

# FINANCIAL STATEMENTS

OFFICE OF THE INFORMATION COMMISSIONER

CERTIFICATION OF FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004

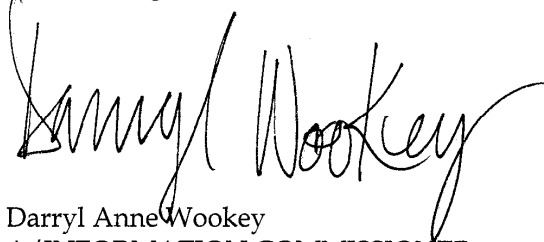
The accompanying financial statements of the Office of the Information Commissioner have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2004, and the financial position as at 30 June 2004.

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.



Peter Robinson  
A/DIRECTOR FINANCIAL MANAGEMENT  
Principal Accounting Officer

Date: // August 2004



Darryl Anne Wookey  
A/INFORMATION COMMISSIONER  
Accountable Officer

Date: // August 2004



## AUDITOR GENERAL

## INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

OFFICE OF THE INFORMATION COMMISSIONER  
FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2004**Audit Opinion**

In my opinion,

- (i) the controls exercised by the Office of the Information Commissioner provide reasonable assurance that the receipt and expenditure of moneys, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the Office at June 30, 2004 and its financial performance and cash flows for the year ended on that date.

**Scope*****The Information Commissioner's Role***

The Information Commissioner is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Output Schedule of Expenses and Revenues, Summary of Consolidated Fund Appropriations and Revenue Estimates, and the Notes to the Financial Statements.

***Summary of my Role***

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.

D D R PEARSON  
AUDITOR GENERAL  
September 28, 2004

OFFICE OF THE INFORMATION COMMISSIONER  
**Statement of Financial Performance**  
*for the year ended 30 June 2004*

	Note	2004 \$	2003 \$
<b>COST OF SERVICES</b>			
<b>Expenses from ordinary activities</b>			
Employee expenses	4	990,180	1,003,716
Supplies and services	5	127,796	119,482
Depreciation expense	6	31,372	27,529
Accommodation expenses	7	127,306	84,126
Other expenses from ordinary activities	8	<u>118,621</u>	<u>72,205</u>
<b>Total cost of services</b>		<u>1,395,275</u>	<u>1,307,058</u>
<b>Revenues from ordinary activities</b>			
Proceeds from disposal of non-current assets		-	1,818
Other revenues from ordinary activities	9	<u>13,547</u>	<u>5,362</u>
<b>Total revenues from ordinary activities</b>		<u>13,547</u>	<u>7,180</u>
<b>NET COST OF SERVICES</b>		<u>1,381,728</u>	<u>1,299,878</u>
<b>REVENUES FROM STATE GOVERNMENT</b>			
	11		
Output Appropriation		1,156,000	1,196,000
Liabilities assumed by the Treasurer		5,964	63,546
Resources received free of charge		<u>42,193</u>	<u>45,637</u>
<b>Total revenues from State Government</b>		<u>1,204,157</u>	<u>1,305,183</u>
<b>Change in net assets resulting from operations</b>		<u>(177,571)</u>	<u>5,305</u>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH WA STATE GOVERNMENT AS OWNERS</b>			
		<u>(177,571)</u>	<u>5,305</u>

