

Other legal requirements

Advertising and sponsorship

Section 175ZE of the *Electoral Act 1907* requires the publication of the details of certain classes of expenditure in an agency's annual report. Below is a statement of expenditure in accordance with section 175ZE of the *Electoral Act 1907* for the 2008/09 financial year.

Class of expenditure	Amount	Agency/Organisation
Advertising agencies	Nil	N/A
Direct mail agencies	Nil	N/A
Market research organisations	Nil	N/A
Media advertising agencies	\$14,445	Australian Publishing Resources \$2,170 Dowd Publications Pty Ltd \$2,000 Executive Media Pty Ltd \$2,991 Pro Visual Publishing Pty Ltd \$3,140 Rural Press Regional Media \$964 Times Publishing Group \$3,180
Polling organisations	Nil	N/A
Total	\$14,445	

Disability access and inclusion plan

WorkCover WA's Disability Access and Inclusion Plan (DAIP) outlines how people with disabilities will be provided with equal access to WorkCover WA's facilities and services.

Outcomes

Specifically, the DAIP outlines how WorkCover WA ensures the agency contributes to an accessible and inclusive community for people with disabilities, their families and carers. These contributions include ensuring that people with disabilities:

- have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority
- have the same opportunities as other people to access the buildings and other facilities of the relevant public authority
- receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it
- receive the same level and quality of service from the staff of the relevant public authority
- have the same opportunities as other people to make complaints to the relevant public authority
- have the same opportunities as other people to participate in any public consultation by the relevant public authority.

Achievements

The following items were in place or progressed in 2008/09:

1. Functions, facilities and services met the needs of people with disabilities.
 - Procedures were in place to ensure external service providers are aware of the requirement to consider the needs of people with disabilities in delivering contracts and services.
 - The 'WorkCover WA Accessible Events Checklist' provides guidance on planning events and functions that are accessible to people of all ages and abilities. The checklist was readily available to staff through the intranet.
2. Access to buildings and facilities continued to be monitored and improvements are carried out as necessary. All maintenance and upgrades were carried out to a high standard of works to meet or exceed the building requirements set by the Building Code of Australia (BCA):
 - Parking bays and disabled toilets exceeded the required number.
 - The wellness and carers' facility had access to a dual use toilet/shower which is wheelchair accessible.
 - Information about functions, facilities and services was provided in formats that meet the communication needs of people with disabilities, including:
 - The DAIP was available on the WorkCover WA intranet and internet site and was also available in alternative formats such as large print, audio or Braille on request.
 - Information on access to venues and services for people with disabilities was available on the intranet, including information for staff that explains the impact of disability,

how to meet the specific information requirements of people with disabilities and where to source information in alternative formats.

- Opportunities were provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes.
- The Complaint and Feedback procedure was available in alternative formats upon request.
- The Customer First Feedback System enabled people with disabilities the opportunity to make suggestions, compliments and complaints.

Reconciliation action plan

WorkCover WA continued to work towards meeting the outcomes of its Reconciliation Action Plan which was launched in May 2008. The plan was registered by Reconciliation Australia and was available on the website www.reconciliation.org.au

Achievements for 2008/09 include the:

- provision of cultural awareness training to over 35 per cent of staff. The two sessions held received excellent feedback from participants. Cultural awareness training is now held twice yearly in the agency to ensure maximum attendance and ongoing awareness-raising of the Indigenous culture
- development of a traineeship program and appointment of an Indigenous trainee. It is envisaged that the traineeship will provide a pathway to permanent appointment in the agency

- the purchase and display of two pieces of Indigenous art. These pieces were painted by renowned Indigenous artist Shane Pickett who was born in Quairading, WA. The paintings are titled 'Song Lines of Djilbas Wiran Wiran' and 'How to Read an Autumn Cloud in Sunset' and are available for public viewing in the entrance foyer.

Compliance with public sector standards and ethical codes

WorkCover WA utilises policies, procedures and guidelines to ensure agency obligations prescribed within the *Public Sector Standards (Human Resource Management)*, the *WA Public Sector Code of Ethics* and *WorkCover WA Code of Conduct* are met. These policies and supporting guidelines are available to all staff on the agency intranet.

During 2008/09 there were two breach of standard claims against the recruitment, selection and appointment standard referred to the Office of Public Sector Standards Commission (OPSSC). One of the claims was withdrawn by the applicant. The other claim was dismissed as the investigation determined that the selection process undertaken did not breach the standard. There were no claims lodged relating to the *WA Public Sector Code of Ethics* or the *WorkCover WA Code of Conduct*.

Monitoring and staff awareness

The Human Resources Branch performs a monitoring and advisory role for all staff responsible for compliance with *Public Sector Standards (Human Resource Management)* and *Codes of Ethics and Conduct*.

During 2008/09, the WorkCover WA's compliance against Public Sector Standards (Recruitment, Selection and Appointment Standard) was assessed by an independent auditor. The findings of this audit indicated that WorkCover WA was compliant with the standard.

