

SMALL CLAIMS  
TRIBUNALS.

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No. 69 of 1974.

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AN ACT to provide for the constitution of Small Claims Tribunals, to define the jurisdiction of those tribunals and the powers of the persons constituting the same, and to provide for matters related thereto.

[Assented to 9th December, 1974.]

BE it enacted by the Queen's Most Excellent Majesty, by and with the advice and consent of the Legislative Council and the Legislative Assembly of Western Australia, in this present Parliament assembled, and by the authority of the same, as follows:—

1. This Act may be cited as the *Small Claims Tribunals Act, 1974.* Short title.

Commence-  
ment.

2. The provisions of this Act shall come into operation on such day or days as is or are, respectively, fixed by proclamation.

Arrange-  
ment.

3. This Act is arranged as follows—

PART I.—PRELIMINARY.

PART II.—SMALL CLAIMS TRIBUNALS.

*Division 1.—Referees.*

*Division 2.—Constitution of Tribunals; Registry.*

*Division 3.—Jurisdiction and Powers of Tribunals.*

*Division 4.—Practice on Claims.*

*Division 5.—Practice on Hearings.*

PART III.—MISCELLANEOUS PROVISIONS.

Interpre-  
tation.

4. (1) In this Act unless the context otherwise requires—

“claimant” means a consumer who has duly referred a small claim to a Small Claims Tribunal;

“Commissioner for Consumer Protection” means the Commissioner for Consumer Protection appointed under section 15 of the Consumer Protection Act, 1971;

“consumer” means a person, other than an incorporated person, who buys or hires goods otherwise than for re-sale or letting on hire or than in the course of or for the purposes of a trade or business carried on by him, or than as a member of a business partnership, or for whom services are supplied for fee or reward otherwise than in the course of or for the purposes of a trade or business carried on by him, or than as a member of a business partnership;

- “contract” includes all agreements, whether written or oral;
- “goods” includes everything that is the subject of trade or manufacture or merchandise;
- “Local Court” means a Local Court established under the Local Courts Act, 1904;
- “metropolitan region” has the meaning assigned to it in section 2 of the Town Planning and Development Act, 1928;
- “Public Service Board” means the Public Service Board established by Part II of the Public Service Act, 1904;
- “referee” means a person appointed and holding office under this Act as a referee of Small Claims Tribunals;
- “registrar” means the person performing at the material time the duties of Registrar of Small Claims Tribunals;
- “registry” means the Registry of Small Claims Tribunals established and maintained in Perth under this Act;
- “respondent” means a trader against whom is made a small claim that is duly referred to a Small Claims Tribunal;
- “section” means a section of this Act;
- “small claim” means—
- (a) a claim for payment of money in an amount less than \$500 or less than such other sum as may be prescribed;
  - (b) a claim for performance of work of a value less than \$500 or less than such other sum as may be prescribed; or
  - (c) a claim for relief from payment of money in an amount less than \$500 or less than such other sum as may be prescribed;

that in any case arises out of a contract for the supply of goods or the provision of services made between persons who, in relation to those goods or services, are a consumer on the one hand and a trader on the other; or

- (d) a claim for repayment of money in an amount less than \$500 or less than such other sum as may be prescribed held by or on behalf of a person to whom or on whose demand such money was paid by way of bond or security in connection with a tenancy of any premises;

“Small Claims Tribunal” means a tribunal constituted as prescribed for taking a proceeding in relation to a small claim;

“subsection” means a subsection of the section wherein the term is used; and

“trader” means a person who in the field of trade or commerce carries on a business of supplying goods or providing services or who regularly holds himself out as ready to supply goods or to provide services of a similar nature.

(2) For the purposes of this Act a person who in respect of goods supplied or services provided by him would be a trader, but for this subsection, shall not be a trader in respect of those goods or services if in supplying those goods or providing those services—

- (a) he acts in the exercise of a discipline that is not ordinarily regarded as being within the field of trade or commerce; or
- (b) he gives effect to the instructions of another who in providing those instructions acts in the exercise of a discipline that is not ordinarily regarded as being within the field of trade or commerce, and the goods supplied or the services provided are in all respects in accordance with those instructions.

## PART II.—SMALL CLAIMS TRIBUNALS

*Division 1.—Referees.*

5. The Governor may appoint such number of referees of Small Claims Tribunals as he considers necessary for the proper functioning of those tribunals throughout the State and where two or more persons hold office as referees at the same time, one of them shall by the instrument of his appointment or by a subsequent instrument executed by the Governor be appointed to be the senior referee.