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

OFFICE OF THE INFORMATION COMMISSIONER  
**Statement of Financial Position**

as at 30 June 2004

	Note	2004 \$	2003 \$
<b>Current Assets</b>			
Cash assets	21(a)	27,396	105,451
Restricted cash assets	12	34,127	13,633
Receivables	13	7,697	6,192
Amounts receivable for outputs	14	30,000	25,000
Other assets	15	<u>2,381</u>	<u>14,786</u>
<b>Total Current Assets</b>		<u>101,601</u>	<u>165,062</u>
<b>Non-Current Assets</b>			
Restricted cash assets	12	-	29,214
Amounts receivable for outputs	14	8,000	13,000
Equipment	16	<u>31,332</u>	<u>28,572</u>
<b>Total Non-Current Assets</b>		<u>39,332</u>	<u>70,786</u>
<b>TOTAL ASSETS</b>		<u>140,933</u>	<u>235,848</u>
<b>Current Liabilities</b>			
Payables	17	47,858	11,219
Provisions	18	122,850	102,396
Other liabilities	19	<u>29,801</u>	<u>23,627</u>
<b>Total Current Liabilities</b>		<u>200,509</u>	<u>137,242</u>
<b>Non-Current Liabilities</b>			
Provisions	18	<u>99,704</u>	<u>80,315</u>
<b>Total Non-Current Liabilities</b>		<u>99,704</u>	<u>80,315</u>
<b>Total Liabilities</b>		<u>300,213</u>	<u>217,557</u>
<b>Equity</b>			
Contributed equity	20	25,000	25,000
Accumulated surplus / (deficiency)		<u>(184,280)</u>	<u>(6,709)</u>
<b>Total Equity</b>		<u>(159,280)</u>	<u>18,291</u>
<b>TOTAL LIABILITIES AND EQUITY</b>		<u>140,933</u>	<u>235,848</u>

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

OFFICE OF THE INFORMATION COMMISSIONER

**Statement of Cash Flows**

for the year ended 30 June 2004

	Note	2004 \$	2003 \$
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Output appropriations		1,131,000	1,168,000
Capital contributions		-	-
Holding account drawdowns		25,000	25,000
<b>Net cash provided by State Government</b>		<u>1,156,000</u>	<u>1,193,000</u>
<b>Utilised as follows:</b>			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee Costs		(828,828)	(818,415)
Supplies and Services		(390,632)	(354,866)
GST payments		(34,161)	(28,461)
<b>Receipts</b>			
Receipts from services		14,762	13,980
GST receipts		31,441	29,399
<b>Net cash provided by/(used in) operating activities</b>	21(b)	<u>(1,207,418)</u>	<u>(1,158,363)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of non-current physical assets		-	1,818
Purchase of non-current physical assets		(35,357)	(20,664)
<b>Net cash provided by/(used in) investing activities</b>		<u>(35,357)</u>	<u>(18,846)</u>
<b>Net increase/(decrease) in cash held</b>		(86,775)	15,791
Cash assets at the beginning of the financial year		<u>148,298</u>	<u>132,507</u>
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>	21(a)	<u>61,523</u>	<u>148,298</u>

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

OFFICE OF THE INFORMATION COMMISSIONER  
**Output Schedule of Expenses and Revenues**

