



WESTERN AUSTRALIA

Office of the **Information Commissioner**

ANNUAL REPORT

2013/2014

Contact Details

Office address

Albert Facey House
469 Wellington Street
PERTH WA 6000

Telephone

(08) 6551 7888

Free call for WA country regions

1800 621 244

Facsimile

(08) 6551 7889

Email

info@foi.wa.gov.au

Website

www.foi.wa.gov.au

This annual report and previous annual reports are available on the OIC website



Office of the Information Commissioner

DEAR MR PRESIDENT
DEAR MR SPEAKER

ANNUAL REPORT 2013-2014

In accordance with the provisions of the *Financial Management Act 2006* and the *Freedom of Information Act 1992*, I submit my report for the year ended 30 June 2014 which has been prepared in compliance with the provisions and reporting requirements of both Acts.

A handwritten signature in blue ink, appearing to read 'Sven Blummel'.

Sven Blummel
INFORMATION COMMISSIONER

25 September 2014

Albert Facey House, 469 Wellington Street, PERTH WA 6000
Telephone: (08) 6551 7888 Facsimile: (08) 6551 7889
Freecall (WA Country): 1800 621 244
Email: info@foi.wa.gov.au www.foi.wa.gov.au
wa.gov.au

Milestones of FOI

Sweden 1766 (the first freedom of information legislation)

The first paragraph of “His Majesty’s Gracious Ordinance Relating to Freedom of Writing and of the Press”:

That, having considered the great advances that flow to the public from a lawful freedom of writing and of the press, and whereas an unrestricted mutual enlightenment in various useful subjects not only promotes the development and dissemination of sciences and useful crafts but also offers greater opportunities to each of Our loyal subjects to gain improved knowledge and appreciation of a wisely ordered system of government; while this freedom should also be regarded as one of the best means of improving morality and promoting obedience to the laws, when abuses and illegalities are revealed to the public through the press; We have graciously decided that the regulations issued previously on this matter

require such appropriate amendment and improvement that all ambiguity, as well as any such coerciveness as is incompatible with their intended purpose, may be removed.

Western Australia 1991

Minister for Justice, David Smith, introducing the WA FOI Bill:

Freedom of Information legislation represents a fundamental reform of the relationship between the State and local governments and the communities they serve. It enshrines in legislation rights which are at the very heart of democratic processes.

November 2013

20th anniversary of FOI in WA



Above: Celebrating 20 years of FOI

Below: Sven Bluemmel, Information Commissioner with David Smith, former Minister for Justice.



Contents

Overview

- 1 Why do we have an FOI Act?[1](#)
- 2 The year in review[3](#)

Agency performance

- 3 Strategic Plan 2013-2016[4](#)
- 4 Resolution of Complaints (External Review).....[4](#)
- 5 Advice and Awareness[8](#)
- 6 Administration[11](#)

Significant issues and trends

- 7 Decisions of interest 2013/14.....[15](#)
- 8 FOI snapshots[20](#)
- 9 Report on agency statistics.....[23](#)

Disclosures and legal compliance

- 10 Compliance with other acts
and government policies[28](#)

Performance indicators

- 11 Desired outcome.....[31](#)
- 12 Description.....[31](#)
- 13 Effectiveness performance indicators[32](#)
- 14 Efficiency performance indicators[34](#)

Financial statements.....[36](#)

OIC statistics[71](#)

Agency statistics.....[85](#)

Overview

1. Why do we have an FOI Act?

Without access to government information, citizens become mere spectators of, rather than informed participants in, the democratic process. The *Freedom of Information Act 1992* (**the FOI Act**) gives everyone a legally enforceable right to government information.

The objects of the FOI Act are to enable the public to participate more effectively in governing the State and to make the persons and bodies that are responsible for State and local government more accountable to the public. The FOI Act achieves this by creating a general right of access to documents; providing a means to ensure personal information is accurate, complete, up to date and not misleading; and requiring that certain documents concerning State and local government operations be made available to the public. Dealing with requests under the FOI Act is not merely an administrative process but is a means of dispensing justice to the people of Western Australia.

This outcome contributes to the Government goals of financial and economic responsibility, outcomes-based service delivery and social and environmental responsibility.

The FOI Act is supported by the *Freedom of Information Regulations 1993*.

How does it work?

Anyone has the right lodge a freedom of information (**FOI**) application to WA State and local government agencies and Ministers (collectively referred to as 'agencies'), requesting access to, or copies of, documents, or to apply to have their personal information amended if it is incomplete, inaccurate, out of date or misleading. Agencies are then obliged to make a decision on access or amendment in accordance with the FOI Act.

What is the Office of the Information Commissioner?

The office of Information Commissioner is established by section 55(1) of the FOI Act and the occupant is directly accountable to Parliament for the performance of the functions prescribed by that Act. The Information Commissioner is independent of executive government and reports directly to the Parliament and not to, or through, a Government Minister. The Attorney General is the Minister responsible for the administration of the FOI Act, but has no express role under the legislation.

The Commissioner is supported by 11 full-time equivalent staff (**FTEs**) in the Office of the Information Commissioner (**the OIC**), which is split into two service teams – *Resolution of Complaints (External Review)* and *Advice and Awareness*.

OVERVIEW

Role of the Information Commissioner

The main function of the Commissioner is to provide independent external review of those decisions made by agencies under the FOI Act. This function is carried out by the *Resolution of Complaints (External Review)* team.

In addition, the OIC ensures that agencies and the public are aware of their responsibilities and rights under the FOI Act by providing an advisory and training service, which is undertaken by the *Advice and Awareness* team.

When relevant, the Information Commissioner also recommends legislative or administrative changes that could be made to help the objects of the FOI Act be achieved.

Publications and reference material

In addition to annual reports, the following selected publications and reference materials provide additional background, guidance and information in respect of FOI:

- Complaints procedure guideline ([http://www.foi.wa.gov.au/Materials/Complaints%20Procedure%20\(Feb%202013\).pdf](http://www.foi.wa.gov.au/Materials/Complaints%20Procedure%20(Feb%202013).pdf))
- Conciliation process - guidance note for parties (<http://www.foi.wa.gov.au/materials/Conciliation%20Guidance%20Note.pdf>)
- “The Administration of Freedom of Information in Western Australia: Review by the Information Commissioner 31 August 2010”

(<http://www.foi.wa.gov.au/Materials/FOI%20Review%202010%20-%20Comprehensive%20Report.pdf>)

- Customer service charter (<http://www.foi.wa.gov.au/Materials/CHARTER.pdf>)
- Complaints performance data (<http://www.foi.wa.gov.au/dnn/en-au/publications/performance.aspx>)

The OIC provides an FOI complaint mechanism and advisory service which is independent, objective and fair, and which balances the competing needs of applicants, agencies and Parliament, subject to the requirements and processes prescribed in the Act.

2. The year in review



This year marked the 20th anniversary of the FOI Act coming into force and giving the people of Western Australia a legally enforceable right to access government documents. It is easy to take such an important right for granted until one reflects on those societies around the world whose systems of government are characterised by oppression, capriciousness and secrecy.

I believe that all of us who play a role in our system of ensuring transparency and accountability, whether in an agency or the OIC, are indeed privileged to do so. To this end, I would like to thank all the FOI coordinators and decision makers in State and local government upon whom the achievement of the goals of the FOI Act depends. Their job is not an easy one, particularly where the correct decision under the FOI Act is politically or organisationally inconvenient. FOI coordinators and decision makers need to have the courage to make the right decision, which may require them to remind others that they are discharging an important legislative function entrusted to them by Parliament.

While the majority of agencies take their role under the FOI Act seriously, several matters which came before me during the year demonstrated a concerning misunderstanding of the operation of the FOI Act. On one occasion, an agency contacted my office to ask what it should do in response to a particular access application as the agency was “unable to

find an exemption” in the FOI Act to apply to the documents. My office had to remind the agency that unless material falls within one of the exemptions under the FOI Act, it must be disclosed, no matter how inconvenient, sensitive or embarrassing.

On another occasion, an agency indicated to my office that it was not prepared to release a particular document even after my office had reached the conclusion that it is not exempt. The agency’s reason was that a third party had objected to disclosure. While the FOI Act contains mechanisms to ensure that third parties have an opportunity to be heard in such cases, it does not provide third parties with a power of veto over release. Following discussion with my office, the document was released in that case.

I am pleased to say that during the review year, my office finalised a total of 152 external review matters. This is more than in any single year since 1999/2000. This success is due to a greater focus on early case conciliation and general process improvements, all of which have paid significant dividends. These initiatives are described in more detail in this report. I am particularly grateful to all of my staff whose ideas, dedication and hard work have made this happen. The focus on early conciliation and the improved processes have been incorporated into the regular work of OIC and will continue to yield significant benefits.

Sven Bluemmel
Information Commissioner

Agency Performance

3. Strategic Plan 2013-16

During 2013/14, the OIC developed a strategic plan to assist the OIC in developing and refining its processes and making decisions on resource allocation to achieve the objects of the FOI Act. The planning process began in 2012/13 and all staff were involved in the development of the plan at a planning day in March 2013. As result, four strategic goals were identified:

Provide a fair, independent and timely external review service

Foster improvement in agency practice

Enhance public awareness of rights to government information

Build the capacity of our people

The strategic and operational initiatives developed for each of these goals are outlined in various sections throughout this report.