Appoint-  
ment of  
referees.

6. A referee shall be appointed for a term of seven years or for such less term as the Governor approves in a particular case but, subject to section 7, shall be eligible for re-appointment from time to time at the discretion of the Governor.

Term of  
referee's  
appoint-  
ment.

7. Any person who is admitted and entitled to practice as a barrister, solicitor, attorney, and proctor of the Supreme Court, or in any one or more of those capacities and who has not attained the age of seventy-five years may be appointed and hold office as a referee.

Eligibility  
to hold  
office as  
referee.

8. (1) A referee—

- (a) shall not engage in any paid employment outside the duties of his office;
- (b) shall be paid such remuneration as the Governor, on the recommendation of the Public Service Board, from time to time determines in respect of him;
- (c) shall be paid the same travelling and other allowances as are paid from time to time to an officer in the Public Service of the State in the Professional Division thereof;
- (d) is entitled to the same rights in respect of annual leave of absence for recreation, leave of absence on account of illness, and long service leave as if he were an officer of the Public Service of the State;

Other  
terms and  
conditions  
of office.

- (e) may, at any time during the term of his appointment as referee, be removed from that office by the Governor if the Governor considers him to be—
  - (i) incompetent in the performance of his functions under this Act; or
  - (ii) unfit to hold the office of referee for any reason;
- (f) may resign his office by writing under his hand addressed to the Minister; and
- (g) where he was immediately before his appointment as a referee, an officer of the Public Service of the State—
  - (i) shall retain his existing and accruing rights, and in particular his rights, if any, under the Superannuation and Family Benefits Act, 1938;
  - (ii) shall, for the purpose of determining all those rights, have his service as a referee taken into account as if it were service in the Public Service of the State; and
  - (iii) shall, if he resigns his office or his term of office expires by effluxion of time before he attains the age of sixty-five years, be entitled to be appointed to an office in the Public Service of the State not lower in status than the office which he so occupied immediately prior to his appointment as a referee.

Acting  
referees.

9. (1) The Governor may appoint a person who is eligible to be appointed and hold office as a referee to act in the office of a referee during the absence of that referee from his office through illness or other cause and the person so appointed shall while so acting be deemed to be a referee and shall have the immunities, powers, authorities, duties, and functions of a referee and be entitled to remuneration and allowances as a referee.

(2) When the referee absent as described in subsection (1) is the senior referee, the Governor may appoint any person appointed under that subsection or another referee to act as senior referee during the absence and the person so appointed shall while so acting have the immunities, powers, authorities, duties, and functions of the senior referee and be entitled to remuneration and allowances as the senior referee.

10. (1) The primary function of a referee is to attempt to bring the parties to a dispute that involves a small claim to a settlement acceptable to all the parties.

Functions of referees.

(2) Where it appears to the referee to be impossible in a particular case to attain a settlement acceptable to all parties to a dispute the function of a referee is to make an order with respect to the issue in dispute, or where he thinks the case requires it, an order dismissing the claim.

(3) It is a function of a referee to report directly and confidentially to the Minister—

- (a) upon all matters arising out of references to Small Claims Tribunals constituted by that referee that are significant to the relationship of consumer and trader; and
- (b) upon all matters relevant to the administration of this Act or to the practices and procedures of Small Claims Tribunals that in the referee's opinion should be brought to the notice of the Minister.

*Division 2.—Constitution of Tribunals; Registry.*

11. (1) A Small Claims Tribunal shall be constituted by a referee sitting alone.

Constitution of tribunal.

(2) Where two or more persons hold office as referees at the same time the senior referee shall determine which referee shall constitute a tribunal for the purpose of any proceeding.

Venue of  
sittings.

12. A Small Claims Tribunal may be constituted at any place in the State.

Registry.

13. There shall be established and maintained in Perth a Registry of Small Claims Tribunals wherein shall be kept all records of Small Claims Tribunals.

Records of  
tribunals.

14. (1) Notwithstanding anything to the contrary provided by or under any Act, rule, or practice, an official record of evidence given before a Small Claims Tribunal shall not be made in any case but the referee who constitutes the tribunal is entitled to make such notes of evidence as he requires.