for the year ended 30 June 2004

	Complaint Resolution		Advice & Awareness		TOTAL	
	2004	2003	2004	2003	2004	2003
	\$	\$	\$	\$	\$	\$
<b>COST OF SERVICES</b>						
<b>Expenses from ordinary activities</b>						
Employee expenses	674,528	723,019	315,652	280,697	990,180	1,003,716
Supplies and services	89,759	83,957	38,037	35,525	127,796	119,482
Depreciation expense	22,902	20,096	8,470	7,433	31,372	27,529
Accommodation expenses	87,144	56,821	40,162	27,305	127,306	84,126
Other expenses from ordinary activities	78,382	45,255	40,239	26,950	118,621	72,205
<b>Total cost of services</b>	<u>952,715</u>	<u>929,148</u>	<u>442,560</u>	<u>377,910</u>	<u>1,395,275</u>	<u>1,307,058</u>
<b>Revenues from ordinary activities</b>						
Proceeds from disposal of non-current assets	-	1,818	-	-	-	1,818
Other revenues from ordinary activities	13,547	5,362	-	-	13,547	5,362
<b>Total revenues from ordinary activities</b>	<u>13,547</u>	<u>7,180</u>	<u>-</u>	<u>-</u>	<u>13,547</u>	<u>7,180</u>
<b>NET COST OF SERVICES</b>	<u>939,168</u>	<u>921,968</u>	<u>442,560</u>	<u>377,910</u>	<u>1,381,728</u>	<u>1,299,878</u>
<b>REVENUES FROM STATE GOVERNMENT</b>						
Output appropriations	809,200	837,200	346,800	358,800	1,156,000	1,196,000
Liabilities assumed by the Treasurer	4,354	46,389	1,610	17,157	5,964	63,546
Resources received free of charge	30,801	33,315	11,392	12,322	42,193	45,637
<b>Total revenues from State Government</b>	<u>844,355</u>	<u>916,904</u>	<u>359,802</u>	<u>388,279</u>	<u>1,204,157</u>	<u>1,305,183</u>
<b>Change in Net Assets resulting from operations</b>	<u>(94,813)</u>	<u>(5,064)</u>	<u>(82,758)</u>	<u>10,369</u>	<u>(177,571)</u>	<u>5,305</u>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH WA STATE GOVERNMENT AS OWNERS</b>	<u>(94,813)</u>	<u>(5,064)</u>	<u>(82,758)</u>	<u>10,369</u>	<u>(177,571)</u>	<u>5,305</u>

The Output Schedule of Expenses and Revenues should be read in conjunction with the accompanying notes.

OFFICE OF THE INFORMATION COMMISSIONER  
**Summary of Consolidated Fund Appropriations and Revenue Estimates**  
*for the year ended 30 June 2004*

	2004 Estimate \$	2004 Actual \$	Variance \$	2004 Actual \$	2003 Actual \$	Variance \$
<b>PURCHASE OF OUTPUTS</b>						
Item 66 Net amount appropriated to purchase outputs	994,000	994,000	-	994,000	1,031,000	(37,000)
Amount Authorised by Other Statutes						
• Freedom of Information Act 1992	151,000	162,000	11,000	162,000	165,000	(3,000)
<b>Total appropriations provided to purchase outputs</b>	<b>1,145,000</b>	<b>1,156,000</b>	<b>11,000</b>	<b>1,156,000</b>	<b>1,196,000</b>	<b>(40,000)</b>
<b>CAPITAL</b>						
Capital Contribution	-	-	-	-	-	-
<b>GRAND TOTAL OF APPROPRIATIONS</b>	<b>1,145,000</b>	<b>1,156,000</b>	<b>11,000</b>	<b>1,156,000</b>	<b>1,196,000</b>	<b>(40,000)</b>
<b>Details of Expenses by Outputs</b>						
Review and Complaint Resolution	865,000	952,715	87,715	952,715	929,148	23,567
Advice and Awareness	380,000	442,560	62,560	442,560	377,910	64,650
Total Cost of Outputs	1,245,000	1,395,275	150,275	1,395,275	1,307,058	88,217
Less total revenues from ordinary activities	(59,000)	(13,547)	45,453	(13,547)	(7,180)	(6,367)
Net Cost of Outputs	1,186,000	1,381,728	195,728	1,381,728	1,299,878	81,850
Adjustment (1)	(41,000)	(225,728)	(184,728)	(225,728)	(103,878)	(121,850)
<b>Total appropriations provided to purchase outputs</b>	<b>1,145,000</b>	<b>1,156,000</b>	<b>11,000</b>	<b>1,156,000</b>	<b>1,196,000</b>	<b>(40,000)</b>
<b>Capital Expenditure</b>						
Purchase of non-current physical assets	25,000	35,357	10,357	35,357	20,664	14,693
Adjustments for other funding sources	(25,000)	(35,357)	(10,357)	(35,357)	(20,664)	(14,693)
<b>Capital Contribution (appropriation)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

(1) Adjustments are related to movements in cash balances and other accrual items such as receivables, payables and superannuation .