4. Resolution of Complaints (External Review)

The Resolution of Complaints (External Review) team provides an independent review and complaint resolution process, with the aim of resolving cases in a timely manner and balancing the competing needs and expectations of applicants, agencies and Parliament within the legislative requirements prescribed by the FOI Act.

As at 30 June 2014, there are 8.4 FTEs assigned to this output (not including the Information Commissioner), comprising of investigations and legal officers, and support staff.

Strategic initiatives

The first of the OIC strategic goals – *provide a fair, independent and timely external review service* – directly relates to the Resolution of Complaints (External Review) function. Three strategic initiatives have been developed to assist in achieving this goal, as follows:

- using appropriate and effective dispute resolution processes;
- promoting consistency of formal decisions; and

- implementing effective case management practices.

These initiatives have been incorporated into the day to day work of OIC with very positive results, as outlined below.

Conciliation conferences

Under sections 70 and 71 of the FOI Act the Commissioner has powers to deal with complaints in a number of ways including by conciliation, negotiation and compulsory conferences. These are in addition to the Commissioner's power to resolve a complaint by issuing a binding determination. It has always been the focus of the OIC to ensure that the conduct of external review proceedings is not unduly legalistic or formal, preferring to negotiate a conciliated outcome between the parties rather than preparing a formal determination.

During the year, a review was conducted of the way external review applications are dealt with. As a result, the external review process was redesigned to draw more heavily on alternative dispute resolution processes by introducing the requirement for parties to attend a conciliation conference in most cases. A pilot project was initiated between December 2013 and April 2014 and a conciliation conference 'blitz' was conducted of approximately 55 pending or unallocated files, whereby parties were required to attend a compulsory conciliation conference before the Principal Legal Officer or another trained conciliator.

In most cases, this intensive activity resulted either in settlement of the complaint, or clarification or narrowing of the

issues in dispute before proceeding to formal external review, thus making the external review process more efficient for those matters that did not settle at conference.

From 1 February 2014 the OIC has formalised this process so that all new external review matters proceed to a compulsory conciliation conference unless there are exceptional circumstances. This allows complainants to be heard and have a chance to put their case directly to the agency and hear the agency's response. It also allows matters to be addressed without undue delay or formality.

The Commissioner personally wrote to all agency CEOs in advance of this change to inform them of the new process. Further information has been published on the OIC's website, including guidance notes for parties attending a conference.

The blitz has reduced the external review backlog and the conciliation conference process is receiving very favourable feedback from the majority of participants.

AGENCY PERFORMANCE

Finalising matters where no meaningful response is received from a complainant

Under section 67(1)(b) of the FOI Act the Commissioner may decide not to deal with a complaint or to stop dealing with a complaint in certain circumstances. One of those circumstances is where the complaint is lacking in substance. During the reporting period, the Commissioner decided not to deal with, or to stop dealing with, 15 complaints, of which 13 were considered to be lacking in substance. This is a significant increase from the two matters that were finalised on this basis in the previous reporting period and is a direct result of the review of the external review process where it was determined that it was appropriate to take this course of action in certain circumstances, rather than finalising the matter by formal decision. However, this step is only taken after all parties have had the opportunity to state their case to the Commissioner.

If a complaint is not resolved by conciliation, the Commissioner usually informs the parties of his preliminary view of the complaint, in writing, including his reasons. Each party is given the opportunity to reconsider its position or to provide additional material in support of its view by a specified date. However, in some cases the parties do not respond by the specified date or at all, or only reiterate the same arguments already provided. In the past, the Commissioner has finalised such matters by formal published decision made under section 76 of the FOI Act.

From this year, where the Commissioner is of the preliminary view that an agency's decision is justified and the complainant does not provide any *meaningful* response to the Commissioner's written preliminary view by the specified date, it is likely that he will make a decision under section 67(1)(b) to stop dealing with the complaint on the basis that it is now lacking in substance. In such cases, the complainant is clearly advised in advance that this is the likely outcome if no meaningful response to the preliminary view is subsequently received.

This new approach has been taken to reduce delay in, and decrease the cost of, the external review process. However, the Commissioner will only take the step of closing a file under section 67(1)(b) after he has formed the view that doing so will not result in an unjust or unfair outcome, taking into account all the circumstances of the matter.

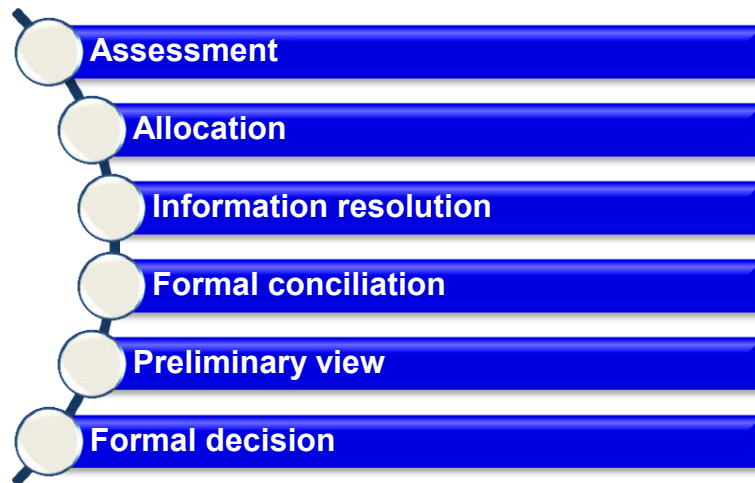
Finalising a complaint in this manner is still regarded as a determination by the Commissioner, and the complainant's right to appeal to the Supreme Court on a point of law still applies. This is expressly pointed out to the complainant when the matter is finalised.

Evaluation of processes, resources and knowledge management

An essential part of streamlining the complaints management process involved a review of current practices and an evaluation of the resources used. This provided a starting point in refining, creating and documenting processes for staff

to follow, improving the way complaints before the Commissioner are handled.

The steps in the external review process can be broadly outlined as follows:



The following additional operational initiatives were carried out during the year.

- An evaluation of legal research tools used by staff was conducted to determine whether they remain appropriate and represented value for money. This resulted in targeted online legal research services replacing paper-based subscriptions.
- A guideline for drafting formal decisions has been documented to improve quality and consistency.

- An internal style guide has been developed, ensuring that publications and outgoing correspondence are consistent.
- As part of the overall review of the OIC's knowledge management system, a focus was put on capturing and utilising precedent letters and text for use in formal advice to parties during the complaints process.

Performance indicators

At the completion of every external review, a post review questionnaire (**PRQ**) is sent to all the parties involved (the agency, the complainant and any third parties). The PRQ asks the following questions:

1. Were you satisfied with the outcome of the external review?
2. Regardless of the outcome, were you satisfied with the manner in which the external review was conducted by the OIC?
3. Do you consider that you were kept adequately informed regarding the progress of the external review?
4. Was the officer assigned to the external review professional in his or her dealings with you?

Respondents are provided a “yes” or “no” tick box, and are also provided the opportunity to make comments for each question.

AGENCY PERFORMANCE

Question 2 is used to report OIC's effectiveness in the audited performance indicators, and is detailed in the 'Performance Indicators' section of this report. Questions 1, 3 and 4 are used for internal performance monitoring.

Not surprisingly, the main issue identified in those PRQs which provided comments was the time taken to deal with the complaint. This is understandable, and all parties to the external review process are advised in the first contact that delays can be expected due to the backlog of matters the OIC is dealing with. The main aim of the improvements made to the complaints management process was to reduce the time within which new matters are finalised, and this timeliness measure is showing improvement. A marked decrease in matters on hand during the reporting year is already evident, reducing from 105 matters in July 2013 to 62 matters in June 2014.

Statistics on complaints activity (matters received, completed and on hand) are updated and published monthly on the OIC's website.

Another common theme from the feedback received related to the lack of contact from the OIC between the time the matter was lodged with the OIC and the date it was allocated to a complaints officer. Previous practice (when a new valid external review application is received) involved advising the parties the external review had been received and requesting the agency concerned to provide the disputed documents and its FOI file to the Commissioner. These matters were then kept as 'pending' files until they could be allocated to a

complaints officer to deal with. The regularity of when files could be allocated depended on a variety of factors, the most important being the current workload of complaints officers. While a file was regarded as 'pending', no proactive investigation was undertaken.

As part of the revised complaints management process, the system of allocating new files as pending until the caseloads of complaints staff could handle new matters, has been abolished. All matters are now given an initial assessment on receipt and immediately allocated to a complaints officer. This provides parties with a point of contact for the duration of the external review process. At the start of the reporting year, the OIC had approximately 58 pending files awaiting allocation and the phasing out of this method throughout the year has resulted in no pending files on hand as of 30 June 2014.

5. Advice and Awareness

Achieving the goals of more effective public participation in government and greater public sector accountability through the FOI Act requires the public to be aware of its FOI rights and the public sector to be aware of its FOI obligations.

To this end, the legislative functions of the Information Commissioner under section 63(2) of the FOI Act include ensuring that agencies are aware of their responsibilities under the Act, ensuring members of the public are aware of their FOI rights and assisting agencies and the public on FOI matters. These services are primarily delivered by the Advice and Awareness team through a range of programs.