(2) Notes of evidence made by the referee shall not form part of the record of the reference to the tribunal.

(3) The record of a Small Claims Tribunal shall consist of—

- (a) the claim referred to it, as completed by the claimant;
- (b) the notation of the nature of the issue in dispute as determined and recorded by the tribunal during the hearing of the claim; and
- (c) the order made by the tribunal.

(4) The record of a Small Claims Tribunal kept in the registry shall be open for inspection free of charge by—

- (a) the parties to the proceeding to which the record relates; and
- (b) the Commissioner for Consumer Protection,

and shall be available for production before a Judge of any court for the purposes of any proceeding before him or the court.

15. (1) There shall be a registrar of Small Claims Tribunals and such other officers thereof as are necessary for the proper functioning thereof.

Registrar  
and other  
officers.

(2) The registrar and other officers—

- (a) shall be appointed and shall hold office subject to and in accordance with the Public Service Act, 1904; and
- (b) may hold office as such in conjunction with any other office in the Public Service of the State.

*Division 3.—Jurisdiction and Powers of Tribunals.*

16. (1) Subject to this Act, a Small Claims Tribunal has, on and after the appointed day, jurisdiction with respect to any claim referred to it that is a small claim, whether the contract out of which it arises was made before or after the appointed day, but does not have jurisdiction with respect to such a claim if the claim arose earlier than two years before the day on which the claim was referred to a Small Claims Tribunal.

Jurisdic-  
tion.

(2) In subsection (1) “appointed day” means such day as is fixed by the Minister by notice published in the *Government Gazette* to be the appointed day for the purposes of subsection (1).

17. (1) Subject to subsection (3) where a claim, being a small claim, is duly referred to a Small Claims Tribunal the issue in dispute in that claim (whether as shown in the initial claim or as emerging in the course of the hearing of the claim by the tribunal) shall not be justiciable at any time by a court or by a tribunal of any other kind unless—

Exclusion  
of other  
jurisdic-  
tions.

- (a) that issue is the subject of a proceeding that—
  - (i) was commenced in that court or tribunal of any other kind before the claim was duly referred to a Small Claims Tribunal; and

- (ii) is still pending in that court or tribunal of any other kind; or
- (b) the claim before a Small Claims Tribunal has been withdrawn.

(2) For the purposes of this Act a small claim shall be taken to have been duly referred to a Small Claims Tribunal when subsection (1) of section 24 has been complied with and may be so duly referred before the day that is the appointed day for the purposes of subsection (1) of section 16 if section 24 has come into operation.

(3) Where in respect of a claim, being a small claim, that is duly referred to a Small Claims Tribunal, the referee considers that the issue in dispute in that claim involves such a complex point of law as to warrant the claim being heard and determined by a court which otherwise has jurisdiction to do so, the referee may so direct, and thereupon that claim—

- (a) ceases to be a small claim that is duly referred to a Small Claims Tribunal;
- (b) may not again be referred to a Small Claims Tribunal; and
- (c) is deemed never to have been referred to a Small Claims Tribunal.

Proceedings  
of tribunals  
final.

18. A settlement or an order made by a Small Claims Tribunal shall be final and binding on all parties to the proceeding in which the settlement or order is made and on all persons who under this Act could have become entitled to be joined as a party to the proceeding in which the settlement or order is made, and no appeal shall lie in respect thereof.

Immunity  
from  
judicial  
supervision.

19. No writ of *certiorari*, or prohibition, or other prerogative writ shall issue, and no declaratory judgment shall be given in respect of a proceeding taken or to be taken by or before a Small Claims Tribunal or in respect of any order made therein

unless the court before which such writ or judgment is sought is satisfied that the tribunal had or has no jurisdiction conferred by this Act to take the proceeding or that there has occurred therein a denial of natural justice to any party to the proceeding.

20. (1) Where a settlement is made by a claimant and a respondent in respect of a claim referred to a Small Claims Tribunal, the tribunal shall, on the request of the claimant, make an order that gives effect to the terms of the settlement.

Orders of  
tribunals.

(2) Subject to sections 21 and 22, a Small Claims Tribunal is empowered to make—

- (a) an order that requires a party to the proceeding before it (other than the claimant) to pay money to a person specified in the order;
- (b) an order that requires a party to the proceeding before it (other than the claimant) to perform work to rectify a defect in goods or services to which the claim in the proceeding relates;
- (c) in the case of a claim for relief from payment of money—
  - (i) an order that money in an amount specified is not due or owing by the claimant to a person specified in the order;
  - (ii) an order that requires the claimant to pay money to a person specified in the order; or
- (d) an order that dismisses the claim to which the proceeding relates,

and no other order.

