnamah Historical Society Inc.		\$46 500	\$46 500
61	Carnarvon Family Support Service Inc.	\$119 525		\$119 525
62	Carnarvon Medical Service Aboriginal Corporation		\$2 000	\$2 000
63	Centre for Advocacy, Support and Education for Refugees Inc. (CASE)		\$50 000	\$50 000
64	Centrecare Inc.	\$254 778		\$254 778
65	Cervantes Ratepayers and Progress Association		\$1 000	\$1 000
66	Child Inclusive Learning and Development Australia Inc.	\$346 265	\$60 000	\$406 265
67	Childcare Association of WA Inc.		\$15 000	\$15 000
68	Children’s Services Support Unit (CSSU) Inc.		\$302 000	\$302 000
69	Christmas Island Neighbourhood Centre Inc.	\$138 402	\$50 000	\$188 402
70	Citizens Advice Bureau of Western Australia Inc.	\$397 989		\$397 989
71	City of Albany		\$11 000	\$11 000
72	City of Armadale	\$27 939	\$5 998	\$33 937
73	City of Bayswater		\$9 880	\$9 880
74	City of Bayswater Child Care Centre Association Inc.	\$103 730		\$103 730
75	City of Bunbury		\$1 000	\$1 000
76	City of Cockburn	\$354 571	\$1 150	\$355 721

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
77	City of Fremantle	\$96 565	\$6 300	\$102 865
78	City of Gosnells		\$1 000	\$1 000
79	City of Greater Geraldton	\$104 450	\$1 650	\$106 100
80	City of Joondalup		\$3 500	\$3 500
81	City of Kalgoorlie-Boulder		\$11 300	\$11 300
82	City of Mandurah		\$1 000	\$1 000
83	City of Manjimup		\$9 800	\$9 800
84	City of Melville	\$89 149		\$89 149
85	City of Nedlands	\$27 105	\$1 000	\$28 105
86	City of South Perth		\$2 000	\$2 000
87	City of Stirling		\$11 600	\$11 600
88	City of Subiaco		\$2 000	\$2 000
89	City of Swan	\$82 122	\$11 000	\$93 122
90	City of Vincent		\$1 000	\$1 000
91	City of Wanneroo	\$87 040		\$87 040
92	CLAN Midland Inc.	\$123 655		\$123 655
93	CLAN WA (Community Link and Network) Inc.	\$802 906		\$802 906
94	Climbing Vine Theatre Company (under the auspice of the City of Belmont)		\$1 000	\$1 000
95	Coastal Kids Care Inc. – After School Care		\$10 000	\$10 000
96	College Community Child Care Centre Inc.		\$10 000	\$10 000
97	Collie Child Care and Early Learning Centre (Inc.)		\$10 000	\$10 000
98	Collie Family Centre Inc.	\$49 836	\$5 000	\$54 836
99	Communicare Inc.	\$161 723		\$161 723
100	Community Arts Network WA Ltd.		\$50 000	\$50 000
101	Community Living Association Inc.		\$3 990	\$3 990
102	ConnectGroups – Support Groups Association WA Inc.	\$296 561	\$41 000	\$337 561
103	Coorow Community Resource Centre		\$1 800	\$1 800
104	Council on the Ageing		\$61 150	\$61 150
105	Country Arts (WA) Inc.		\$99 970	\$99 970
106	Cunderdin Day Care Inc.		\$9 700	\$9 700
107	Curtin University of Technology		\$67 343	\$67 343
108	DADAA Inc.		\$100 000	\$100 000
109	Dalwallinu Clubhouse Early Learning Centre Inc.		\$10 000	\$10 000
110	Dandaragan Community Resource Centre		\$1 000	\$1 000
111	Dardanup Community Centre Inc.	\$21 209		\$21 209
112	Darling Range Connect		\$1 000	\$1 000
113	David Wirrpanda Foundation Inc.		\$168 167	\$168 167
114	Denmark Chamber of Commerce		\$5 000	\$5 000
115	Denmark Occasional Day Care Centre Inc.	\$21 209		\$21 209
116	Desert Feet Inc.		\$50 000	\$50 000