As at 30 June 2014, 1.8 FTEs are assigned to the Advice and Awareness output. This is a small number, considering the number and size of State and local government agencies in Western Australia.

Two strategic goals have been identified for 2013-16 that relate to the Advice and Awareness function – *foster improvements in agency practice* and *enhance public awareness of rights to government information*. These are to be achieved by focussing on six strategic initiatives:

- Providing clear, accurate, relevant and timely advice to key agency staff to enhance their understanding of their responsibilities under the FOI Act.
- Improving training services to agencies by developing and maintaining up-to-date material with flexible delivery options.
- Providing resources and tools to agencies to assist them in improving their practices.
- Providing an accessible and user-friendly information and education service to the public.
- Evaluating the extent of public awareness of FOI and developing improvement strategies.
- Being responsive to opportunities presented by changes in technology and public expectations of accessibility.

During the reporting year, the OIC has taken a number of steps to improve delivery of its advice and awareness

services in accordance with the strategic goals and initiatives. These have included the development and deployment of an introductory online FOI training course for agencies, the substantial revision of the FOI Coordinators training manual and a thorough review of all of the OIC's publications.

FOI coordinators workshops

The OIC delivers intensive workshops to agencies at no charge. Ten full-day FOI coordinators workshops were delivered for agencies in metropolitan and regional areas during the year. The workshops introduce participants to the FOI legislation and the requirements which must be observed when dealing with an FOI application. Each session covers requests for information and the process to follow; exemptions; third party consultation; application fees and charges; notices of decision; and the role of the Commissioner. Participants have the opportunity to raise issues of concern and have the process explained to them in a practical way. Participants meet staff of the OIC who can subsequently be contacted should they require assistance when dealing with FOI requests.

A comprehensive manual is provided to each participant at the course for future reference. During the reporting period, this manual was substantially updated to reflect a revised structure based on participant feedback; case references were reviewed and updated; and key messages from the Commissioner were included about encouraging proactive disclosure of information by agencies wherever possible.

AGENCY PERFORMANCE

Decision-makers forums

The half-day decision-makers forum assists staff in agencies, including senior managers, to act as the decision-maker in respect of FOI applications or requests for internal review. It covers the options available to agencies when responding to large applications; assisting an applicant to re-define the scope of an application; refusing to deal with an application; considering exemptions; applying the public interest test; preparing a notice of decision that complies with the FOI Act; understanding the internal and external review processes; and making decisions. Attendees also establish a relationship with staff of the OIC who may be contacted for advice in the future, which is especially useful for those agencies that do not receive many FOI applications. Four decision-makers forums were conducted in 2013/14.

Regional awareness and accessibility program

Regional visits offer the opportunity to raise public and agency awareness of FOI procedures and processes to improve decision-making and to meet officers of State and local government agencies. Face-to-face meetings give regional officers the opportunity to raise issues and obtain clarification and advice about the requirements of the FOI Act from the Commissioner and his staff.

As part of the Regional Awareness and Accessibility Program led by the Ombudsman, the OIC visited Broome and Kununurra during the reporting period. As a result, the OIC

has now visited all the major regions of the State over the last five years.

Seminars were held for regionally-based public sector agencies. The OIC delivered a number of workshops and briefings explaining the process and procedures that apply when dealing with applications for documents held by State or local government agencies.

The Regional Awareness and Accessibility Program continues into next year with a visit to Kalgoorlie in July 2014.

Performance indicators

The levels of satisfaction with the advice and awareness services offered by the OIC are measured in two ways.

First, feedback forms are provided to participants after each training session or briefing. Second, at the end of each financial year, the OIC sends a survey request to all agencies, which requests statistical data and feedback on the Advice and Awareness function.

Feedback received from course participants and agencies showed a continuing high level of satisfaction with advice and awareness services delivered by OIC. The recently updated manual used during workshops was also widely commented on as being an essential reference tool. Advice and Awareness staff are always available to provide advice and guidance to agency staff when required.

Of all agencies who provided statistical returns to the OIC, 98% were satisfied with the advice and awareness services provided during the year.

6. Administration

The OIC is not part of the Public Service as defined in Part 3 of the *Public Sector Management Act 1994*. However, in order to ensure the highest standards in all administrative activities, the OIC endeavours to comply with public sector standards and other policies set out for the public sector whenever this does not compromise the OIC's ability faithfully to discharge its obligations under the FOI Act.

Code of Conduct and Code of Ethics

The OIC has an established Code of Conduct. The Code is linked to the WA Public Sector Code of Ethics as a general guide to ethical decision-making. Generally, both these guides are complementary to the requirements of the FOI Act, but the FOI Act prevails in the event of any inconsistency.

Records Management

An evaluation of the OIC's recordkeeping policies and procedures was finalised in June 2013 and considered by the Commissioner during the current reporting year. The evaluation reported on the following:

- a review of the OIC's internal "*Procedures Manual for Records Management*";

- an internal audit of the recordkeeping practices of the OIC based on developed performance indicators; and
- areas for improvement in the 2008 Recordkeeping Plan.

Four recommendations were made and approved by the Commissioner as a result of the evaluation:

1. *Consider purchase of records management software.* Due to the small size of the OIC, administrative records are catalogued using Word documents. While this method has significant limitations, it has proven to be effective in the context of the modest amount and complexity of OIC's records. Importantly it has also avoided the cost of a more powerful records management system. However, if the OIC were to increase in size or function, this method would no longer be appropriate, and the recommendation therefore only suggests consideration be made if this were to occur.
2. *Make general updates to the Procedures Manual for Records Management and include a procedure for receipt of vacancy applications.* Some general updates to the manual were required. The recommendation to include a section on the appropriate procedure for receipting vacancy applications stems from the recent decommission of the shared corporate services model.
3. *Create a policy for timeliness of records disposal.* Records disposal has been conducted on an ad-hoc basis, and no regular sentencing of records has been implemented. A

AGENCY PERFORMANCE

policy on when and which records are to be disposed of and how they are to be disposed of was required.

4. *Include the retention period on file cover sheets.* This recommendation was made to provide quick and easy identification of retention and disposal times in a proactive manner.

As a result of the recommendations the procedures manual has been updated; a disposal policy created; and file cover sheets updated to include the retention period.

In addition to the records management evaluation, in March 2014 the OIC submitted to the State Records Office a review of its Recordkeeping Plan. The areas identified requiring further work included disaster recovery (including recovery of vital records) and archiving/disposal. Improvements to these areas will be made and reported in the OIC's updated Recordkeeping Plan which will be submitted to the State Records Office by 30 October 2014.

Knowledge management

In 2010 the OIC introduced a knowledge management system and framework in order to capture, develop, share and effectively use the OIC's knowledge resources. During the reporting year, the framework was revised and updated in order to improve the effectiveness and usability of the system and regulate the ongoing maintenance of its content. This will ensure that the new and revised processes resulting from the office's strategic planning initiatives can be appropriately

stored in a shared repository and are available to staff, now and in the future.

Risk management

In 2013/14 the OIC developed a Business Continuity Policy (**the BCP**). The BCP will help to ensure that, in the event of a foreseeable contingency, the OIC's core services are maintained with minimal interruption; major business continuity risks are identified; effective preventative measures are put in place; and responsive recovery strategies are employed. The BCP is supported by a Business Continuity Management Plan which documents the procedures to be used to return the OIC's core services to full operation as soon as possible following any outage. To support both of these initiatives, the OIC's disaster recovery procedures have been updated to ensure that the standard operating environment is returned to normal operation within a reasonable time frame.

Audit

The OIC was selected by the Office of the Auditor General as one of ten agencies to be audited on controls over purchasing cards. The audit was conducted in May 2013 with the results of the audit published in April 2014.

The OIC has accepted and implemented all four recommendations made in the Auditor General's Report to improve purchasing card controls. To this end, the OIC has established a formal purchasing card register for the five purchasing cards held by staff and created a purchasing

cardholder agreement, signed by each cardholder. The purchasing card policy has also been enhanced to:

- require employees to hand their purchasing card to the card administrator before proceeding on any period of leave longer than four weeks;
- require the storage of purchasing cards in a secure location within the office rather than on an employee's person whenever the card is not being used;
- review purchasing card expenditure every 12 months; and
- implement further approvals to purchasing card transactions for the Commissioner and chief finance officer.

In addition to the recommendations made, all purchasing card transactions for each card holder are now proactively published on the OIC's website every month. This allows all credit card expenditure to be scrutinised by the public.

At the end of the financial year, the OIC arranged for an internal audit of its financial and human resource processes. Six recommendations for improvement were made: two with a medium risk impact and six with a low risk impact. The recommendations mainly focussed on segregation of duties, approval processes, management of the MYOB financial software, and review of additional monthly reports.

Segregation of duties and adequate approval processes is a common issue identified throughout OIC's internal audit

history. Due to the small size of the office, one officer is charged with day to day management of the financial and human resource functions for the office. In some instances, this restricts the ability to either segregate duties or allocate approval processes to other staff members, who do not have the required skills or knowledge to effectively carry out that responsibility. Nevertheless, the OIC endeavours to provide accountability and transparency in all financial and human resource processes. To this end, the Commissioner personally reviews all accounts payable (including purchasing card transactions), bank reconciliations, leave reports and trial balances.