(3) An order made by a Small Claims Tribunal may direct that what is, by that order, required to be done shall be done within a time limited in the order.

Restricted  
effect of  
tribunal's  
order.

21. An order made by a Small Claims Tribunal that—

- (a) requires the payment of money;
- (b) requires the performance of work; or
- (c) purports to grant relief from the payment of money,

in an amount or to a value, as the case may be, exceeding the sum that is provided by or under this Act in relation to the meaning, for the purposes of this Act, of a small claim shall be of no effect.

Provisions  
affecting  
the making  
and  
enforcement  
of orders  
to pay  
money.

22. (1) An order made by a Small Claims Tribunal that requires the payment of money may be made to take effect instanter or so as to take effect upon default made in complying with some other order made by the tribunal.

(2) The registrar shall cause a copy of an order that requires the payment of money to be given to the person against whom the order is made as soon as is practicable after its making if that person is not present or represented at its making.

(3) The person to whom payment is to be made under an order that requires the payment of money may enforce the order by his filing, free of charge, in the office of the Local Court nearest to the place where the person required by the order to make payment resides or has a place of business or nearest to the place where the person to whom payment is to be made resides—

- (a) a copy of the order certified by the registrar to be a true copy; and
- (b) his affidavit, taken by a justice, as to the amount not paid under the order and, where the order is to take effect upon any default, as to the making of that default,

whereupon the order shall be deemed to be a judgment that requires payment of money duly made by a Local Court pursuant to the Local Courts Act, 1904 and may be enforced accordingly.

(4) It shall be competent to a person to file a copy order pursuant to subsection (3) once only, and a second or subsequent filing purportedly pursuant to that subsection shall be ineffectual.

(5) If objection is taken that the office of the Local Court wherein the copy order and the affidavit are filed is not the appropriate one in terms of subsection (3), a referee shall determine the question having regard to the relevant principles provided in section 154 of the Local Courts Act, 1904, and his determination shall be final and conclusive.

(6) The Limitation Act, 1935 applies in respect of a decision of a Small Claims Tribunal and in respect of the enforcement of any order made by the tribunal as it applies in respect of any judgment.

23. (1) Upon making any order a Small Claims Tribunal may adjourn the proceeding to a fixed date or without fixing a date and in either case may give leave to the person in whose favour the order operates to renew the reference of the claim in the proceeding if the order is not complied with.

Renewal of proceeding when order not complied with.

(2) A reference shall be renewed by the person who seeks it notifying the registrar in the prescribed form that the order in question has not been complied with whereupon the registrar shall take such steps in respect thereof as he is required by this Act to take in respect of a claim referred to a Small Claims Tribunal.

(3) Upon renewal of a reference the tribunal may make any other order it is empowered by this Act to make.

*Division 4.—Practice on Claims.*

24. (1) A consumer who wishes to refer his claim, being a small claim, to a Small Claims Tribunal shall complete the prescribed form and file the same—

Reference of claims to tribunal.

- (a) within the metropolitan region, in the registry; or
- (b) outside the metropolitan region, in the office of any Local Court,

and shall pay the prescribed fee to the registrar or to the clerk of the court at the time of filing.

(2) It is the duty of the registrar and of every clerk of the court to give his assistance to a claimant who seeks it in completing the prescribed claim form.

(3) The clerk of the court in the office of which a completed claim form is filed and who has been paid the prescribed fee shall, as soon as is practicable, send the form or, if so permitted by the regulations, a copy thereof to the registrar by prepaid certified mail.

Notice of  
claim and  
proceeding.

25. (1) The registrar—

- (a) shall cause notice of the claim and its particulars to be given, as soon as is practicable, to the respondent and to every person who appears from the claim form to have a sufficient interest in a resolution of the dispute to which the claim relates; and
- (b) shall arrange a time and place for the initial proceeding of a Small Claims Tribunal in relation to the claim, having regard to the convenience of the claimant and the nature of the claim and the circumstances giving rise to it, and shall cause notice of that time and place to be given to the claimant and the respondent and to every other person to whom notice of the claim is given.

