

Other legal requirements

Electoral Act 1907 Section 175ZE

- In accordance with section 175ZE of the *Electoral Act 1907*, the Commission incurred the following expenditure in advertising, market research, polling, direct mail and media advertising:
 1. Total expenditure for 2013/14 was \$170 407.
 2. Expenditure was incurred in the following areas:

Applications	2012/13
Advertising agencies	
• Adcorp	\$147 351
• CareerHub	\$164
Market research organisations	Nil
Polling organisations	Nil
Direct mail organisations	Nil
Media advertising organisations	
• Radio advertising - Aboriginal traineeship program	\$7020
• The West Australian	\$9649
• Various publications - Aboriginal traineeship program	\$5747
• Government Gazette	\$476

Record keeping plan

Our record keeping plan covers records of the Commission and recognises these services are provided through a bureau service arrangement with the Department of the Premier and Cabinet (DPC). Accordingly, we share common records management procedures and a controlled vocabulary with DPC which are reviewed annually. We provide an online records awareness training to our staff which complements the record awareness component of our employee induction program.

Occupational safety and health

The Commission is committed to ensuring the occupational health, safety and welfare of our and any other people who may be affected by our operations. Creating these environments requires the commitment of our corporate executive and occupational safety and health (OSH) committee, as well as all employees working together to achieve a standard of excellence in OSH and injury management in the workplace. Our commitment to health, safety and wellbeing is evidenced in its inclusion in the *Workforce and diversity plan 2012–2014*.

The OSH committee provides oversight of a range of safety and health management practices, including education, training, reporting, discussion and accountability. The OSH committee meets quarterly, or as required, and comprises elected representatives from each division, who are accessible to employees and management to discuss safety and health matters in the workplace.

These key initiatives are further supported by our wellness program to encourage workplace and personal wellbeing. In 2013/14, some of the initiatives on offer included complimentary health assessments, influenza vaccinations and corporate health fund discounts, as well as the opportunity to undertake mental health first aid and disability awareness training. Staff also took up the opportunity to participate in the '10 000 steps Australia' walking challenge.

The Commission takes a proactive approach to injury management and has established workers' compensation, injury management and return to work policies, procedures and documentation in accordance with the *Workers' Compensation and Injury Management Act 1981*. All OSH related policies and procedures are available to staff on our intranet.

Over the last 12 months, the OSH committee reviewed its OSH policies and procedures, provided training, undertook regular workplace inspections and provided quarterly OSH reports to the corporate executive to ensure continuous improvement.

The Commission has continued to ensure its OSH management systems meet WorkSafe's criteria as set out in the *WorkSafe plan*.

Measures

Actual results for 2013/14 are based on calculations of 131 FTE and one lost time injury. This injury resulted in lost time being less than 60 days and the worker returned to work within 13 weeks.

	2013/14	2012/13	2011/12	Target	Comment
Number of fatalities	0	0	0	0	Achieved
Percentage of time lost injury/disease incidence rate	0.76%	1.49%	0.69%	0 or 10% improvement on the previous three years	The Commission had one lost time injury for the financial year which increased the incidence rate slightly above target.
Percentage of time lost injury/disease severity rate	0	0	0	0 or 10% reduction (actual target can be stated)	
Percentage of injured workers returned to work within 26 weeks	100% within 13 weeks	100% within 13 weeks	100% within 13 weeks	Greater than or equal to 80% return to work within 26 weeks	The Commission's one lost time claim resulted in the injured worker returning to work within 13 weeks.
	100% within 26 weeks	100% within 26 weeks	100% within 26 weeks		Achieved
Percentage of managers trained in occupational safety, health and injury management responsibilities	97%	82%	71%	Greater than or equal to 80%	The Commission has exceeded the 80% target.

Freedom of information

The Commission aims to assist freedom of information (FOI) applicants to access available documents at the least possible cost.

The table below provides a summary of the FOI applications finalised during 2013/14. A more comprehensive breakdown our statistics is provided in the annual report of the Office of the Information Commissioner.

Applications	2013/14	2012/13	2011/12	
Received during the year		4	10	24
Finalised during the year		4	9	24
Average time to process (days)		40	28	29

Outcomes	2013/14	2012/13	2011/12	
Full access		0	0	0
Edited access		3	4	15
Deferred access		0	0	0
Section 26 access		0	1	2
Section 28 access		0	0	0
Access refused		0	3	3
Total decisions		3	8	20
Transferred to other agencies		1	0	0
Withdrawn		0	1	4
Total applications finalised		4	9	24