Financial matters

As detailed in the financial statements published in this annual report, the main expenditure for the OIC continues to be accommodation and salaries, with the remaining expenditure representing general office running costs. However, salary costs reduced temporarily in 2013/14 in comparison to 2012/13 due to a delay in filling one vacant position and a large reduction in the current annual and long service leave liabilities.

In addition, the OIC's negative equity balance has improved from last year. It had been reported by the Auditor General in his Audit Results Report to Parliament that the OIC's net assets have been in deficit for the past three years. Reasons for this include: the OIC no longer receives regular capital appropriation and has only nine depreciable assets, of which only five have a residual value; since relocating to Albert

AGENCY PERFORMANCE

Facey House in early 2012 the OIC no longer owns any office fit-out or telecommunications equipment, as this is now leased from the Department of Finance; and the OIC's sole source of revenue (barring occasional recoups and refunds) is government appropriations.

The improvement in OIC's net assets in 2013/14 can be attributed to both a reduction in leave liabilities and the approval of additional funding for previously unfunded accommodation expenses.

Human resources

The fourth strategic goal - *build the capacity of our people* - focusses on the attraction, management and development of OIC's staff. The following strategic initiatives have been identified to assist in this regard:

- Attracting and retaining the best people.
- Using technology to effectively harness and maintain the value of the office's knowledge base.
- Implementing structured needs-based professional development for staff that includes formal training, mentoring and coaching.

Progress towards accomplishing these initiatives is in the early stages, and will be reported in future annual reports.

Significant Issues and Trends

7. Decisions of Interest 2013/2014

The following section outlines some particular decisions by the Commissioner during the reporting period which may be of broader interest. In particular, some of the matters demonstrate the increasing complexity of the documents agencies are required to deal with under the FOI Act. They also show how the boundaries have shifted in the time since the FOI Act commenced 20 years ago from the traditional understanding of a document being paper-based to electronic documents, emails, databases and CCTV footage.

Helping an applicant to reduce the scope of an access application

When a valid access application is made to an agency, the agency must deal with it in the manner described in section 13 of the FOI Act. The only exception is that an agency is permitted to refuse to deal with an application under section 20 of the FOI Act if – after taking reasonable steps to help an access applicant to change the application to reduce the amount of work required to deal with it – the agency considers that the work involved in dealing with the application would divert a substantial and unreasonable portion of the agency's resources away from its other operations. Therefore, to rely on section 20, an agency must first take reasonable steps to assist the access applicant to change the application to reduce the amount of work needed to deal with it.

In Re Jamieson and City of South Perth [2013] WAICmr 22, a former councillor of the agency applied to the agency under the FOI Act for a range of documents relating to him, among other things, over a period of time. The agency refused to deal with the application under section 20 of the FOI Act on the basis that dealing with it would divert a substantial and unreasonable portion of the agency's resources away from its other operations. The complainant applied to the Information Commissioner for external review of the agency's decision.

On external review there was nothing before the Information Commissioner to show that the agency had made any attempt to discuss with the complainant practical alternatives for changing the application. There was nothing on the agency's FOI file to evidence that it explained to the complainant why it considered the scope of the application was too large, nor did the agency claim that it provided the complainant with any assistance.

In the absence of any evidence before the Commissioner to demonstrate that the agency had taken any steps to help the complainant to change his access application to reduce the amount of work required to deal with it, the Commissioner considered that the agency had not satisfied its obligation under section 20(1) of the FOI Act. Therefore, the Commissioner found that the agency was not justified in refusing to deal with the complainant's access application under section 20. Accordingly, the Commissioner set aside

SIGNIFICANT ISSUES AND TRENDS

the agency's decision and, in substitution, decided that the agency had to deal with the access application in accordance with the provisions of the FOI Act. Note: the agency subsequently dealt with the access application. The agency's decision on access was confirmed by the Commissioner in *Re Jamieson and City of South Perth* [2014] WAICmr 13.

Deferral of access for an unreasonable period

Section 25(1)(b) of the FOI Act provides that an agency may defer giving access to a document for a reasonable period if the document has been prepared for presentation to Parliament or submission to a particular person or body but is yet to be presented or submitted.

In *Re O'Rourke and Town of Claremont* [2013] WAICmr 24 the complainant applied to the agency for access to certain documents relating to the cultural heritage assessment of his property. The agency identified one document within the scope of the application and decided to defer giving access to it under section 25(1)(b) of the FOI Act on the grounds that the document had been prepared for presentation to the Council of the agency.

On external review, the Commissioner considered whether the agency's decision to defer the giving of access was for a 'reasonable period' as provided for in section 25.

The Commissioner noted that the meaning of 'reasonable period' should be considered in terms of its ordinary dictionary meaning; that is, a period of time which should not be excessive. Given the objects and intent of the FOI Act, the

Commissioner was of the view that Parliament considered that a 'reasonable period' would not be an open ended period of time but would be a period which meets the expectations of the ordinary and reasonable person.

In this case, the agency had initially informed the complainant that access would be provided to the requested document in December 2012. However, ten months had elapsed and access had not been provided. The Commissioner decided that access had in effect been deferred for a period of ten months and that was not a reasonable period of time as required by section 25(1). Consequently, the Commissioner found that the agency's decision to defer the giving of access under section 25(1)(b) was not justified. As a result, the agency was required to give immediate effect to its decision to give the complainant access to the requested document.

Lease of State land vested in a local government - The Indiana Tea House

In *Re Post Newspapers Pty Ltd and Town of Cottesloe* [2013] WAICmr 27, the complainant applied to the agency for access to a copy of the lease between the agency and the lessees of the Indiana Tea House. The agency refused access to the requested documents on the basis that they are exempt under clause 4(3) (information concerning commercial and business affairs) of Schedule 1 to the FOI Act. The complainant applied to the Commissioner for external review of the agency's decision. During the external review process, two third parties who objected to disclosure of the requested documents were joined as parties to the complaint.

After considering the evidence before him including the submissions made by the agency and the third parties, the Commissioner was not persuaded that disclosure of the disputed documents could reasonably be expected to have an adverse effect on the business, professional, commercial or financial affairs of the third parties as required by clause 4(3)(b). The Commissioner was also of the view that, in any event, there is a strong public interest in the public, and ratepayers in particular, being able to scrutinise agreements entered into by a local government on behalf of its ratepayers. The Commissioner noted that there is a public interest in local government agencies being accountable for the decisions they make and there should be as much transparency as possible regarding the use of Crown land. The Commissioner considered it to be in the public interest for the public to have confidence that such transactions are dealt with properly by State and local government agencies.

The third parties also made submissions about the purported confidential nature of the disputed documents. Consequently, the Commissioner considered whether the disputed documents are exempt under either clause 8(1) or clause 8(2) of Schedule 1 to the FOI Act. There was no information or evidence before the Commissioner to support a claim that a contractual obligation of confidence exists in respect of the disputed documents. Consequently, the Commissioner was not satisfied that disclosure would be a breach of confidence for which a legal remedy could be obtained, as required by clause 8(1). There was also no evidence before the Commissioner to establish that the information in the disputed

documents was of a confidential nature obtained in confidence, as required by clause 8(2).

Accordingly, the Commissioner set aside the agency's decision and found that the disputed documents were not exempt under clauses 4(3), 8(1) or 8(2) of Schedule 1 to the FOI Act.

Destruction of personal information

Section 45 of the FOI Act gives a person the right to apply to an agency for amendment of personal information about the person contained in a document of the agency if the information is inaccurate, incomplete, out of date or misleading. Section 48(3) provides that an agency is not to amend information in a way that obliterates or removes the information, or results in the destruction of a document containing the information, unless the Commissioner certifies in writing that it is impracticable to retain the information or that, in the opinion of the Commissioner, the prejudice or disadvantage that the continued existence of the information would cause to the person outweighs the public interest in maintaining a complete record of information.

In *Re Larkman and Department of Corrective Services* [2014] WAICmr 1, the complainant – a prisoner – applied to the agency to have personal information about him amended by way of destruction. The agency decided not to amend the information in the manner requested. However, the agency accepted that the information was inaccurate and placed a notation on the complainant's prison files which corrected the

SIGNIFICANT ISSUES AND TRENDS

inaccuracy of the disputed information. The complainant did not accept the agency's decision and applied for external review.

On the information before him, the Commissioner was not persuaded that the continued existence of the disputed information would prejudice or disadvantage the complainant. Therefore, the Commissioner did not consider that the prejudice or disadvantage that the continued existence of the information would cause to the complainant outweighed the public interest in maintaining a complete record of information, particularly in light of the notation the agency had inserted on the complainant's prison file. Accordingly, the Commissioner found that there were no grounds for him to certify the destruction of the disputed information and confirmed the agency's decision not to amend the information in the manner requested by the complainant.

Documents relating to employment and performance of a CEO

Section 26 of the FOI Act provides that an agency may refuse access to a document if all reasonable steps have been taken to find the document and the agency is satisfied that the document is either in the agency's possession but cannot be found or does not exist. On external review the issues for the Commissioner to decide are whether there are reasonable grounds to believe that the requested documents exist or should exist in the agency and, if so, whether or not the agency has taken all reasonable steps to find the documents.