(2) At any time when the case requires it, whether before or after a time arranged by him pursuant to paragraph (b) of subsection (1), the registrar may

arrange another time, at the same place or at another place, for the initial proceeding in relation to a claim and, if he does so, shall cause notice to be given as prescribed by that paragraph.

26. Every person to whom notice is given under section 25 shall be taken to be a party to the proceeding that relates to the claim of which notice is so given, and every person who satisfies a Small Claims Tribunal that he has a sufficient interest in a resolution of the dispute to which the claim in question relates shall be entitled to be joined as a party to the proceeding and shall be joined as a party thereto.

Parties to proceeding.

27. A claimant may withdraw at any time a claim referred by him to a Small Claims Tribunal, whether before or after the tribunal has entered upon a hearing of the claim.

Withdrawal of claim.

*Division 5.—Practice on Hearings.*

28. In this division the term “tribunal” means a Small Claims Tribunal duly constituted to take a proceeding in relation to a small claim.

Definition.

29. (1) A tribunal shall, at all times throughout the taking of a proceeding, be constituted by the same referee.

Continuity of tribunal.

(2) If in any case the taking of a proceeding is interrupted before a settlement or order is made therein by the death, incapacity, or removal of the referee who constitutes the tribunal and the claimant desires to proceed with his claim the proceeding in relation to the claim shall be recommenced before a tribunal constituted by another referee.

Amendment  
of claim.

30. A tribunal may, at any stage of a proceeding, make such amendment to the claim to which the proceeding relates as it thinks fit, either at the request of the claimant or of its own motion with the approval of the claimant.

Adjournment  
of  
proceeding.

31. (1) A tribunal may from time to time adjourn a proceeding to such times and places and for such purposes as it considers necessary.

(2) The registrar shall cause to be given to any party to a proceeding that is adjourned who is not present or represented at the time when the proceeding is adjourned a notice of the time and place to which the proceeding is adjourned.

(3) Where at a time and place to which a proceeding is adjourned a referee is or was not present or where it appears that a referee will not be present at a time and place to which a proceeding is adjourned the registrar may, by notice given to every party to the proceeding, adjourn the proceeding to another time, at the same place or at another place, whereupon the proceeding shall be taken to be duly adjourned accordingly.

Presenta-  
tion of  
cases.

32. (1) Each party to a proceeding before a tribunal shall have the carriage of his own case.

(2) A party to a proceeding before a tribunal shall not be entitled to be represented by an agent unless it appears to the tribunal that an agent should be permitted to that party as a matter of necessity and approves accordingly.

(3) In no case shall a tribunal approve of the appearance in a proceeding of an agent who has a legal qualification under the laws of this State or of any other place, or who is of the nature of a professional advocate, unless—

(a) all parties to the proceeding agree; and

- (b) the tribunal is satisfied that the parties, other than the party who applies for approval of an agent, or any of them shall not be thereby unfairly disadvantaged.

(4) Where it appears to a tribunal that it should approve that an agent may present to it the case of any party to a proceeding—

- (a) it shall, where a particular agent is proposed for its approval, satisfy itself that the proposed agent has sufficient knowledge of the issue in dispute and is vested with sufficient authority to bind the party; and
- (b) it may subject its approval to such conditions as it considers reasonable to ensure that any other party to the proceeding is not thereby unfairly disadvantaged and, in such case, the entitlement of an agent to present that case shall be subject to compliance with those conditions.

(5) Contravention of any provision of this section shall not invalidate the taking of the proceeding in which the contravention occurs or of any order made therein.

33. (1) Every proceeding before a tribunal shall be taken in private.

Taking of  
evidence  
before  
tribunal.

(2) Evidence material to a proceeding before a tribunal—

- (a) may be given orally or in writing; and
- (b) shall be given upon oath, or upon affirmation or declaration instead of an oath where the same is permitted by law, the referee who constitutes the tribunal being hereby empowered to administer an oath or, as the case may be, to take and receive an affirmation or declaration for the purpose.

(3) A tribunal shall not be bound by rules or practice as to evidence but may inform itself on any matter in such manner as it thinks fit.

Tribunal  
to act on  
evidence  
available.

34. (1) Subject to the provisions of this section, where the case of any party to a proceeding before a tribunal is not presented to the tribunal the issue in dispute in the proceeding shall be resolved by the tribunal on such evidence as has otherwise been adduced before it and an order made by the tribunal therein shall be lawful and as effectual as if the party whose case was not presented had been fully heard.