*The Summary of Consolidated Fund Appropriations and Revenue Estimates is to be prepared on an accruals basis.*  
 The Summary of Consolidated Fund Appropriations, Variance to Budget and Actual should be read in conjunction with the accompanying notes.  
 This Summary provides the basis for the Explanatory Statement information requirements of TI 945, set out in Note 25.



## OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements***for the year ended 30 June 2004***1 Office of the Information Commissioner mission and funding**

The mission of the Office of the Information Commissioner (the "Office" for the purpose of these notes) is stated as follows:

To promote public understanding and confidence in the decision making process of government agencies through access to relevant information.

The Office is funded by Parliamentary appropriations. It does not provide services on a fee-for-service basis. The financial statements encompass all funds through which the Office controls resources to carry on its functions.

**2 Significant accounting policies**

The following accounting policies have been adopted in the preparation of the financial statements. Unless otherwise stated these policies are consistent with those adopted in the previous year.

General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary the application, disclosure, format and wording. The Financial Administration and Audit Act and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector, together with the need for greater disclosure and also satisfy accountability requirements.

If any such modification has a material or significant financial effect upon the reported results, details of that modification and, where practicable, the resulting financial effect, are disclosed in individual notes to these financial statements.

Basis of accounting

The financial statements have been prepared in accordance with Accounting Standard AAS29.

The statements have been prepared on the accrual basis of accounting using the historical cost convention, except for certain assets and liabilities which, as noted, are measured at fair value.

**(a) Output Appropriations**

Output Appropriations are recognised as revenues in the period in which the Office gains control of the appropriated funds. The Office gains control of appropriated funds at the time those funds are deposited into the Office's bank account or credited to the holding account held at the Department of Treasury and Finance. *Refer to Note 11 for further commentary on output appropriations.*

**(b) Contributed Equity**

Under UIG 38 "Contributions by Owners Made to Wholly-Owned Public Sector Entities" transfers in the nature of equity contributions must be designated by the Government (owners) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions in the financial statements. Capital contributions (appropriations) have been designated as contributions by owners and have been credited directly to Contributed Equity in the Statement of Financial Position.

OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements**

for the year ended 30 June 2004

**(c) Net Appropriation Determination**

Pursuant to section 23A of the Financial Administration and Audit Act, the net appropriation determination by the Treasurer provides for retention of the following moneys received by the Office:

- Executive Vehicle Scheme;
- Other receipts.

In accordance with the determination, the Office retained \$13,547 in 2004 (\$7,180 in 2003)

Revenues from Ordinary Activities may only be applied to the outputs specified in the 2003-2004 Budget Statements.

**(d) Revenue Recognition**

Revenue from the sale of goods and disposal of other assets and the rendering of services, is recognised when the Office has passed control of the goods or other assets or delivery of the service to the customer.

**(e) Acquisitions of Assets**

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition.

Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

**(f) Depreciation of Non-Current Assets**

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

The policy is to depreciate such assets if their purchase cost is \$1,000 or more. Amounts with a lower value are expensed.

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

Furniture - wood	10 years
Furniture - metal	15 years
Office equipment	2-5 years
Computer hardware	2 years
Computer software	2 years

Motor vehicles are not depreciated as they are leased via operating lease arrangements.

**(g) Leases**

The Office has entered into operating lease arrangements for buildings and motor vehicles. The lessors effectively retain all of the risks and benefits incidental to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property.

## OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements***for the year ended 30 June 2004***(h) Cash**

For the purpose of the Statement of Cash Flows, cash includes cash assets and restricted cash assets.

**(i) Accrued salaries**

The accrued salaries suspense account (refer note 12) consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

Accrued salaries (refer note 19) represent the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a few days of the financial year end. The Office considers the carrying amount of accrued salaries to be equivalent to the net fair value.

**(j) Payables**

Payables, including accruals not yet billed, are recognised when the Office becomes obliged to make future payments as a result of a purchase of assets or services. Payables are generally settled within 30 days.