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
117	Diabetes Association of Western Australia Inc.		\$5 000	\$5 000
118	Disco Cantito Association Inc.		\$4 989	\$4 989
119	Dismantle		\$50 000	\$50 000
120	Dowerin Community Childcare Inc.		\$10 000	\$10 000
121	Dreamfit Foundation Inc.		\$180 000	\$180 000
122	Dungeon Youth Centre Inc.		\$1 000	\$1 000
123	Ear Science Institute Australia Inc.		\$77 000	\$77 000
124	East Victoria Park Family Centre Inc.	\$48 523		\$48 523
125	Eastern Goldfields YMCA (Inc.)	\$34 401	\$10 000	\$44 401
126	Eastern Region Employment and Community Services Inc.		\$140 000	\$140 000
127	Eaton Combined Playgroup Inc.	\$48 523		\$48 523
128	Edmund Rice Camp for Kids WA Inc.		\$3 000	\$3 000
129	Eight Mile Aboriginal Corporation		\$10 000	\$10 000
130	Enterprise Learning Projects		\$50 000	\$50 000
131	EON Foundation Inc.		\$5 000	\$5 000
132	Escare Inc.	\$153 443	\$5 500	\$158 943
133	Esperance Care Services Inc.		\$27 500	\$27 500
134	Event Assist Inc.		\$2 000	\$2 000
135	Extra Edge Community Services Inc.		\$2 500	\$2 500
136	F.R.O.G.S Early Learning Centre (under the auspice of Nannup Occasional Child Care)		\$9 500	\$9 500
137	Fair Business		\$40 000	\$40 000
138	Fairbridge Western Australia Inc.	\$34 402		\$34 402
139	Family Day Care WA		\$15 000	\$15 000
140	Family Planning Association of WA Inc.		\$1 000	\$1 000
141	Fluffy Ducklings Day Care Inc.	\$21 209		\$21 209
142	Foodbank of Western Australia Inc.		\$3 065 000	\$3 065 000
143	Foothills Information and Referral Service Inc.	\$96 280	\$1 372	\$97 652
144	Forest Lakes Thornlie Family Centre Inc.	\$48 523		\$48 523
145	Frank Konecny Community Centre Inc.	\$122 229		\$122 229
146	Friends of the Porongurup Range Inc.		\$4 500	\$4 500
147	Future Visions Inc.		\$6 000	\$6 000
148	Garnduwa Amboorny Wirnan Aboriginal Corporation		\$5 000	\$5 000
149	Gascoyne Aboriginal Heritage and Cultural Centre Inc.		\$27 650	\$27 650
150	Gawooleng Yawoodeng Aboriginal Corporation	\$83 907		\$83 907
151	Geraldton Regional Community Education Centre Association Inc.		\$54 100	\$54 100
152	Giggle Pots Day Care Inc.		\$10 000	\$10 000
153	Golden Mile Community House Inc.	\$154 290		\$154 290
154	Good Samaritan Industries		\$60 000	\$60 000
155	Goodstart Early Learning Ltd - Albany		\$1 000	\$1 000
156	Goodstart Early Learning Ltd - Eaton		\$9 300	\$9 300

