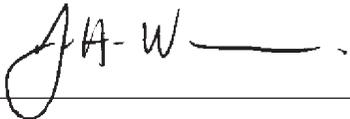


COMPLIANCE WITH PUBLIC SECTOR STANDARDS AND ETHICAL CODES

(Public Sector Management Act 1994,S31(1))

1. In the administration of FESA during 2008-09, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our Code of Conduct.
2. I have established procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the statement made in point one above is correct.
3. In August 2008, a presentation to senior staff at the FESA Senior Managers' Forum covered public sector Code of Ethics, FESA Values, equal opportunity, bullying and harassment, and the legal and policy framework supporting these.
4. Accountability and ethics training is also being developed with a view to rolling it out across the agency in 2009-10.
5. There were no breaches of the public sector standards or Code of Ethics in 2008/2009. A report was tabled in Parliament by the Public Sector Standards Commissioner regarding the outcome of a review into a selection decision for a senior position within FESA. This review was instituted by the Commissioner and was not as a result of a breach claim. FESA is challenging the results of that review and the matter is being further reviewed by the Public Sector Commission.
6. The applications made for breach of standards review and the corresponding outcomes for the reporting period are:

Number lodged:	Three
Number of breaches found:	Nil
Number of multiple breaches:	Nil
Number still under review:	Two



J Harrison-Ward

Chief Executive Officer

24 August 2009

RECORD KEEPING PLANS

(*State Records Act 2000* and *State Records Commission Standard 2, Principle 6*)

During 2008-09 the effectiveness of current record keeping practices and procedures and mail services within FESA House were reviewed. This review will continue during 2009-10 with a focus on Electronic Document Management; Training in Records Management and Retention and Disposal (archiving records).

Training is a key component of maintaining efficient and effective record keeping and a training needs analysis was undertaken for the metropolitan area. Better ways to use the functionality of the Total Records and Information Management system (TRIM) and archiving were identified as key training objectives for 2009-10. A training needs assessment for country regions will be scheduled for 2009-10. Ongoing awareness training in good record keeping practices is being conducted to ensure compliance with the *State Records Act 2000*. An evaluation of our record keeping systems based on the *National Archives of Australia Check up Guide* is planned for 2009-10.

A number of initiatives related to Electronic Document Management are being trialled, including:

- Indexing emails within TRIM.
- Capturing requests for incident reports and statistics – electronic and paper.
- Indexing media photographs.

The Records Management and Email – Acceptable Usage Policies have been reviewed and implemented. The Privacy and Personal Information Protection Policy is currently under review and this will be completed during 2009-10.

ADVERTISING

(*Electoral Act 1907*)

In accordance with section 175ZE of the Electoral Act 1907, FESA incurred the following expenditure in advertising, market research, polling, direct mail and media advertising. Total expenditure for 2008-09 was \$126,097

Advertising Agencies	\$59,206	Colourbox Digital	\$860
		Optima Press	\$673
		Department of the Premier and Cabinet	\$193
		Chambers and Rowe Marketing	\$4,084
		Sensis Pty Ltd	\$8,118
		Southwest Printing	\$496
		Department of Treasury	\$459
		WA Volunteer Fire and Rescue Service	\$455
		Mounted Section SES Unit	\$205
		Britel Enterprises Pty Ltd	\$3,395
		Campaign Brief Pty Ltd	\$800
		The Australian Firefighter	\$495
		Crocodile Signs	\$223
		Adcorp Australia	\$25,462
		Concept Media	\$351
		Kalgoorlie Miner	\$270
		The Alternative Advertising and Marketing	\$12,667
Media advertising organisations	\$66,891	Radiowest Broadcasters (Network)	\$2080
		Marketforce Pty Ltd	\$25914
		Media Decisions	\$5817
		Western Australia Newspapers Ltd	\$379
		West Australian Publishers	\$1431
		West Coast Radio Pty Ltd (6MM)	\$4000
		Radiowest Broadcasters Pty Ltd	\$1440
		Community News	\$378
		MacQuarie Southern	\$3053
		Government Gazette	\$76
		BFS free TV	\$157
		Albany advertiser	\$1786
		Geraldton Newspapers Ltd	\$191
		Department of Treasury and Finance –	
		Office of Shared Services	\$631
		Marsh Agencies Pty Ltd	\$2455
		Entity Media Production	\$380
		APN Educational Media	\$3415
		Examiner Newspapers (WA)	\$4545
		Wyndham Telecentre Inc	\$18
		Executive Media Pty Ltd	\$8400
		Pindan Publishing	\$345

DISABILITY ACCESS AND INCLUSION PLAN OUTCOMES

(Disability Services Act 1993, S29)

We recognise that people with disabilities may be especially vulnerable to the impacts of natural disasters and other emergencies, and have individual requirements in order to be able deal with them.

We have established a Disability Access Committee to guide and monitor our Disability Access and Inclusion Plan (DAIP) and improvement initiatives.

The committee has focused on reviewing the DAIP and finalising the implementation plan with timeframes as many of the activities require longer term processes.

Achievements over the past twelve months include:

- Restructuring the Disability Access Committee to ensure a more effective arrangement.
- Revising the committee's terms of reference.
- Auditing all buildings, identifying any access barriers and including this as part of standard processes.
- Ensuring that our capital works program addresses access to buildings and facilities for people with disabilities.
- Ensuring that FESA contract documentation makes it an explicit requirement for contractors to seek and consider comments on our services by people with disabilities.
- Ensuring that FESA events policies meets the needs of people with disabilities.

Priorities for 2009-10 will include:

- Publicising the DAIP and calling for community comment and participation.
- Implementing a number of initiatives to ensure that the DAIP is understood by FESA staff and volunteers, including the identification of appropriate training needs.
- Ensure that the FESA and StateAlert websites meet contemporary good practice for accessibility.
- Improve community awareness that FESA information can be made available in alternative formats.

FREEDOM OF INFORMATION

(Freedom of Information Act (FOI Act) 1992 – Section 111)

The Freedom of Information Statistical Return for the period 2008-09 was submitted to the Information Commissioner on 6 July 2009.

A total of 69 valid applications were received in the reporting period. This is an increase of six applications from the previous year, with 88 per cent of the total applications received between July 2008 and March 2009. Most applications sought access to non personal information from Operational Services (including Fire Incident Reports and Fire Investigation Reports) in relation to domestic and commercial structural fires throughout the State.

Of the 69 applications received, two were denied access, one was withdrawn, 16 were granted full access and five applications are not yet finalised and will be held over into the next reporting period. Edited access was applied to 49 applications under Exemption Clause 3(1), which enables certain personal information about individuals to be withheld.

There were four applications from the media that related to the three per cent efficiency dividend, the Varanus Gas explosion, annual entertainment expenses and bush fire training.

We received two requests for internal review: one related to the assessment, analysis, forecasts, reports or requests regarding training and fighting bush fires which resulted in the original decision being upheld. This application has been referred by the applicant to the Office of the Information Commissioner for an external review with no decision to date. The second request for internal review was withdrawn by the applicant.

Applications have become noticeably more complicated during the 2008-09 reporting period, and this is reflected in the increase in the average processing time for each application from 23 days in 2007-08 to 24 days in 2008-09. However, this is still well within the maximum period of 45 days permitted under the Act.