**(k) Employee benefits****Annual leave**

This benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

**Long service leave**

Leave benefits are calculated at remuneration rates expected to be paid when the liabilities are settled. A liability for long service leave is recognised after an employee has completed four years of service. An actuarial assessment of long service leave undertaken by Price Waterhouse Coopers in 2003 determined that the liability measured using the short hand method was not materially different from the liability measured using the present value of expected future payments.

This method of measurement of the liability is consistent with the requirements of Accounting Standard AASB 1028 "Employee Benefits".

**Superannuation**

Staff may contribute to the Pension Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to either of these schemes become non-contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. All of these schemes are administered by the Government Employees Superannuation Board (GESB).

The superannuation expense is comprised of the following elements:

- (i) change in the unfunded employer's liability in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and

OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements**

for the year ended 30 June 2004

- (ii) employer contributions paid to the Gold State Superannuation Scheme and West State Superannuation Scheme.

The superannuation expense does not include payment of pensions to retirees as this does not constitute part of the cost of services provided by the Office in the current year.

A revenue "Liabilities assumed by the Treasurer" equivalent to (i) is recognised under Revenues from State Government in the Statement of Financial Performance as the unfunded liability is assumed by the Treasurer. The GESB makes the benefit payments and is recouped by the Treasurer.

The Office is funded for employer contributions in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund.

**(l) Resources received free of charge or for nominal value**

Resources received free of charge or for nominal value which can be reliably measured are recognised as revenues and as assets or expenses as appropriate at fair value.

**(m) Comparative figures**

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

**(n) Rounding of amounts**

Amounts in the financial statements have been rounded to the nearest dollar.

**3 Outputs of the Office**

Information about the Office's outputs and the expenses and revenues which are reliably attributable to those outputs is set out in the Output Schedule.

The two key outputs of the Office:

**Output 1: Resolution of complaints**

Provides an independent review and complaint resolution process which resolves cases in a timely manner and balances the competing needs and expectations of applicants, agencies and Parliament within legislative requirements prescribed by the Freedom of Information Act 1992.

**Output 2: Freedom of information advice and awareness**

Provide objective advice and information to members of the public and staff of agencies to assist in the proper lodgement and processing of applications under the Freedom of Information Act 1992. Propose initiatives to enhance administrative efficiency in agencies when dealing with applications received.

The Department of Justice provides overall corporate support in human resources and financial services (refer to note 11 for details of charge).

## OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements**

for the year ended 30 June 2004

**4 Employee expenses**

Salaries and wages	742,654	753,699
Annual and long service leave	132,191	94,492
Superannuation	83,463	131,392
Other related expenses (I)	31,872	24,133
	<u>990,180</u>	<u>1,003,716</u>

(I) These employee expenses include superannuation, workers compensation premiums and other employment on-costs associated with the recognition of annual and long service leave liability. The related on-costs liability is included in Employee Benefit Liabilities at Note 18.

**5 Supplies and Services**

Goods and supplies	28,740	30,278
Services and contracts	56,863	43,567
Resources received free of charge (note 11)	42,193	45,637
	<u>127,796</u>	<u>119,482</u>

**6 Depreciation expense**

Equipment	<u>31,372</u>	<u>27,529</u>
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**7 Accommodation expenses**

Building rental operating lease expense	<u>127,306</u>	<u>84,126</u>
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**8 Other expenses from ordinary activities**

Equipment and vehicles operating lease expense	26,715	23,894
Communication expenses	13,490	13,262
Insurance	14,577	12,681
Printing and binding	3,088	1,687
Buildings, equipment and vehicles repairs and maintenance	42,768	3,115
Electricity and water	7,422	4,856
Other expenses	10,561	12,710
	<u>118,621</u>	<u>72,205</u>