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
157	Goomalling Gumnuts Inc.		\$10 000	\$10 000
158	Goomburrup Aboriginal Corporation		\$5 000	\$5 000
159	Gowrie Community Services (WA) Inc.	\$202 492	\$22 000	\$224 492
160	Grandparents Rearing Grandchildren WA Inc.		\$4 920	\$4 920
161	Granny Glasgow Association Inc.		\$67 130	\$67 130
162	Great Southern Community Support Network Inc.		\$1 700	\$1 700
163	Great Southern GP Network Ltd.		\$750	\$750
164	Greater Bunbury Division of General Practice		\$187 400	\$187 400
165	Green Skills		\$30 000	\$30 000
166	Green World Revolution Ltd		\$51 000	\$51 000
167	Greenfields Family Centre Inc.	\$48 523		\$48 523
168	Guides Western Australia Inc.	\$296 717		\$296 717
169	Harvey Health and Community Services Group Inc.	\$52 623		\$52 623
170	Harvey Occasional Child Care Centre Inc.	\$31 814		\$31 814
171	Harvey Recreation and Cultural Centre		\$2 000	\$2 000
172	Headspace Kimberley (under the auspice of Kimberley Aboriginal Medical Service)		\$1 000	\$1 000
173	HeartKids WA Inc.		\$2 000	\$2 000
174	High Wycombe Out of School Care Centre Inc.	\$48 523		\$48 523
175	Hillman Community Association Inc.		\$1 200	\$1 200
176	Hills Community Support Group		\$35 863	\$35 863
177	Holyoake Australian Institute for Alcohol and Drug Addiction Resolutions Inc.		\$292 960	\$292 960
178	Hopetoun Progress Association		\$2 000	\$2 000
179	Hudson Road Family Centre Inc.	\$48 523		\$48 523
180	Hyden Occasional Child Care Association Inc.		\$8 400	\$8 400
181	Investing In Our Youth Inc.		\$1 000	\$1 000
182	Ishar Multicultural Women's Health Centre Inc.		\$3 240	\$3 240
183	Jarlmadangah Burru Aboriginal Corporation	\$59 596		\$59 596
184	Jerramungup Community Resource Centre		\$5 250	\$5 250
185	Jerramungup Occasional Childcare Association Inc.	\$31 814	\$10 000	\$41 814
186	Jobs South West Inc.		\$5 975	\$5 975
187	Joondalup Family Centre Inc.	\$48 523		\$48 523
188	Jurien Bay Youth Group Inc.		\$1 200	\$1 200
189	Kalbarri Occasional Child Care Inc.	\$21 209		\$21 209
190	Kalgoorlie Boulder Volunteer Centre Inc.	\$35 304		\$35 304
191	Kalumburu Aboriginal Corporation		\$188 900	\$188 900
192	Kambalda Child Care Centre Inc.		\$10 000	\$10 000
193	Kanyirninpa Jukurrpa		\$80 000	\$80 000
194	Karingal Neighbourhood Centre Inc.	\$103 730		\$103 730
195	Karratha Family Centre Inc.	\$58 227		\$58 227
196	Katanning Community Childcare Centre Inc.	\$55 674	\$10 000	\$65 674

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
197	Kellerberrin Community Resource Centre		\$592	\$592
198	Kidsafe WA		\$5 000	\$5 000
199	Kojonup Occasional Care Centre Inc.	\$53 023	\$10 000	\$63 023
200	Kullarri Regional CDEP Inc.		\$30 000	\$30 000
201	Kulungah Myah Family Centre Inc.	\$48 523		\$48 523
202	Kununurra Neighbourhood House Inc.	\$103 856		\$103 856
203	Kurungal Council Inc.	\$89 428		\$89 428
204	Langford Aboriginal Association		\$1 000	\$1 000
205	Leeman and Green Head Community Resource Centre Inc.		\$1 000	\$1 000
206	Leeuwin Ocean Adventure Foundation	\$249 366		\$249 366
207	Linkwest Incorporated	\$243 027	\$80 000	\$323 027
208	Linkz Inc.		\$10 000	\$10 000
209	Living Stone Foundation Inc.	\$262 047		\$262 047
210	Local Information Network Karratha Inc.	\$99 606		\$99 606
211	Low Carbon Kimberley (under the auspice of the Australian Conservation Foundation)		\$50 000	\$50 000
212	Manjimup Family Centre Inc.	\$154 290		\$154 290
213	Manjimup Volunteer and Resource Centre Inc.	\$35 305		\$35 305
214	Many Rivers Microfinance Ltd.		\$150 000	\$150 000
215	Marangaroo Family Centre Inc.	\$48 523		\$48 523
216	Marninwarntikura Fitzroy Women's Resource Centre (Aboriginal Corporation)		\$10 000	\$10 000
217	Maylands Autumn Club Inc.		\$1 500	\$1 500
218	McDougall Farm Community Garden Inc.		\$1 050	\$1 050
219	Meerilinga Young Children's Foundation		\$20 000	\$20 000
220	Meerilinga Young Children's Services Inc.	\$967 053		\$967 053
221	Melville Cares Inc.		\$850	\$850
222	Mercy Community Services Inc.	\$277 280	\$113 500	\$390 780
223	Metropolitan Migrant Resource Centre Inc.	\$189 582		\$189 582
224	Midland Information, Debt and Legal Advocacy Service Inc.		\$65 000	\$65 000
225	Milligan House Child Care Centre Inc.		\$10 000	\$10 000
226	Milligan: Community Learning and Resource Centre Inc.	\$154 290	\$9 050	\$163 340
227	Mission Australia		\$171 800	\$171 800
228	Moorditch Gurlongga Association Inc.	\$173 459		\$173 459
229	Mowanjum Artists Spirit of The Wandjinal Aboriginal Corp		\$25 000	\$25 000
230	Mukinbudin Community Resource Centre		\$2 000	\$2 000
231	Multicultural Arts of Western Australia		\$50 000	\$50 000
232	Multicultural Services Centre of Western Australia Inc.		\$166 160	\$166 160
233	Munchkin Manor Child Care Centre Inc.		\$12 000	\$12 000
234	Murdoch University		\$30 000	\$30 000
235	Museum of Moving Objects Inc.		\$3 500	\$3 500
236	My Place Foundation		\$155 000	\$155 000

