



**Office of the
Information Commissioner**

Freedom of information for Western Australia

**ANNUAL REPORT
2014/2015**

Disclosures and Legal Compliance

12. 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.

Expenditure on advertising, market research, polling and direct mail

There was no expenditure incurred on advertising, market research polling, direct mail or media advertising activities during the year.

Occupational health, safety and injury management

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, and are provided the opportunity to report any issues at the monthly staff meeting via a standing agenda item for this purpose. All injury management targets have been met (see Table 11 on Page 86). There were no reported injuries or fatalities, and all managers have attended OSH and injury management training.

Compliance with Public Sector Standards and ethical codes

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.

Two new employees were appointed during 2014/15 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 was completed in the reporting period. Implementation of the new processes and procedures will continue into 2015/16.