In *Re James and City of Albany* [2014] WAICmr 2, the complainant, the agency's former Chief Executive Officer (**the CEO**), applied to the agency for access to certain documents relating to her employment with the agency. The agency gave the complainant access to some documents and refused access to others under clause 4(3) of Schedule 1 to the FOI Act. However, the complainant claimed that additional documents should exist within the scope of her access application. The complainant sought external review of the agency's decision on the basis that it had, in effect, refused access to those further documents under section 26 of the FOI Act.

In the circumstances of the case, the Commissioner considered it good administrative and human resource practice that the agency would have documents of the kind requested by the complainant. This included documents which record the engagement of a consultant to employ the CEO; documents relating to the day to day management of any officer, including the CEO; documents relating to any complaints received about the performance of any officer, including the CEO; and documents relating to the action taken by the agency in relation to those complaints, particularly where it has resulted in the officer having his or her employment terminated. Consequently, the Commissioner made extensive inquiries with the agency regarding the searches it undertook for the requested documents. In accordance with section 26(2) of the FOI Act, the Commissioner required the agency to conduct further searches.

After reviewing all of the information before him, including the further searches conducted by the agency, the Commissioner decided that the agency had taken all reasonable steps to find the requested documents but that the requested documents either cannot be found or do not exist. Accordingly, the Commissioner confirmed the agency's decision.

Access to a competitor's tender documents

In *Re Butcher and Department of Parks and Wildlife and Another* [2014] WAICmr 6, the complainant applied to the agency for access to the quote submitted by a tenderer for a project run by the agency, excluding pricing information. The agency consulted with the tenderer (**the third party**) who objected to disclosure, claiming that the requested document is exempt under clauses 4(1), 4(2), 4(3) and 8(2) of Schedule 1 to the FOI Act. The agency subsequently refused the complainant access to the requested document under clause 4(3) of Schedule 1 to the FOI Act.

The complainant applied to the Commissioner for external review of the agency's decision and the third party was joined as a party to the complaint. Based on the material before him, the Commissioner informed the parties that he was of the preliminary view that the disputed document was not exempt. As a result, the agency withdrew its exemption claim. However, the third party maintained its objection to disclosure and made further submissions.

After considering all of the information before him, the Commissioner did not accept the third party's claim that the

disputed document contains information that is a trade secret and found that the disputed document is not exempt under clause 4(1).

The Commissioner was also not persuaded by the third party's claim that disclosure of the disputed document could reasonably be expected to give the third party's competitors a commercial advantage or that disclosure of the disputed document would enable the third party's competitors to ascertain its costs and likely level of remuneration for its activities. The Commissioner was not satisfied on the information before him that the disputed document had a commercial value to the third party or that disclosure could reasonably be expected to destroy or diminish any commercial value in the information in the disputed document. Therefore, the Commissioner found that the disputed document was not exempt under clause 4(2).

In relation to the third party's clause 4(3) exemption claim, the Commissioner did not consider that disclosure of the disputed document, edited to remove all pricing information, could reasonably be expected to have an adverse effect on the business or commercial affairs of the third party. In addition, the Commissioner was not persuaded that disclosure of the disputed document could reasonably be expected to prejudice the future supply of information of that kind to the Government or to an agency and noted that potential future tenderers will continue to submit tenders where they feel it is in their commercial interest to do so. Consequently, the Commissioner found that the disputed document was not

SIGNIFICANT ISSUES AND TRENDS

exempt under clause 4(3). Accordingly, the Commissioner reversed the agency's decision.

8. FOI 'snapshots'

The following are some notable issues that have been identified by the OIC during the year.

Agencies providing information to Ministers on FOI applications

The OIC often receives enquiries from agencies asking whether it is appropriate to inform their Minister about FOI applications received by the agency. In light of the concept of Ministerial responsibility for portfolio agencies under the Westminster system of government, it is understandable that an agency would want to ensure that its Minister is adequately briefed on matters relevant to their portfolio. This may include being briefed on access applications under the FOI Act, particularly where the release of documents may lead to public debate through the media or Parliament.

Under the FOI Act, Ministers are separate agencies to the Departments and other bodies which they oversee. Section 100 provides that FOI decisions are to be made by the principal officer of the agency or an officer directed by that principal officer. In the case of a Department of State, the principal officer is the Director General. In other types of agencies, it is usually the CEO or equivalent.

In all cases it is the principal officer of an agency, not the Minister, who is responsible for making decisions of the

agency under the FOI Act. Decisions must be made with regard to the provisions of the FOI Act as passed by the Parliament, not by reference to inappropriate considerations of political expediency or convenience.

While there is no prohibition in the FOI Act against informing a Minister of specific FOI applications or decisions, doing this before a decision is made could lead to the perception, whether justified or not, that the Minister is being given an opportunity to influence the decision-making process in a way which allows inappropriate considerations to be taken into account. Further, informing the Minister of the identity of any particular access applicant, while not expressly prohibited by the FOI Act, may be contrary to an applicant's expectation of privacy and confidentiality. It may also result in a greater reluctance to use the FOI process in the future, which would run contrary to achieving the objects of the FOI Act.

“Decisions must be made with regard to the provisions of the FOI Act as passed by the Parliament, not by reference to inappropriate considerations of political expediency or convenience.”

Agencies should take the above considerations into account in deciding whether, when and how they brief Ministers on FOI applications received by the agency. To avoid perceptions of inappropriate influence, it may be prudent not to brief a Minister on any individual matters until the agency has made a decision on access. Where the applicant is an individual, respect for that individual's privacy would best be served by briefing the Minister in a way which does not disclose the identity of the access applicant. In any event, knowing the identity of the access applicant in a particular matter is unlikely to assist the Minister discharge his or her executive responsibilities.

Local government

This year the Commissioner has observed a disappointing attitude towards compliance with the FOI Act from a small number of local government agencies when dealing with complaints against decisions of those agencies. This manifested itself in various ways across the various agencies, including in an inordinate difficulty in locating documents requested by the OIC; in a reluctance to speak to either the access applicant or the OIC; in an apparent lack of understanding of an agency's obligations under the FOI Act (including placing inappropriate weight on the unsubstantiated views of third parties – see for example *Re Post Newspapers Pty Ltd and Town of Cottesloe* [2013] WAICmr 27); through inadequate notices of decision; and in not treating FOI as a genuine legislative obligation.

In his report to Parliament following a review of the administration of FOI in Western Australia in 2010 (*The Administration of Freedom of Information in Western Australia* 31 August 2010), the Commissioner made the following observations about agency culture towards FOI, at page 23:

The culture of an agency in regard to attitudes about concepts of openness, accountability and transparency is considered inextricably linked to how well FOI applications are administered by the agency and whether the intent of the FOI Act is met. For FOI to be administered effectively, efficiently and fairly within agencies, it is important for Ministers, CEOs and FOI Coordinators to have a strong commitment to the principles and promotion of openness, accountability and transparency.

“... an FOI decision made by a local government is around eight times more likely to be subject to external review than an FOI decision made by a State government agency.”

SIGNIFICANT ISSUES AND TRENDS

The Commissioner has considered the proportion of external review applications made to him in respect of decisions of local government agencies compared to State government agencies (other than Ministers) over the past three years. In 2011/2012, a total of 633 access applications were received by local government agencies and external review was sought in 26 cases (4.11%). In the same period 15,855 access applications were received by State government agencies and external review sought in 79 cases (0.50%). In 2012/2013, a total of 660 access applications were received by local government agencies and external review was sought in 29 cases (4.39%). In the same period 16,450 access applications were received by State government agencies and external review sought in 97 cases (0.59%). In 2013/2014, 790 access applications were received by local government agencies and external review sought in 28 cases (3.54%). In the same period 17,541 access applications were received by State government agencies and external review sought in 76 cases (0.43%).

These figures show that in the past three years, an FOI decision made by a local government is around eight times more likely to be subject to external review than an FOI decision made by a State government agency.

The Commissioner understands that this is due to a number of factors, some of which are outside the control of individual local governments. However, a more positive and open attitude to information disclosure can significantly reduce the potential strain on an agency's resources by reducing or

eliminating the need to deal with individual FOI applications for that information. The Commissioner encourages local government agencies to adopt a more positive and open attitude in this regard. This can manifest itself in the proactive publication of information and by being responsive and open to both formal and informal requests for information from members of the public.

Access to documents by another means

The Commissioner encourages agencies to make government information available outside the FOI process as much as possible, unless there is good reason not to do so.

To that end, the Commissioner considers it good practice for agencies to make as much material as possible publicly available on an agency's website, for example, information relating to credit card expenditure and tender processes. As an example of this, all transactions undertaken on the purchasing cards issued to OIC staff from 1 July 2013 are now available on the OIC website.

The OIC continues to regularly receive queries from the public about accessing documents through FOI when they are involved in, or may become involved in, court proceedings. There is nothing in the FOI Act that prevents a person from pursuing other avenues, such as the discovery process in litigation, in conjunction with the FOI process. However, in some cases mechanisms such as subpoena and discovery may be more appropriate to use than FOI as they may be faster and are not subject to the exemptions in the FOI Act.

“The Commissioner encourages agencies to make government information available outside the FOI process as much as possible, unless there is good reason not to do so.”