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
237	Nannup Community Resource Centre Inc.	\$35 304		\$35 304
238	Nannup Volunteer Resource Centre Inc.		\$1 000	\$1 000
239	Narembeen Numbats Occasional Child Care Assoc Inc.	\$21 209		\$21 209
240	National Seniors Australia		\$5 000	\$5 000
241	Newdegate Community Resource Centre Inc.		\$955	\$955
242	Newman Day Care Centre Inc.		\$10 000	\$10 000
243	Newman Neighbourhood Centre Inc.	\$115 832		\$115 832
244	Ngala Community Services	\$1 776 080		\$1 776 080
245	Ngala Family Services	\$334 851		\$334 851
246	Ngarliyarndu Bindirri Aboriginal Corporation		\$282 219	\$282 219
247	Ngunga Group Women's Aboriginal Corporation	\$193 157		\$193 157
248	Nintirri Centre Inc.	\$89 203		\$89 203
249	Northampton Creative Obsessions Inc.		\$1 000	\$1 000
250	Northcliffe Family Centre Inc.	\$48 523	\$1 000	\$49 523
251	Northern Suburbs Community Legal Centre (Inc.)	\$225 949		\$225 949
252	Northway Christian Centre		\$2 000	\$2 000
253	Nulsen Community Progress Association		\$2 000	\$2 000
254	Nutrition Australia WA Division		\$4 500	\$4 500
255	Nyoongar Sports Association Inc.		\$297 000	\$297 000
256	OK Youth Service		\$3 700	\$3 700
257	Outcare Inc.		\$25 000	\$25 000
258	Pandanus Park Aboriginal Corporation	\$59 596		\$59 596
259	Parents Without Partners (WA) Inc.	\$74 624		\$74 624
260	Parkerville Children and Youth Care Inc.		\$1 000	\$1 000
261	Patricia Giles Centre Inc.	\$164 469		\$164 469
262	Paupiyala Tjarutja Aboriginal Corporation		\$5 000	\$5 000
263	Peel Acquatic Club Inc.		\$2 000	\$2 000
264	Peel Volunteer Referral Agency Inc.	\$41 739	\$1 000	\$42 739
265	Peel Youth Services		\$40 000	\$40 000
266	Peel/South West Division of General Practice Ltd		\$5 000	\$5 000
267	Pemberton Community Child Care Centre Inc.		\$9 700	\$9 700
268	Performing Lines Ltd.		\$50 000	\$50 000
269	Perth Central and East Metro Medicare		\$75 000	\$75 000
270	Perth District Football Development Council Inc.		\$5 000	\$5 000
271	Perth Home Care Services Inc.		\$30 000	\$30 000
272	Perth Zoo		\$14 687	\$14 687
273	Playgroup WA Inc.	\$195 162		\$195 162
274	Pollinators Inc.		\$50 000	\$50 000
275	Propel Youth Arts WA Inc.	\$50 000	\$91 000	\$141 000
276	Quinns Mindarie Surf Life Saving Club		\$2 000	\$2 000

