



WESTERN AUSTRALIA

Office of the **Information Commissioner**

ANNUAL REPORT 2012/2013

4 DISCLOSURES AND LEGAL COMPLIANCE

Compliance with other acts

Compliance with legislative and associated reporting requirements which apply to the office, and which is not dealt with elsewhere in this report, is reported on below.

Disability Services Act 1993 (s.29): Work continues on the implementation of the office's Disability Access and Inclusion Plan (DAIP) to ensure the six goals of the DAIP continue to be met.

Electoral Act 1907 (s.175ZE): there was no expenditure incurred on advertising, market research polling, direct mail or media advertising activities during the year.

State Records Act 2000 (s.61), and State Records Commission Standards, Standard 2, Principle 6: The first revision of the Office's Record Keeping Plan was approved by the State Records Commission on 23 March 2009. The office administrative record keeping system adheres to the Keyword AAA record keeping system, and the office Records Manager has the responsibility of ensuring that all records are properly logged and filed. The Records Manager

attends workshops and seminars on records management issues as required, and further staff instruction on the record keeping practices of the OIC is conducted.

Occupational Health and Safety Act 1984: The office is committed to an occupational safety and health and injury management system which has been established by the OIC for the benefit of all staff. A documented injury management system is in place which is compliant with the *Workers' Compensation and Injury Management Act 1981* and the associated *Workers' Compensation Code of Practice (Injury Management) 2005*. This system has been formally introduced to staff and is made available through the OIC's Knowledge Management System.

Relevant staff are conversant with occupational health and safety and injury management policies, procedures and programs in order to meet legislative requirements. All injury management targets have been met (see Table 11 on Page 79). There were no reported injuries or fatalities, and all managers have attended OSH and injury management training.

Public Sector Management Act 1994, s.31(1)

The Office of the Information Commissioner operates under an established code of conduct that references the WA Code of Ethics. OIC also has an employee grievance resolution policy in place. All new staff are provided with a copy of the Code and grievance policy as part of an induction pack, and these documents are also available to all staff on the OIC Intranet.

The OIC has a low rate of staff turnover and has only recently been solely responsible for its own staff recruitment and human resource processes. Three new employees were appointed during 2012/13 and the employment standard was adhered to at all levels. Improvement to our policies and procedures is always encouraged through open discussion and regular audits.

Government policies

The OIC endeavours to comply with government policies insofar as they do not interfere with or compromise the independence of the operation of the OIC from executive government.