Production of documents by agencies on external review

After receiving a complaint, the Commissioner usually writes to the principal officer of the agency advising of the complaint. That letter also requires the agency to produce certain documents to the Commissioner within a specified time period. Failure to comply is an offence under section 83 of the FOI Act.

In recent years the OIC has experienced some difficulties when agencies produce documents to the Commissioner. This includes inadequate compliance with the Commissioner’s request for the production of documents and a lack of appreciation from some agencies that the request for documents is made pursuant to a legislative power.

Since early 2013, the Commissioner has provided agencies with a copy of a ‘Guideline for agencies when producing

documents to the Information Commissioner’, which is also available on the OIC website. That guideline was produced to address the issues encountered by the OIC. While there have been improvements in that time, this matter remains an issue of concern.

When documents are produced to the Commissioner, he expects them to be produced in a form that enables the OIC to commence the external review of the agency’s decision. This means that the disputed documents should be clearly identified and numbered or labelled. When an agency has deleted any information from documents it has given to an access applicant, that information must be clearly highlighted or marked. Unfortunately this does not always happen and OIC resources are unnecessarily spent remedying and dealing with these administrative matters. This places a strain on the OIC’s limited resources and leads to frustration and delay.

9. Report on agency statistics 2013/14

Section 111 of the FOI Act requires that the Commissioner’s annual report to the Parliament is to include certain specified information relating to the number and nature of applications dealt with by agencies under the FOI Act during the year. To enable that to occur, agencies are required by section 111 to provide the Commissioner with the specified information. That information for 2013/14 is set out in detail in the statistical tables at the end of this report. The following is an overview.

SIGNIFICANT ISSUES AND TRENDS

As can be seen from a review of previous annual reports of the Commissioner, the number of access applications made to agencies under the FOI Act has steadily increased, from 3,323 at the end of the first full financial year of operation of the FOI Act (1994/95) to 17,672 in the year under review. That represents an increase of approximately 432% in 19 years from 1995 and a 2.9% increase from last year (17,175).

Figure 1
Number of applications decided – all agencies

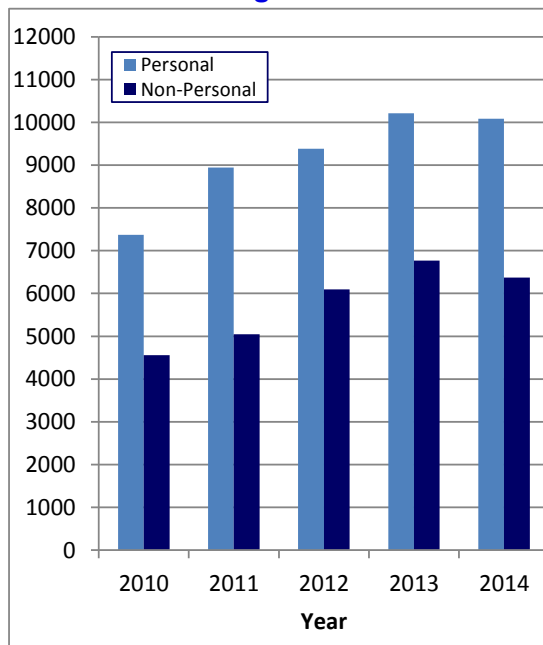
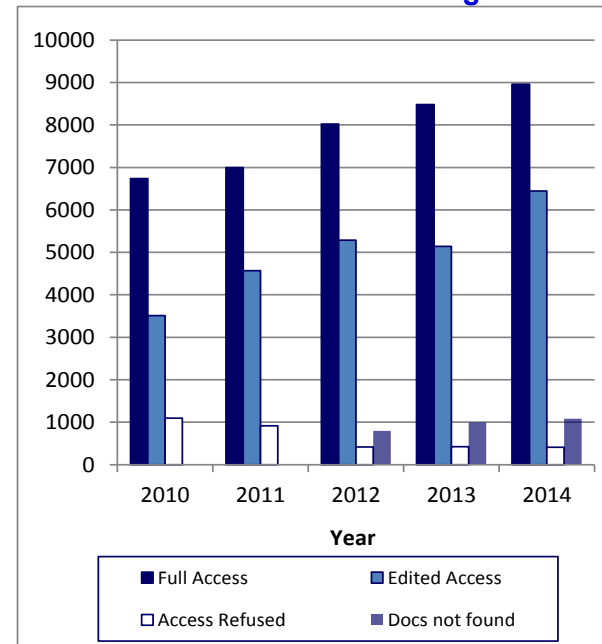


Figure 2
Outcome of decisions – all agencies



Decisions

As can be seen in Table 13 (on page 91), of the decisions on access made by Ministers in the reporting period, two were to give full access; 36 were to give access to edited copies of documents; and four decisions were to refuse access. In six cases, no documents could be found.

Table 13 also reveals that 15,653 decisions on access applications were made by State government agencies (exclusive of local government agencies and Ministers) under the Act in 2013/14. Of those decisions, 52.8% resulted in the

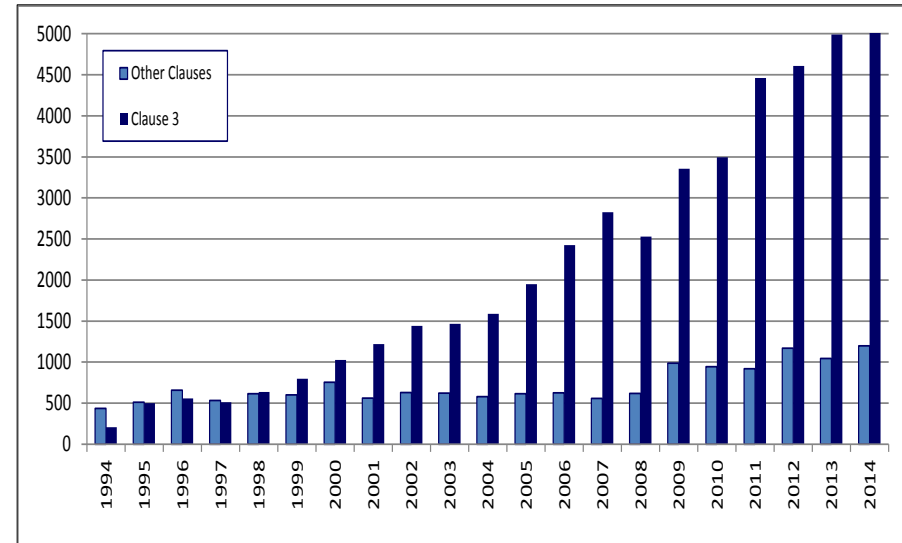
applicant being given access in full to the documents sought; 37.8% resulted in the applicant being given access to edited copies of the documents sought; and 0.9% resulted in either access being given but deferred, or being given in accordance with section 28 of the FOI Act (by way of a medical practitioner). In 6.4% of applications the agency could not find the requested documents. Only 2.1% of the decisions made were to refuse access. The above figures indicate that approximately 90.6% of the 15,653 decisions made by State Government agencies on FOI applications were to the effect that access in some form was given (similar to the previous year of 89.8%).

Exemptions

Also consistent with previous years, the exemption clause most frequently claimed by agencies from both State and local government sectors (excepting those claimed by Ministers and described below) was clause 3, which exempts from disclosure personal information about individuals other than the applicant. That clause was claimed 5,629 times in the year under review. Figure 3 compares the use of this clause with all other clauses used since 1993/94, which indicates continued use of the exemption to protect personal privacy.

The next most frequently claimed exemptions were: clause 7, which protects from disclosure documents which would be privileged from production in legal proceedings on the ground of legal professional privilege (291 times); clause 4, which relates to certain commercial or business information of private individuals and organisations (201 times); clause 5,

Figure 3 – Use of exemption clauses



which relates to law enforcement, public safety and property security (182 times) and clause 6, which relates to the deliberative processes of government (113 times).

Consistent with the previous reporting period, the exemption clauses claimed most by Ministers were clause 3 (personal information); clause 1 (Cabinet and Executive Council); and clause 12 (contempt of Parliament or court).

Internal review

Agencies received 232 applications for internal review of decisions relating to access applications during 2013/14 (see Table 15 on page 107). This represents about 1.4% of all decisions made and about 64.8% of those decisions in which

SIGNIFICANT ISSUES AND TRENDS

access was refused. In the year under review, 236 applications for internal review were dealt with (including some that were received in the previous period). The decision under review was confirmed on 156 occasions, varied on 63 occasions, reversed on 10 occasions and the application for internal review was withdrawn on 7 occasions.

