

OTHER DIRECTIVES AND FINANCIAL DISCLOSURES

MINISTERIAL DIRECTIVES

No Ministerial directives were received during the financial year.

PRICING POLICIES OF SERVICES PROVIDED

The Peel Development Commission does not charge for its services, brochures, publications, requests for information or access to files.

EMPLOYMENT AND INDUSTRIAL RELATIONS

Staff Profile

	As at 30 June 2010	As at 30 June 2011
Full time permanent	10	9
Part time permanent	2	2
Full time contract	1	3
Part time contract	0	0
Total (FTE)	13	13

STAFF TRAINING AND DEVELOPMENT

Staff training and development remains a high priority for the Peel Development Commission. Training and development plans are part of every employee's performance agreement.

During 2010-2011, employees were collectively involved in 113.5 hours of training and development courses and seminars at a cost of \$6,307.

GOVERNANCE DISCLOSURES

Contracts with Senior Officers:

At the date of reporting, other than normal contracts of employment of service, no Board members or senior officers, or firms of which members or senior officers are

members, or entities in which members or senior officers have substantial interests had any interests in existing or proposed contracts with the Commission and members or with senior officers.

The Commission funded grants through the Royalties for Regions Peel Region Grants Scheme and in some instances Board members were involved in some capacity with the recipient organisation. The Peel Development Commission assesses each grant proposal according to specific criteria, with the Board approving or recommending to the Minister the successful applications. Where there is potential for a conflict of interest, these are formally identified and officers and Board members do not participate in decision-making processes and this is documented.

OTHER LEGAL REQUIREMENTS

COMPLIANCE WITH PUBLIC SECTOR MANAGEMENT ACT 1994 31 (1)

In the administration of the Peel Development Commission, the Peel Development Commission has complied with the Public Sector Standards in Human

Resource Management, the Western Australian Public Sector Code of Ethics, and the Code of Conduct. The applications made for breach of standards review and the corresponding outcomes for the reporting period are as follows:

Compliance issues	Significant action taken to monitor and ensure compliance
Public Sector Standards (PSS) <i>Nil breach claims</i>	Regularly updated information about Standards included on the Peel Development Commission internal information system and within induction materials as well as being provided to the board. Ongoing awareness-raising process conducted on the standards. Transactions audited internally as a standard operating procedure.
WA Code of Ethics <i>Nil reports of non compliance with WA Code of Ethics</i>	The WA Code of Ethics forms part of induction materials and is listed on the Peel Development Commission internal information system. Ethics is a standing topic for all executive and staff meetings.
Peel Development Commission Code of Conduct <i>Nil breach claims or reports</i>	Code of Conduct is accessible on intranet and hard copies are available to staff and board members (signed off on induction). Code of Conduct is part of all inductions for board and staff members.



Colleen Yates
A/Chief Executive Officer
31 August 2011

ADVERTISING

In compliance with section 175ZE of the *Electoral Act 1907* the Commission monitors expenditure incurred during the financial year in relation to advertising agencies, market research organisations, polling

organisations, direct mail organisations and media advertising organisations. The details of the Commission's expenditure in these areas are as follows:

Market research organisations	\$3,795
Advertising agency services	\$6,865
Market advertising promotion campaigns	\$2,002
Total	\$12,662

Payments totalling \$10,660 (inc GST) during the reporting year were made to each of the following organisations:

Asset Research	\$3,795
AdCorp	\$4,745
Various Local Newspapers	\$2,120

DISABILITY ACCESS AND INCLUSION PLAN OUTCOMES

The *Disability Services Act 1993* was amended in December 2004, creating a requirement for the Peel Development Commission to develop and implement a Disability Access and Inclusion Plan. Other legislation underpinning access and inclusion includes the *WA Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992*.

The plan outlines the following outcomes:

Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Peel Development Commission.

Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Peel Development Commission.

Outcome 3: People with disabilities receive information from Peel Development Commission in a format that will enable them to access the information as readily as other people are able to access it.

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the Peel Development Commission as other people

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Peel Development Commission.

Outcome 6: People with disabilities have the same opportunities as other people to participate in public consultation by the Peel Development Commission.