**9 Other revenues from ordinary activities**

Contributions to motor vehicles scheme	4,316	4,258
Recoup of salaries and wages	-	-
Other revenue	9,231	1,104
	<u>13,547</u>	<u>5,362</u>

OFFICE OF THE INFORMATION COMMISSIONER

Notes to the Financial Statements

for the year ended 30 June 2004

	2004 \$	2003 \$
<b>10 Net gain on disposal of non-current assets</b>		
<u>Gain on Disposal of Non-Current Assets</u>		
Equipment	-	1,818
<u>Loss on Disposal of Non-Current Assets</u>		
Equipment	(1,225)	-
Net gain / (loss) on Disposal	<u>(1,225)</u>	<u>1,818</u>
<b>11 Revenues from State Government</b>		
Appropriation revenue received during the year:		
Output appropriations (I)	<u>1,156,000</u>	<u>1,196,000</u>
	1,156,000	1,196,000
The following liabilities have been assumed by the Treasurer during the financial year:		
- Superannuation (II)	<u>5,964</u>	<u>63,546</u>
	5,964	63,546
Resources received free of charge (III)		
Determined on the basis of the following estimates provided by agencies:		
Office of the Auditor General		
- audit services (IV)	-	14,500
Department of Justice		
- corporate services	40,172	29,799
Department of Housing and Works (Commercial Property Branch)		
- property management services (notional management fee based on lease payments)	<u>2,021</u>	<u>1,338</u>
	42,193	45,637
	<u>1,204,157</u>	<u>1,305,183</u>

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

(II) The assumption of the superannuation liability by the Treasurer is only a notional revenue to offset the notional superannuation expense reported in respect of current employees who are members of the pension scheme and current employees who have a transfer benefit entitlement under the Gold State scheme.

(III) Where assets or services have been received free of charge or for nominal consideration, the Office recognises revenues (except where the contributions of assets or services are in the nature of contributions by owners in which case the Office shall make a direct adjustment of equity) equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.

(IV) Refer to note 28.

## OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements**

for the year ended 30 June 2004

	2004 \$	2003 \$
<b>12 Restricted cash assets</b>		
Current		
Capital contributions remaining at year end (I)	4,913	13,633
Accrued salaries suspense account (II)	29,214	
	34,127	13,633
Non-current		
Accrued salaries suspense account (II)	-	29,214
	-	29,214
(I) Cash held in this account is only to be used for the purchase of computer and office equipment.		
(II) Amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.		
<b>13 Receivables</b>		
Debtors	-	1,215
GST receivable	7,697	4,977
	7,697	6,192
<b>14 Amounts receivable for outputs</b>		
Current	30,000	25,000
Non-Current	8,000	13,000
	38,000	38,000
This asset represents the non-cash component of output appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.		
<b>15 Other assets</b>		
Prepayments	2,381	14,786
<b>16 Equipment</b>		
Office equipment and computers		
At cost	170,835	170,188
Accumulated depreciation	(139,503)	(141,616)
	31,332	28,572
<u>Reconciliation</u>		
A reconciliation of the carrying amount of Office equipment and computers at the beginning and end of the current financial year is set out below.		
Carrying amount at start of year	28,572	35,437
Additions	35,357	20,664
Cost of Disposals	(1,225)	-
Depreciation	(31,372)	(27,529)
Carrying amount at end of year	31,332	28,572