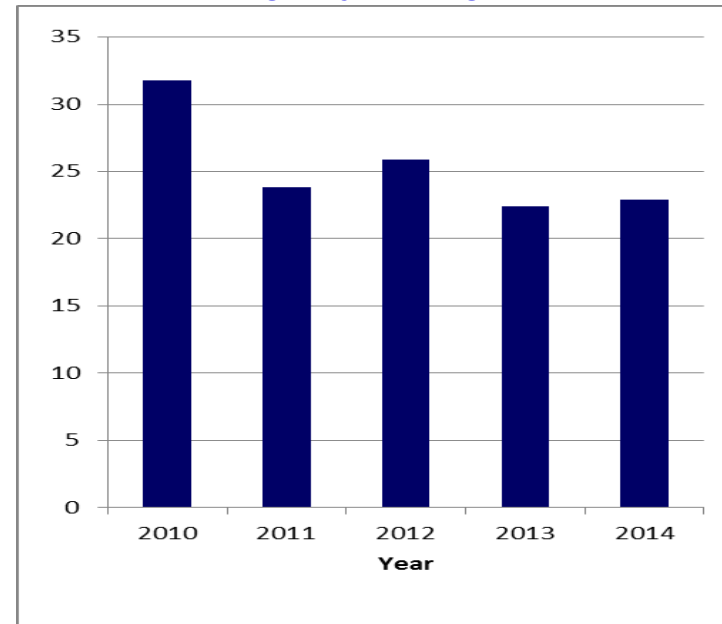
Amendment of personal information

Agencies dealt with 35 applications for amendment of personal information during the year (see Table 16 on page [112](#)), resulting in personal information being amended on six occasions; not amended on 19 occasions; and amended, but not as requested, on five occasions. Of the 11 applications for internal review of decisions relating to the amendment of personal information dealt with during the year, nine decisions were made to confirm the original decision; one decision was varied; and one decision reversed (see Table 17 on page [113](#)).

Average time

The average time taken by agencies to deal with access applications (22.9 days) is similar to the previous year (22.4 days) and remains within the maximum period of 45 days permitted by the FOI Act (see Figure 4).

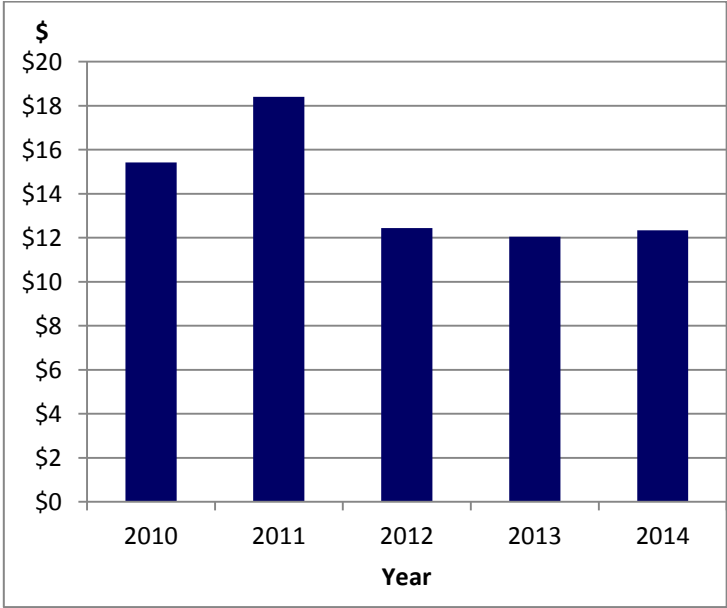
Figure 4
Average days – all agencies



Average charges

The average amount of charges imposed by agencies for dealing with access applications increased to \$12.34. This is similar to the 2012/13 average charge of \$12.04 (see Figure 5).

Figure 5
Average charge for access –
all agencies



Disclosures and Legal Compliance

10. 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.

Disability Services Act 1993 (s.29): The OIC prepared an updated Disability Access and Inclusion Plan for submission to the Disability Services Commission. An extension of time for submission was granted to 31 July 2014 in order to conduct further consultation with relevant external organisations. The Disability Access and Inclusion Plan will be available on the OIC's website in early 2014/15.

Electoral Act 1907 (s.175ZE): There was no expenditure incurred on advertising, market research polling, direct mail or media advertising activities during the year.

State Records Act 2000 (s.61), and State Records Commission Standards, Standard 2, Principle 6: The revision of the OIC's Recordkeeping Plan was approved by the State Records Commission on 23 March 2009. The OIC's administrative record keeping system adheres to the Keyword AAA record keeping system, and the Records Manager has the responsibility of ensuring that all records are properly

logged and filed. The Records Manager attends workshops and seminars on records management issues as required, and further staff instruction on the record keeping practices of the OIC is conducted. An updated Recordkeeping Plan is due for submission to the State Records Office in October 2014.

Occupational Health and Safety Act 1984: 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. All injury management targets have been met (see Table 11 on Page [84](#)). There were no reported injuries or fatalities, and all managers have attended OSH and injury management training.

Public Sector Management Act 1994, s.31(1)

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.

One new employee was appointed during 2013/14 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 is underway and is expected to be completed in 2014/15.

Performance Indicators

Performance Indicator Certification

We hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Office of the Information Commissioner, and fairly represent the performance of the Office of the Information Commissioner for the financial year ended 30 June 2014.



Sven Blummel
Information Commissioner

22 August 2014



Tony Prūyn
Complaints Coordinator

22 August 2014

11. Desired outcome

Access to documents and observance of processes in accordance with the FOI Act.

12. Description

Under the FOI Act, the main function of the Commissioner is to provide independent external review of agencies' decisions by dealing with complaints about decisions made by agencies under the FOI Act. The Commissioner's other responsibilities include:

- ensuring that agencies are aware of their responsibilities under the FOI Act;
- ensuring members of the public are aware of the FOI Act and their rights under it;
- providing assistance to members of the public and agencies on matters relevant to the FOI Act; and
- recommending to Parliament legislative or administrative changes that could be made to help the objects of the FOI Act to be achieved.

The OIC is made up of the Commissioner and the staff appointed by the Governor to assist the Commissioner to discharge those functions and responsibilities under delegated authority. These functions take the form of two outputs.

Output 1: Resolution of Complaints.

Output 2: Advice and Awareness.

The intent of the FOI Act is to ensure that proceedings on external review are conducted with as little formality and technicality as the requirements of the FOI Act and a proper consideration of the matters before the Commissioner permit. Therefore, when dealing with complaints, the policy of the Commissioner is to ensure that wherever possible the conduct of external review proceedings is not unduly legalistic or formal. Accordingly, the preferred method of resolving complaints is by negotiating a conciliated outcome between the parties. However, where a conciliated outcome cannot reasonably be achieved, the Commissioner is required to make a determination and publish a written decision with reasons.

Officers delivering the Advice and Awareness output also emphasise the spirit of the FOI Act when delivering advisory services. Wherever possible, agencies are encouraged to release information outside the FOI process where it is reasonable to do so or, where necessary, to follow the correct processes for dealing with an access application or an application for amendment of personal information under the FOI Act. Policy development within agencies which establishes routine information disclosure outside formal FOI processes is encouraged so that the impact of the obligations placed on agencies by the FOI Act on the day-to-day operations of those agencies is minimised. Many potential

PERFORMANCE INDICATORS

disputes are also resolved informally with assistance from the OIC.

The Performance Indicators (**the PIs**) of the OIC detailed below have been designed to reflect the satisfaction of parties who utilise the services of the OIC, show the extent to which conciliation is achieved and measure efficiency by relating workload to costs. There are three Effectiveness PIs and two Efficiency PIs, which are summarised below:

Effectiveness performance indicators

1. Satisfaction of parties with external review process.
2. Satisfaction of agencies with advice and guidance provided.
3. The extent to which complaints were resolved by conciliation.

Efficiency performance indicators

4. Average cost of external reviews finalised.
5. Average cost of advisory services delivered per recipient.

13. Effectiveness performance indicators

Satisfaction of parties with external review process

	2009	2010	2011	2012	2013	2014
Target	90%	90%	85%	80%	80%	80%
Outcome	91%	84%	77%	81%	86%	85%

The above indicator shows the level of satisfaction with the external review process by the parties to each of the complaints finalised during the year.

A PRQ is sent to the parties to an external review to seek their views on whether there was an independent, objective and fair process with an emphasis on user-friendly processes which met their needs. Four key questions are asked:

1. Were you satisfied with the outcome of the external review?
2. Regardless of the outcome, were you satisfied with the manner in which the external review was conducted by the Office of the Information Commissioner?
3. Do you consider that you were kept adequately informed regarding the progress of the external review?

4. Was the officer assigned to the external review professional in his or her dealings with you?

A PRQ was sent to each of 292 parties who participated in an external review process following finalisation of the review process. 171 participants returned a completed PRQ. 117 responses were received from agencies and 54 were received from complainants.

The outcome of answers to question 2 above is used to calculate this indicator. The answers to questions 1, 3 and 4 are also used by the OIC, but for internal performance management of complaints officers. Information in response to all four questions is taken into account when reviewing external review procedures.

Of the 171 respondents, 145 (85%) answered ‘yes’ to question 2 and confirmed that they were satisfied with the manner in which the external review was conducted by the Office of the Information Commissioner.

Satisfaction of agencies with advice and guidance provided

	2009	2010	2011	2012	2013	2014
Target	98%	98%	98%	98%	98%	98%
Outcome	97%	98%	98%	98%	98%	98%

The Advice and Awareness section of the OIC provides a range of advisory services. Those services are provided direct by telephone, email and counter enquiries and through group training presentations and briefings and indirectly through published information and the internet website of the OIC.

A survey is conducted on an annual basis in conjunction with the annual statistical returns of agencies. The survey was sent to each of 290 State and local government agencies and Ministers. Of the 290 surveys sent, 270 agencies (93%) responded by returning a completed survey. Of the 270 respondent agencies, 209 (77%) confirmed receiving advice and guidance from this office.