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
277	Rainbow Child Care Centre Inc.		\$10 000	\$10 000
278	Rainbow Coast Neighbourhood Centre Inc.	\$104 537		\$104 537
279	Relationships Australia (WA) Inc.		\$98 710	\$98 710
280	RiverLinks Child Care and Community Centre Inc.		\$10 000	\$10 000
281	Roberta Jull Community Care Association Inc.	\$103 730		\$103 730
282	Roberta Jull Family Day Care Association Inc.	\$33 078		\$33 078
283	Roleystone Neighbourhood Family Centre Inc.	\$88 134		\$88 134
284	Rose Nowers Early Learning Centre Inc.		\$38 230	\$38 230
285	Rostrata Family Centre Inc.	\$48 523		\$48 523
286	Rotaract District 9465		\$1 750	\$1 750
287	Rotary Club of Melville Inc.		\$2 000	\$2 000
288	Rotary Club of North Perth Inc.		\$5 000	\$5 000
289	Ruah Community Services		\$304 221	\$304 221
290	Salvation Army (WA) Property Trust	\$196 385		\$196 385
291	Sandalwood Family Centre Inc.	\$48 523		\$48 523
292	Save the Children Australia	\$96 021		\$96 021
293	Save the Children Australia Trust – Broome		\$25 000	\$25 000
294	School Volunteer Program Inc.		\$16 984	\$16 984
295	Secret Harbour Residents Association		\$4 500	\$4 500
296	Seniors' Recreation Council of Western Australia (Inc.)	\$62 342		\$62 342
297	Serpentine Jarrahdale Shire		\$1 000	\$1 000
298	Shire of Augusta Margaret River		\$17 880	\$17 880
299	Shire of Beverley		\$1 735	\$1 735
300	Shire of Boyup Brook		\$1 000	\$1 000
301	Shire of Capel		\$3 000	\$3 000
302	Shire of Chittering		\$1 000	\$1 000
303	Shire of Coolgardie		\$5 000	\$5 000
304	Shire of Corrigin		\$2 215	\$2 215
305	Shire of Cunderdin		\$1 000	\$1 000
306	Shire of Dardanup		\$12 000	\$12 000
307	Shire of Denmark		\$2 500	\$2 500
308	Shire of Donnybrook Balingup		\$2 000	\$2 000
309	Shire of Esperance	\$32 474	\$2 000	\$34 474
310	Shire of Gingin		\$2 000	\$2 000
311	Shire of Halls Creek		\$1 000	\$1 000
312	Shire of Harvey		\$10 000	\$10 000
313	Shire of Katanning		\$2 000	\$2 000
314	Shire of Kondinin		\$1 270	\$1 270
315	Shire of Lake Grace		\$6 500	\$6 500
316	Shire of Laverton		\$2 700	\$2 700

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
317	Shire of Manjimup		\$12 000	\$12 000
318	Shire of Merredin		\$2 000	\$2 000
319	Shire of Mingenew		\$1 000	\$1 000
320	Shire of Moora		\$7 000	\$7 000
321	Shire of Morawa		\$5 700	\$5 700
322	Shire of Mt Marshall	\$35 707		\$35 707
323	Shire of Murray		\$1 633	\$1 633
324	Shire of Nannup		\$1 000	\$1 000
325	Shire of Narembeen		\$1 000	\$1 000
326	Shire of Northampton		\$15 000	\$15 000
327	Shire of Peppermint Grove		\$2 000	\$2 000
328	Shire of Pingelly		\$1 000	\$1 000
329	Shire of Plantagenet		\$3 000	\$3 000
330	Shire of Quairading		\$10 000	\$10 000
331	Shire of Shark Bay		\$1 000	\$1 000
332	Shire of Three Springs		\$600	\$600
333	Shire of Toodyay		\$1 000	\$1 000
334	Shire of Wandering		\$2 000	\$2 000
335	Shire of Waroona		\$1 750	\$1 750
336	Shire of West Arthur		\$13 900	\$13 900
337	Shire of Wiluna		\$1 000	\$1 000
338	Shire of Wongan-Ballidu		\$1 000	\$1 000
339	Shire of Woodanilling		\$1 000	\$1 000
340	Shire of Wyalkatchem		\$950	\$950
341	Shire of Wyndham East Kimberley		\$10 000	\$10 000
342	Shire of Yilgarn		\$2 000	\$2 000
343	Sids and Kids Western Australian Inc.		\$5 000	\$5 000
344	South Coastal Women's Health Services Association Inc.		\$3 000	\$3 000
345	South Lake Ottey Family and Neighbourhood Centre	\$152 253		\$152 253
346	South West Seniors Expo Inc.		\$1 800	\$1 800
347	South West VETlink Inc.		\$5 000	\$5 000
348	Southcare Inc.	\$64 294	\$177 200	\$241 494
349	Southern Agcare Inc.	\$69 031		\$69 031
350	Southern Communities Advocacy Legal and Education Service Inc.		\$2 500	\$2 500
351	St Bartholomew's House Inc.		\$319 120	\$319 120
352	St Catherine's College		\$4 000	\$4 000
353	St John Ambulance Australia WA Inc.	\$65 767	\$750	\$66 517
354	St. Patrick's Community Support Centre Ltd.		\$157 275	\$157 275
355	Stand By Me Youth Services		\$2 820	\$2 820
356	Strive Warren Blackwood Inc.		\$30 000	\$30 000