OFFICE OF THE INFORMATION COMMISSIONER

Notes to the Financial Statements

for the year ended 30 June 2004

	2004 \$	2003 \$
<b>17 Payables</b>		
Trade and other creditors	47,858	11,219
<b>18 Provisions</b>		
Current		
Annual leave	27,820	25,846
Long service leave	95,030	76,550
	<u>122,850</u>	<u>102,396</u>
Non-current		
Long service leave	99,704	80,315
	<u>99,704</u>	<u>80,315</u>
<u>Employee Benefit Liabilities</u>		
The aggregate employee entitlement liability recognised and included in the financial statements is as follows:		
Provision for employee benefits		
Current	122,850	102,396
Non-current	99,704	80,315
	<u>222,554</u>	<u>182,711</u>
<b>19 Other liabilities</b>		
Current		
Accrued Salaries		
Amounts owing for the 9 working days from 18 June to 30 June 2004. (2003, 7 working days)	29,701	23,527
Advances		
Amount owing to the Department of Justice	100	100
	<u>29,801</u>	<u>23,627</u>
<b>20 Equity</b>		
Liabilities exceed assets for the Office and there is therefore no residual interest in the assets of the Office. This deficiency arose through expenses such as depreciation and accrual of employee entitlements for leave not involving the payment of cash in the current period being recognised in the Statement of Financial Performance.		
Contributed equity		
Opening balance	25,000	25,000
Capital contributions (I)	-	-
Closing balance	<u>25,000</u>	<u>25,000</u>
(I) Capital Contributions have been designated as contributions by owners and are credited straight to equity in the Statement of Financial Position.		
Accumulated surplus / (deficiency)		
Opening balance	(6,709)	(12,014)
Change in net assets	(177,571)	5,305
Closing balance	<u>(184,280)</u>	<u>(6,709)</u>



## OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements**

for the year ended 30 June 2004

	2004	2003
	\$	\$

**21 Notes to the Statement of Cash Flows****(a) Reconciliation of cash**

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

Cash assets	27,396	105,451
Restricted cash assets (refer note 12)	34,127	42,847
	<u>61,523</u>	<u>148,298</u>

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

Net cost of services	(1,381,728)	(1,299,878)
Non-cash items:		
Depreciation expense	31,372	27,529
Superannuation expense	5,964	63,546
Resources received free of charge	42,193	45,637
Net (gain) / loss on sale of equipment	1,225	(1,818)
(Increase)/decrease in assets:		
Receivables	1,215	8,618
Other current assets	12,405	(482)
Increase/(decrease) in liabilities:		
Current payables	42,813	(32,229)
Current provisions	20,454	23,691
Other current liabilities	-	(556)
Non-current provisions	19,389	6,641
Change in GST receivables/payables	(2,720)	938
Net cash provided by/(used in) operating activities	<u>(1,207,418)</u>	<u>(1,158,363)</u>

**22 Commitments for expenditure**

## Lease commitments

Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities are payable:

Within 1 year	128,880	37,539
Later than 1 year and not later than 5 years	257,283	6,391
Later than 5 years	-	-
	<u>386,163</u>	<u>43,930</u>

**23 The Impact of Adopting International Accounting Standards**

The transition to Australian equivalents to International Accounting Standards is being managed by the Department of Justice on behalf of the Office as part of its corporate financial support function. Justice Finance staff are keeping abreast of changes through the review of available information, such as publications on the CPA Australia and Department of Treasury and Finance websites and by attending relevant workshops. Staff within the Office will be briefed on any IAS issue that affects the Office.

OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements**

for the year ended 30 June 2004

The adoption of Australian equivalents to International Accounting Standards is expected to have minimal impact on future financial reporting requirements of the Office.

The application of IAS 36 (Impairment of Assets) requires an annual assessment be carried out for impairment. Office equipment will be assessed for impairment on a regular basis.

AASB 119, the Australian version of the IFRS covering employee benefits, will be effective from 1 January 2005. This will replace the current standard for employee benefits, AASB 1028. For the long service leave liability, the only significant difference under AASB 119 is that a high quality corporate bond yield will be used for the discount rate (rather than the Government bond yield). This would normally result in a lower liability.

**24 Events Occurring After Reporting Date**

A retrospective pay adjustment of 3.8%, effective 26 February 2004, for staff on the Public Sector General Agreement was announced by Government after the 30 June reporting date. The payment is estimated to be in the region of \$12,100. The financial effect of this event was not recognised in the 30 June 2004 financial statements.

