



WESTERN AUSTRALIA

Office of the **Information Commissioner**

ANNUAL REPORT

2013/2014

Disclosures and Legal Compliance

10. Compliance with other acts and 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. 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): The OIC prepared an updated Disability Access and Inclusion Plan for submission to the Disability Services Commission. An extension of time for submission was granted to 31 July 2014 in order to conduct further consultation with relevant external organisations. The Disability Access and Inclusion Plan will be available on the OIC's website in early 2014/15.

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 revision of the OIC's Recordkeeping Plan was approved by the State Records Commission on 23 March 2009. The OIC's administrative record keeping system adheres to the Keyword AAA record keeping system, and the 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. An updated Recordkeeping Plan is due for submission to the State Records Office in October 2014.

Occupational Health and Safety Act 1984: The OIC 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 [84](#)). 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 OIC 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's knowledge management system.

One new employee was appointed during 2013/14 and the employment standard was adhered to at all levels. Improvement to policies and procedures is always encouraged through open discussion and regular audits. A review of OIC's performance management policy is underway and is expected to be completed in 2014/15.