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
357	Sudbury Community House Association	\$154 290		\$154 290
358	Swan City Youth Service Inc.		\$1 000	\$1 000
359	Swan Districts Football Club Inc.		\$198 800	\$198 800
360	The Australian-Asian Association of Western Australia Inc.		\$1 000	\$1 000
361	The Bethanie Group Inc.		\$127 300	\$127 300
362	The Boodie Rats (Mukinbudin Occasional Care) Inc.	\$21 209		\$21 209
363	The Boy's Brigade Western Australia	\$34 402		\$34 402
364	The Cerebral Palsy Association of Western Australia Ltd.		\$151 000	\$151 000
365	The Duke of Edinburgh's Award (WA Division)	\$89 015	\$1 000	\$90 015
366	The Dyslexia SPELD Foundation		\$30 000	\$30 000
367	The Federation of Western Australian Police and Community Youth Centres		\$193 500	\$193 500
368	The Federation of Western Australian Police and Community Youth Centres – Collie		\$2 450	\$2 450
369	The Federation of Western Australian Police and Community Youth Centres – Rockingham		\$20 000	\$20 000
370	The Federation of Western Australian Police and Community Youth Centres – Subiaco		\$1 000	\$1 000
371	The Federation of Western Australian Police and Community Youth Centres- Bunbury		\$5 000	\$5 000
372	The Federation of Western Australian Police and Community Youth Centres- Geraldton		\$1 000	\$1 000
373	The Girls' Brigade Western Australia Inc.	\$34 402		\$34 402
374	The Great Southern Factor Inc.		\$1 000	\$1 000
375	The Halo Leadership Development College Inc.		\$5 000	\$5 000
376	The Liebe Group		\$5 000	\$5 000
377	The Luke Adams Foundation		\$12 500	\$12 500
378	The Muslim Women's Support Centre of WA (Inc.)		\$5 000	\$5 000
379	The Oaktree Foundation		\$2 500	\$2 500
380	The Roman Catholic Bishop of Geraldton Centacare Family Services	\$42 598		\$42 598
381	The Scout Association of Australia Western Australian Branch	\$356 554	\$30 000	\$386 554
382	The Smith Family		\$2 000	\$2 000
383	The Spiers Centre Inc.	\$103 730		\$103 730
384	Therapy Through Technology		\$48 800	\$48 800
385	Three Springs Childcare Inc.		\$30 000	\$30 000
386	Town of Bassendean		\$1 000	\$1 000
387	Town of Claremont		\$1 800	\$1 800
388	Town of Kwinana		\$1 000	\$1 000
389	Town of Port Hedland		\$1 000	\$1 000
390	Town of Victoria Park		\$1 000	\$1 000
391	Treehouse Childcare Centre Inc.		\$8 000	\$8 000
392	UN Women Australia Inc.		\$10 000	\$10 000
393	United Eritrean Association of WA Inc.		\$1 000	\$1 000
394	Uniting Church in Australia Frontier Services – Karratha Occasional Care		\$6 500	\$6 500
395	UnitingCare West		\$5 000	\$5 000
396	University of Western Australia		\$300	\$300