The then Chief Executive Officer also completed the Office of Public Sector Standards (OPSSC) annual agency survey in July 2008. This survey provided a further opportunity for the agency's compliance against the standards to be assessed. The survey also identified key areas for improvement across the agency which included:

- raising staff awareness of the agency's procedures for managing workplace bullying
- raising staff awareness of ethical behaviour.

Subsequent to these surveys and audits, the following initiatives were undertaken at WorkCover WA:

- Training of the agency's Corporate Executive and managers in 'Accountable and Ethical Decision Making in the WA Public Sector'.
- Training of managers in 'Identifying and Managing Bullying in the Workplace'.
- Discussion and disclosure of 'Conflict of Interest' during performance management discussions.
- Implementation of a revised performance management system, including sessions to raise awareness with staff.

- Training of managers to assist them to develop their people management skills.
- Review of recruitment and selection guidelines including a commitment to the timely advertising and filling of positions.

All transactions within the agency completed under the Public Sector Standards (Human Resources Management) are audited by human resources staff to ensure compliance. Checklists and procedures facilitate this process.

During employee induction, codes and standards are discussed with new staff members. Copies of the *Public Sector Standards (Human Resource Management)*, *Code of Ethics* and the WorkCover WA Code of Conduct are provided to new employees for ongoing reference.

Recordkeeping plan

One of the requirements of the *State Records Act 2000* is for government agencies to have a recordkeeping plan in place. This plan should outline how records are managed within the organisation, including details of the agency's recordkeeping systems, disposal arrangements, policies and practices.

The State Records Commission approved WorkCover WA's Recordkeeping Plan in January 2004, for a period of five years. In 2008/09, WorkCover WA reviewed and updated its Recordkeeping Plan and submitted it to the State Record Commission for approval.

WorkCover WA is required to demonstrate that the agency and its employees are complying with the plan by providing evidence in the four key areas, outlined below.

Compliance with recordkeeping plan

Key area	Achievements during 2008/09
<p>The efficiency and effectiveness of the organisation's recordkeeping systems is evaluated no less than once every five years.</p>	<ul style="list-style-type: none"> • WorkCover WA reviewed and updated the Recordkeeping Plan to meet current requirements of the <i>State Records Act 2000</i>. The updated plan was submitted to State Records Commission for approval. • An online audit of all WorkCover WA corporate records was completed and a rolling weekly audit of file locations introduced.
<p>The organisation conducts a recordkeeping training program.</p>	<ul style="list-style-type: none"> • WorkCover WA developed and deployed three online records training modules. This training is compulsory for all staff and associated statistics are reported quarterly to the Corporate Executive. • Records awareness is part of the WorkCover WA induction program for new staff. • WorkCover WA generates a quarterly 'On the Record' newsletter, the purpose of which is to inform staff of records management tips and procedures.
<p>The efficiency and effectiveness of the organisation's recordkeeping training program is reviewed from time to time.</p>	<ul style="list-style-type: none"> • Training initiatives are reviewed continuously to ensure the information provided to WorkCover WA staff is meeting their requirements and complies with relevant legislation and standards. • The training material was updated in May 2009 to comply with the recommendations of an independent audit.
<p>The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's recordkeeping plan.</p>	<ul style="list-style-type: none"> • Records awareness is part of the WorkCover WA induction program for new staff. • The Coordinator Corporate Information meets with new employees and provides a one-on-one overview of records management responsibilities. • All key points to be covered in the session are itemised on an induction checklist.

Annual estimates

In accordance with Treasurer's Instruction 953, statutory authorities not operating as divisions of the Consolidated Account are required to include annual estimates for the current financial year in the annual report of the preceding year. The following estimates of expenditure and revenue have been submitted and approved by the Minister for Commerce for 2009/10.

Expenditure	\$000
Operating costs	
Employee expenses	14,502
Supplies and services	3,707
Accommodation expenses	314
Uninsured claims	519
Other	250
Asset purchases	450
TOTAL EXPENDITURE	19,742
Revenue	\$000
Contributions	18,112
Other	443
Cash balance and other funding sources	1,187
TOTAL REVENUE	19,742

Contingent liabilities

Site contamination status

In order to fulfil WorkCover WA's legislative responsibilities, as the property owner, to comply with the *Contaminated Sites Act 2003*, a preliminary site investigation (PSI) for the Shenton Park property was commissioned. The information gathered during the PSI provides no evidence of potentially contaminating land uses having ever been undertaken at the site, as defined by the Department of Environment and Conservation.

Government policy requirements: Corruption prevention

It is a requirement of the Western Australian Government that all agencies incorporate in their risk management activities specific consideration of the risk of corruption and misconduct. Additionally, agencies are required to report on the measures they are taking to reduce the risk of corruption and misconduct by including in their annual report an outline of the actions taken to prevent corruption and misconduct.

WorkCover WA has adopted a Code of Conduct that sets out the standards of conduct expected of its staff members. In addition to the code, a Corruption Prevention Policy has been endorsed that assists in promoting a fair and honest working environment for all employees, including those employed on a contract or temporary basis.

The policy defines corruption and fraud, and explicitly identifies acceptable parameters of conduct for all WorkCover WA staff. It also describes the procedures to be followed when fraud and corruption are suspected.

The Fraud and Corruption Prevention Policy is available to all staff on the agency's intranet.