During 2010-11 the Commission achieved the following against the outcomes:

	Total number of planned strategies	Number of strategies completed	Number of strategies partially completed	Number of contracts Undertaking DAIP activity
Outcome 1	1	1	0	0
Outcome 2	2	2	0	0
Outcome 3	2	2	0	0
Outcome 4	0	0	0	0
Outcome 5	2	2	0	0
Outcome 6	1	1	0	0

Number of contracts providing a service to the public consistent with the Disability Access and Inclusion Plan	0
Total number of contracts providing a service to the public	0
Provided a copy of our DAIP directly to agents and contractors upon awarding contract	n/a
Identified our DAIP in tender and contract documents as an important document in terms of providing services to the public	n/a
Provided a hyper-link in tendering documentation to our DAIP	n/a
Provided correspondence to the agent or contractor about our DAIP	n/a

RECORDKEEPING PLANS

As required by the *State Records Act 2000* the Commission maintains a Record Keeping Plan which was approved by the State Records Office.

The Commission's record keeping systems and processes are regularly reviewed to ensure that they are meeting the Commission's needs and all required compliance.

Training in the use of the Commission's electronic record keeping program is included as a component of the staff induction process and ongoing training in Record Management principles and the use of the electronic record keeping program is available on a one to one basis as needed for all staff.

OFFICE OF SHARED SERVICES

The Office of Shared Services (OSS) provides financial, procurement and human resources services. The centralising of these services aims to standardise delivery of administrative services across government.

In addition, the Commission has engaged OSS for provision of Chief Financial Officer Support, which will provide an appropriately qualified and skilled individual to assist the client agency CFO to undertake their role.

GOVERNMENT POLICY REQUIREMENTS

COMPLIANCE WITH PUBLIC SECTOR STANDARDS AND ETHICAL CODES

Peel Development Commission has had no compliance issues during the financial year regarding the Public Sector Standards, the WA Code of Ethics or the internal Code of Conduct.

Peel Development Commission continues to regularly review and update internal policies to ensure currency with Public Sector Commission updates.

The Code of Conduct forms part of the Commission's induction program for all new staff and is also regularly discussed at staff meetings to ensure all staff remain conversant with policy and requirements.

OCCUPATIONAL SAFETY, HEALTH AND INJURY MANAGEMENT

In compliance with the Premier's Circular 2009/11: Code of Practice: Occupational Safety and Health in the Western Australian Public Sector, the Commission is required to report on occupational safety and health and injury management performance in the year of review.

Peel Development Commission is committed to providing and maintaining a safe and healthy environment for staff, contractors, volunteers and visitors, and to the continuous improvement of injury prevention and management programs. In the event of a work related injury the Commission provides effective claims management and rehabilitation assistance aimed at supporting injured employees through their period of illness or injury and their safe return to work where possible.

The Commission's staff are required to conform to relevant state and federal legislation and Australian Standards when performing all duties. The Commission provides staff with guidance on safe work

practices. All staff are required to comply with the Commission's OSH policies and procedures, and to conduct themselves in a safe manner, not placing themselves or others at risk. Contractors working on the Commission premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

The Commission is committed to consulting with staff on OSH issues and enabling all staff to contribute to decisions that may affect their safety, health and welfare at work. Mechanisms for consulting with staff on OSH matters include:

- A strong focus on OSH at induction of new staff;
- Placing OSH as a standing agenda item at all of staff meetings;
- Hazard/incident reporting system; and
- Open access to grievance procedures.

The Commission ensures compliance with the injury management requirements of the *Workers Compensation and Injury Management Act 1981* through establishing policies and procedures and providing training for managers. In the event of a work related injury or illness the Commission is committed to assisting injured workers to return to work as soon as medically appropriate. The Executive Team supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

An audit, compliant with the Australian Standard AS4801:2000, of the Commission's OSH management systems has been completed in the 2010-11 year with no significant issues identified.

Report of Annual Performance for 2010-11

Indicator	Actual	Target
Number of fatalities	Zero (0)	Zero (0)
Lost time injury/diseases (LTI/D) incidence rate	Zero (0)	Zero (0)
Lost time injury severity rate	Zero (0)	Zero (0)
Percentage of injured workers returned to work within 28 weeks	N/A	100%
Percentage of managers trained in occupational safety, health and injury management responsibilities	25%	50%