**25 Explanatory Statement**

The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriations and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into Consolidated Fund. Appropriations are now all on an accrual basis.

The following explanations are provided in accordance with Treasurers Instruction 945. Significant variations are considered to be those greater than 10% and \$20,000.

**(i) Significant variances between estimate and actual - Total appropriation to purchase outputs:**

<b>Review and Complaint Resolution</b>	<b>Over</b>	<b>\$87,715</b>
<b>Advice and Awareness</b>	<b>Over</b>	<b>\$62,560</b>

The budget estimate anticipated general savings from collocation with the Office of the Ombudsman, which was planned to occur when the office lease expired. However, the savings could not be realised (\$51,000) as the move was deferred. An eight month extension of the lease to 30 June 2004 at higher rates by the Department of Housing and Works allowed time for the necessary fit out at the new premises to be finalised. This incurred further costs in excess of the estimate during that period for rent (\$43,000); increased variable outgoings (\$13,000); and a requirement to make good the former premises and relocate the office (\$43,000). Funds available in the office cash at bank account were utilised and there is no requirement for additional funding to be provided by Government.

<b>Revenue from Ordinary Activities</b>	<b>Under</b>	<b>\$45,453</b>
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The estimate for Revenue from Ordinary Activities includes resources provided by other agencies free of charge, whereas this item is not included in the actual retained revenue amount. Resources received free of charge are included in the financial statements under the heading "Revenues from Government" (\$42,193).

**(ii) Significant variances between actual and prior year actual - Total appropriation to purchase outputs:**

<b>Advice and Awareness</b>	<b>Over</b>	<b>\$64,650</b>
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The increased costs were primarily due to this output's share of higher accommodation costs (\$29,000) and increased employee expenses mainly due to long service leave accruals (\$32,000).

**(iii) Significant variances between estimate and actual - Capital Contribution:**

No significant variances.

**(iv) Significant variances between actual and prior year actual - Capital Contribution:**

No significant variance

## OFFICE OF THE INFORMATION COMMISSIONER

**Notes to the Financial Statements**

for the year ended 30 June 2004

**26 Financial instruments**

- (a) Interest Rate Risk Exposure - The Office does not have any interest bearing accounts and is therefore not subject to any interest rate risk exposure.
- (b) Credit Risk Exposure - At the reporting date the Office was not owed any money by government or any other organisation.

**27 Remuneration of Senior Officers**

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

\$	2004	2003
80,001 - 90,000	*2	-
100,001 - 110,000	-	-
110,001 - 120,000	-	1
120,001 - 130,000	2	1
210,001 - 220,000	-	1
	\$	\$
The total remuneration of senior officers is:	<u>420,486</u>	<u>452,108</u>

The superannuation included here represents the superannuation expense incurred by the Office in respect of senior officers.

\*The Commissioner, Bronwyn Keighley-Gerardy retired on the 30 October 2003.

In 2004, no Senior Officer was a member of the Pension Scheme. (In 2003, one Senior Officer was a member of the pension scheme)

**28 Supplementary financial information**

- . There were no losses of public moneys and other public property through theft or default during the financial year.
- . There were no gifts of public property by the Office during the financial year.
- . There were no revenues nor debts due to the State that were written off for the financial year.
- . There were no events occurring after the balance date at the end of the financial year.
- . The Office had no related bodies during the financial year.
- . The Office had no affiliated bodies during the financial year.
- . Commencing with the 2003-04 audit, the Office of the Auditor General will be charging a fee for auditing the accounts, financial statements and performance indicators. The fee for the 2003-04 audit (\$17,600) will be due and payable in the 2004-05 financial year. There were no fees paid, or due and payable to the Office of the Auditor General for the 2002-03 financial year, but services provided free of charge by the Office of the Auditor General amounted to \$14,500. This amount has been reported in resources received free of charge note 11.