	Organisation Name	Recurrent Funding	Grant Funding	Total Funding
397	Useful Inc.		\$236 855	\$236 855
398	Vibe Australia Pty Ltd		\$5 000	\$5 000
399	Victoria Park Centre for the Arts Inc.		\$20 000	\$20 000
400	Volunteer Centre Of Western Australia (Inc.)	\$529 313	\$11 000	\$540 313
401	Volunteer South West Inc.	\$41 700	\$1 000	\$42 700
402	WA Association for Mental Health		\$2 500	\$2 500
403	Waikiki Community and Family Centre Inc.	\$48 523		\$48 523
404	Walpole Family Centre Inc.		\$10 000	\$10 000
405	Wanslea Early Learning and Development Inc.		\$10 000	\$10 000
406	Wanslea Family Services Inc.	\$363 685		\$363 685
407	Waratah Christian Community Inc.	\$46 735		\$46 735
408	Warmun Community (Turkey Creek)Inc.		\$5 000	\$5 000
409	Warnbro Community and Family Centre Inc.	\$46 735	\$10 000	\$56 735
410	Waroon Community Resource Centre Inc.	\$66 394	\$1 000	\$67 394
411	West Australian Men's Shed Association		\$8 000	\$8 000
412	West Stirling Neighbourhood House Inc.	\$73 706		\$73 706
413	Westerly Family Centre Inc.	\$48 523		\$48 523
414	Western Australian Council of Social Service Inc.	\$619 549	\$254 000	\$873 549
415	Western Australian Youth Theatre Company Inc.		\$1 500	\$1 500
416	Westonia Community Resource Centre		\$2 000	\$2 000
417	Wheatbelt Natural Resource Management Inc.		\$2 500	\$2 500
418	Wheatbelt Organisation for Children's Services Inc.		\$25 000	\$25 000
419	Wheelchairs for Kids Inc.		\$31 000	\$31 000
420	Whitford Family Centre Inc.	\$48 523		\$48 523
421	Wickepin Community Resource Centre Inc.		\$1 000	\$1 000
422	Willetton Child Care Centre		\$2 000	\$2 000
423	Women's Health Resource Centre Inc.		\$2 500	\$2 500
424	Womens Healthworks, Health Education and Resource Centre Inc.		\$4 100	\$4 100
425	Wongan Cubbyhouse Inc.		\$10 000	\$10 000
426	Woodlupine Family Centre Inc.	\$48 523		\$48 523
427	Workpower Inc.		\$350 000	\$350 000
428	Wunan Foundation Inc.		\$15 000	\$15 000
429	Wyndham Family Support Inc.	\$73 579		\$73 579
430	Yaandina Family Centre Inc.	\$159 822	\$10 000	\$169 822
431	Yakamia Primary School P & C Association		\$1 000	\$1 000
432	Yangebup Family Centre Inc.	\$48 523		\$48 523
433	Yarloop Community Resource Centre Inc.		\$1 000	\$1 000
434	Yilgarn Occasional Child Care Centre Inc.	\$23 860		\$23 860
435	YM Consulting Pty Ltd		\$43 011	\$43 011
436	YMCA Albany Early Learning Centre		\$10 000	\$10 000

Organisation Name	Recurrent Funding	Grant Funding	Total Funding
437 YMCA Bunbury Early Learning Centre		\$9 560	\$9 560
438 YMCA Perth Youth and Community Services Inc.	\$125 000	\$1 000	\$126 000
439 Youth Affairs Council of Western Australia	\$239 021	\$107 589	\$346 610
440 Youth Focus Inc.	\$267 045	\$150 000	\$417 045
441 Youth Futures WA Inc.		\$3 476	\$3 476
442 Youth Involvement Council Inc.		\$1 000	\$1 000
443 Yungngora Association Inc.		\$3 500	\$3 500
444 Zig Zag Community Arts Inc.		\$3 000	\$3 000
445 Zonta House Refuge Association Inc.		\$25 000	\$25 000
446 Zonta International District 23		\$8 000	\$8 000
Grand total	\$19 665 673	\$13 657 404	\$33 323 077

6.2 Advisory councils and reference groups

6.2.1 Seniors Ministerial Advisory Council

Terms of reference

- To provide seniors and their representative bodies an avenue to directly express their ideas and concern to the Minister for Seniors and volunteering.
- To consult regularly with relevant community organisations and individuals on matters relevant to seniors.
- To provide advice on government policies and programs relevant to seniors.
- To provide advice on matters relevant to seniors' interest referred to by the Minister or raised as a result of community consultation.

Membership

Ms June van de Klashorst JP (Chair)
Mrs Joy Jeffes OAM BA JP
Ms Bettine Heathcote OAM
Ms June McDonald
Mr Tom Rollo
Ms Margaret Thomas JP
Ms Ruth Kershaw
Mr John Slattery
Mr Peter Kennedy
Councillor Clive Robartson OAM

6.2.2 Cadets WA Reference Group

Terms of reference

- To foster and promote the objectives of the Cadets WA program.
- Ensure a high level of coordination and cooperation between the host organisation involved in the program.
- Provide strategic advice on policy issues relation to the promotion and development of the program.
- Ensure the needs of participating host agencies are met within the objectives and framework of the program.
- Encourage the development of cadet training and related activities in the state.