(2) Where an issue in dispute has been resolved in the absence of any party to the proceeding a referee, on application made to the registrar within seven days after the resolution, may, if it appears to him that there was sufficient reason for the party's absence, order that the claim be re-heard.

(3) When it is ordered that a claim be re-heard—

(a) the registrar shall notify all parties to the proceeding that related to the claim of the making of the order and, where practicable, of the time and place appointed for the re-hearing; and

(b) the order of the tribunal made upon the first hearing shall thereupon cease to have effect unless it is restored pursuant to subsection (4).

(4) If the party on whose application a re-hearing is ordered does not appear at the time and place appointed for the re-hearing or upon any adjournment of the proceeding therein the tribunal, if it thinks fit and without re-hearing or further re-hearing the claim, may direct that the order made upon the first hearing of the claim be restored, and that order shall be thereby restored to full force and effect and shall be deemed to have been of effect at all times since the time of its making.

No costs  
allowable.

35. Costs shall not be allowed to or against any party to a proceeding before a tribunal.

## PART III.—MISCELLANEOUS PROVISIONS.

36. Except to the extent that the procedure of Small Claims Tribunals is prescribed, every tribunal shall have control of its own procedures and in the exercise thereof shall have regard to natural justice.

Control of  
tribunal's  
procedures.

37. A person who—

Contempt  
in face of  
tribunal.

- (a) wilfully insults a referee, during his sitting as a Small Claims Tribunal or while he is on his way to or from such a sitting, or any person, during his attendance at a Small Claims Tribunal or while he is on his way to or from such attendance;
- (b) wilfully misbehaves in a Small Claims Tribunal;
- (c) wilfully, and without lawful excuse, interrupts the proceedings of a Small Claims Tribunal;
- (d) unlawfully assaults or wilfully obstructs a person in attendance at a Small Claims Tribunal; or
- (e) without lawful excuse, disobeys a lawful direction of a Small Claims Tribunal given to him during the sitting of the tribunal,

may, by oral order of the tribunal, be excluded from the tribunal and whether he is so excluded or not, is guilty of an offence against this Act and is liable on conviction to a penalty of one hundred dollars or imprisonment for fourteen days.

38. It is declared that the law with respect to perjury or fabrication of evidence applies to a proceeding before a Small Claims Tribunal and that a proceeding before a Small Claims Tribunal is a judicial proceeding.

Law of  
perjury  
to apply.

Contracting  
out  
prohibited.

39. It is not competent to a consumer to contract out of the right conferred on him by this Act to refer a small claim to a Small Claims Tribunal.

Mode of  
giving  
notices,  
etc.

40. Where by this Act the registrar is required to cause any notice or copy order to be given to any person it shall be taken—

- (a) that the notice or order has been duly given to that person upon evidence that the same has been sent by pre-paid certified mail to the address last known to the registrar as the place of residence or place of business of that person or, where that person is a body corporate, as the registered office within the State of that body corporate; and
- (b) that the notice or order was received by the addressee at the time when the certified mail would have been delivered at the address to which it was sent in the ordinary course of post.

Publication  
of  
particulars  
of  
reference.

41. The registrar shall cause to be published, in such manner as the Minister from time to time directs, such particulars in relation to references to Small Claims Tribunals as the Minister specifies in the direction.

Protection  
for things  
done under  
Act.

42. No action shall lie against the registrar, any referee, any claimant or any other person on account of any proceeding taken, any publication made, or anything done under the authority of this Act or taken, made or done *bona fide* purportedly under the authority of this Act, or on account of any omission made *bona fide* in the administration of this Act.

43. The Governor may make regulations not <sup>Regulations.</sup> inconsistent with this Act with respect to—

- (a) the maximum sum in relation to the meaning, for the purposes of this Act, of a small claim;
  - (b) forms to be used for the purposes of this Act and the purposes for which they shall be used;
  - (c) fees to be paid under this Act;
  - (d) the practice and procedure of Small Claims Tribunals; the enforcement of orders thereof;
  - (e) the practice and procedure of the registry; the powers, functions and duties of the registrar and other persons employed therein;
  - (f) all matters required or permitted by this Act to be prescribed; and
  - (g) all matters that in his opinion are necessary or desirable for the proper administration of this Act or to achieve the objects and purposes of this Act.
-