Membership

Name	Position
Mr Ray Peters	Director Community Funding, Department for Communities (Chair)
Mr Matthew Hunt	Senior Funding Officer, Department for Communities
Mr Geoff Hurren	Program Coordinator Cadets WA, Department for Communities (Executive Officer)
Ms Arlene Moncrieff	A/Bush Rangers Program Coordinator, Department of Environment and Conservation
Ms Barbara Ball	Youth Development Officer, Australian Red Cross

Ms Joselyn Juraszek	Education Officer, Swan River Trust (River Rangers)
Mr Phil Martin	Operations Manager, St John Ambulance (WA) Inc.
Ms Jo Scardigno	Volunteer and Youth Project Officer, Department of Fire and Emergency Services (ESCC Cadets)
Ms Renee Scully	Health and Development Coordinator, Surf Life Saving WA
Sen Sgt Susan Parmer	Operations Manager Youth Policing, WA Police (Police Rangers)
Lieutenant Colonel (AAC) Bob Barber	Commander, Australian Army Cadets WA
Wing Commander (AAFC) Robert Somerville AM	Officer Commanding 7 Wing, Australian Air Force Cadets
Lieutenant Commander Mike Vasey ANC	Leeuwin Flotilla Commander, Australian Navy Cadets
Lieutenant Commander Ray Cron ANC	Gallipoli Flotilla Commander, Australian Navy Cadets
Mr Phillip White AM, RFD	Principal Melville Senior High School, Department of Education Representative
Dr Tony Curry Office Representative	Principal Mercy College, Catholic Education
Mr Clayton Massey	Head of Senior School, Guildford Grammar School, Australian Independent Schools Association Representative

6.2.3 Carers Advisory Council

Terms of reference

- To report annually on:
 - The performance by reporting organisations of their obligations under the *Carers Recognition Act 2004*
 - Compliance or non-compliance by reporting organisation with the Act and
 - Compliance or non-compliance by reporting organisation with the Carers Charter.
- To work to advance the interests of carers and promote compliance by applicable organisations with the Carers Charter.
- To make recommendations to the Minister on fostering compliance by applicable organisations with the Carers Charter.
- To secure the views of carers on issues relating to their caring role and provide ongoing advice to the Minister on matters relating to carers.
- To provide information and support to the applicable organisations to assist them to comply with the Carers Charter.
- To ensure that all carers groups are represented, including younger carers, Indigenous and culturally and linguistically diverse carers and carers from rural and remote areas.
- To report to the Minister for Community Services.

Membership

Mrs Mary Deschamp (Chair, appointed February 2013)
Ms Lynette Isted (previous Chair, resigned December 2012)
Mr Charlie Rook
Ms Melissa Webb
Mr Atul Garg
Mrs Shirley Fitzthum
Mrs Karena Sherriff
Mrs Fiona Cameron-Cullity
Kristine McConnell
Greg Mahoney (resigned December 2012)
Ms Kim Hudson (resigned December 2012)

6.2.4 Women's Advisory Council

The terms of reference for the Women's Advisory Council are to:

- Provide an avenue to directly express ideas and concerns to the Minister for Women's Interest
- Consult regularly with relevant women's organisations and individuals on matters pertaining to women
- Provide advice on government policies and programs relevant to women
- Monitor the impact that relevant government policies, programs and changes implemented have on women
- Provide advice on matters referred by the Minister or raised as a result of community consultation.

Membership

Ms Maria Saraceni (Chair)
Ms Agnes Vacca (Deputy Chair) resigned in January 2013;
Ms Amanda Lovitt
Professor Lesley Cala
Ms Annette Chivers
Ms Lily Chen
Ms Cheryl Thomas
Ms Holly Ransom
Ms Fiona Lander
Mrs Philipa Page
Ms Karen Strange
Ms Rosemary Waldron-Hartfield
Professor Rowena Barrett

Department for Communities

The Department for Communities merged with the Department of Local Government on 1 July 2013 to improve the coordination of services to the Western Australian community.

t: (08) 6551 8700 **f:** (08) 6552 1555

Freecall: 1800 620 511 (Country only)

e: info@dlgc.wa.gov.au **w:** www.dlgc.wa.gov.au