Of those 209 agencies that received advice, 204 agencies (98%) expressed satisfaction with the advice and guidance provided to them by this office.

The extent to which complaints were resolved by conciliation

The external review model adopted by the OIC emphasises informal resolution processes such as negotiation and conciliation, wherever possible. If a complaint cannot be resolved by conciliation between the parties to the complaint, the Commissioner is required to make a formal determination.

PERFORMANCE INDICATORS

The PI set out in 1.3 is designed to represent the success rate of the preferred resolution method. Therefore, the PI shows, as a percentage, those complaints finalised by conciliation as opposed to those complaints that required a decision by the Commissioner.

	2009	2010	2011	2012	2013	2014
Target	70%	65%	55%	60%	60%	60%
Outcome	59%	56%	61%	55%	68%	70%

In total, 378 matters of all types were finalised by the OIC in 2013/14. However, of those 378 matters, only 152 were complaints, as defined in section 65 of the FOI Act. Of the 152 complaints resolved in 2013/14, 107 (70%) were resolved by conciliation. That is, as a result of negotiations conducted by the OIC, the parties agreed that no issues remained in dispute which required a decision by the Commissioner.

14. Efficiency performance indicators

The OIC currently operates with 12 FTEs to deliver services under the two main functions prescribed by the FOI Act. As the primary function of the OIC is to deal with complaints received under the FOI Act, approximately 70% of the OIC's resources are allocated to the complaint resolution (external review) function. The other main function of the OIC is to provide advisory services to agencies and to the public.

About 30% of the OIC's resources are allocated to the delivery of advice and awareness services.

Output 1 - Resolution of Complaints

Average cost of external reviews finalised

Included in calculating this PI are only those matters dealt with by the Resolution of Complaints section of the OIC in 2013/14 which were technically formal "complaints" (see section 65 of the FOI Act) and applications that required a determination under the FOI Act rather than general complaints or requests for assistance that are not technically "complaints" as per the FOI Act. General requests for assistance or for the intervention of the OIC, including misdirected applications, are reported on as part of the output of the Advice and Awareness Services. Most of those kinds of matters are dealt with by officers in the Advice and Awareness section of the OIC.

	2009	2010	2011	2012	2013	2014
Budget	\$6,006	\$6,875	\$8,752	\$8,156	\$7,455	\$8,067
Actual	\$7,234	\$7,426	\$8,429	\$8,359	\$9,909	\$8,094

The table above reflects the costs incurred in resolving complaints and applications (eg. to lodge a complaint out of time; permission not to consult; etc.) that may require a determination. It is calculated by dividing the number of

complaints and applications resolved by the OIC in 2013/14 (177) into the “cost of services” for the Resolution of Complaints output.

Note: The variation (reduction) in the actual average cost from 2012/13 is primarily due to reduced salaries expenditure with two legal officer positions being vacant for part of the year together with an increase in output resulting from the implementation of significant changes to processes following a strategic review undertaken by the office.

Output 2 – Advice and Awareness Services

Average cost of advisory services delivered per recipient

In calculating this PI the total output units delivered by the Advice and Awareness section of the OIC in 2013/14 was used. The output units recorded by the OIC relate to where direct advisory services were provided. Those units will consist of a total of all telephone calls attended, written advice given by email and letter, counter inquiries attended and recipients of training and briefings.

The table above reflects the average cost of providing advice and awareness services to recipients. It is calculated by dividing the total number of recipients of advice and awareness services provided by the OIC in 2013/14 (2862) into “cost of services” for the Advice and Awareness output.

Note: The variation (reduction) in the actual average cost from 2012/13 is primarily due to reduced salaries expenditure with two legal officer positions being vacant for part of the year together with an increase in the amount of advisory services delivered.

	2009	2010	2011	2012	2013	2014
Budget	\$187	\$233	\$184	\$196	\$208	\$240
Actual	\$133	\$176	\$150	\$196	\$294	\$236

Financial Statements



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

OFFICE OF THE INFORMATION COMMISSIONER

Report on the Financial Statements

I have audited the accounts and financial statements of the Office of the Information Commissioner.

The financial statements comprise the Statement of Financial Position as at 30 June 2014, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, Schedule of Income and Expenses by Service, Schedule of Assets and Liabilities by Service, and Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

Information Commissioner's Responsibility for the Financial Statements

The Information Commissioner is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the Treasurer's Instructions, and for such internal control as the Information Commissioner determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Information Commissioner's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Information Commissioner, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the Office of the Information Commissioner at 30 June 2014 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

Page 1 of 3

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 9499 Perth WA 6949 TEL: 08 6557 7500 FAX: 08 6557 7500

Report on Controls

I have audited the controls exercised by the Office of the Information Commissioner during the year ended 30 June 2014.

Controls exercised by the Office of the Information Commissioner are those policies and procedures established by the Information Commissioner to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions.

Information Commissioner's Responsibility for Controls

The Information Commissioner is responsible for maintaining an adequate system of internal control to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities are in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Office of the Information Commissioner based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about the adequacy of controls to ensure that the Information Commissioner complies with the legislative provisions. The procedures selected depend on the auditor's judgement and include an evaluation of the design and implementation of relevant controls.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the controls exercised by the Office of the Information Commissioner are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions during the year ended 30 June 2014.

Report on the Key Performance Indicators

I have audited the key performance indicators of the Office of the Information Commissioner for the year ended 30 June 2014.

The key performance indicators are the key effectiveness indicators and the key efficiency indicators that provide information on outcome achievement and service provision.

Information Commissioner's Responsibility for the Key Performance Indicators

The Information Commissioner is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions and for such controls as the Information Commissioner determines necessary to ensure that the key performance indicators fairly represent indicated performance.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

Page 2 of 3

An audit involves performing procedures to obtain audit evidence about the key performance indicators. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments the auditor considers internal control relevant to the Information Commissioner's preparation and fair presentation of the key performance indicators in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the relevance and appropriateness of the key performance indicators for measuring the extent of outcome achievement and service provision.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the key performance indicators of the Office of the Information Commissioner are relevant and appropriate to assist users to assess the Information Commissioner's performance and fairly represent indicated performance for the year ended 30 June 2014.

Independence

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and Australian Auditing and Assurance Standards, and other relevant ethical requirements.

Matters Relating to the Electronic Publication of the Audited Financial Statements and Key Performance Indicators

This auditor's report relates to the financial statements and key performance indicators of the Office of the Information Commissioner for the year ended 30 June 2014 included on the Information Commissioner's website. The Information Commissioner's management is responsible for the integrity of the Information Commissioner's website. This audit does not provide assurance on the integrity of the Information Commissioner's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.



COLIN MURPHY
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
28 August 2014

Disclosure and Legal Compliance

FINANCIAL STATEMENTS
Certification of Financial Statements
For the year ended 30 June 2014

The accompanying financial statements of the Office of the Information Commissioner have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2014 and the financial position as at 30 June 2014.

At the date of signing we are not aware of any circumstances which would render the particulars included in the financial statements misleading or inaccurate.



Michelle Fitzgerald
Chief Finance Officer
22 August 2014



Sven Blumenthal
Information Commissioner
22 August 2014

FINANCIAL STATEMENTS

Statement of Comprehensive Income - 30 June 2014

	Note	2014 \$	2013 \$
COST OF SERVICES			
Expenses			
Employee benefits expense	<u>6</u>	1,443,192	1,615,118
Services and supplies	<u>7</u>	321,491	328,518
Depreciation expense	<u>8</u>	4,450	8,084
Accommodation expenses	<u>9</u>	259,319	262,330
Loss on disposal of non-current assets	<u>12</u>	59	-
Other expenses	<u>10</u>	78,352	117,454
Total cost of services		2,106,862	2,331,504
Income			
<i>Revenue</i>			
Other revenue	<u>11</u>	254	60,920
Total Revenue		254	60,920
Total income other than income from State Government		254	60,920
NET COST OF SERVICES		2,106,608	2,270,584
Income from State Government	<u>13</u>		
Service appropriation		2,142,000	2,062,000
Services received free of charge		109,700	85,794
Total income from State Government		2,251,700	2,147,794
SURPLUS/(DEFICIT) FOR THE PERIOD		145,092	(122,790)
OTHER COMPREHENSIVE INCOME			
Items not reclassified subsequently to profit or loss			
Changes in asset revaluation surplus		-	-
Total other comprehensive income		-	-
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		145,092	(122,790)

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Statement of Financial Position - 30 June 2014

	Note	2014 \$	2013 \$
ASSETS			
Current Assets			
Cash and cash equivalents	<u>22</u>	84,189	58,687
Receivables	<u>15</u>	15,568	24,484
Other Current Assets	<u>17</u>	35,690	4,121
Total Current Assets		135,447	87,292
Non-Current Assets			
Restricted cash and cash equivalents	<u>14, 22</u>	43,357	38,126
Amounts receivable for services	<u>16</u>	36,000	36,000
Plant and Equipment	<u>18</u>	4,395	8,845
Total Non-Current Assets		83,751	82,971
TOTAL ASSETS		219,199	170,263
LIABILITIES			
Current Liabilities			
Payables	<u>19</u>	53,341	51,687
Provisions	<u>20</u>	131,138	233,258
Total Current Liabilities		184,479	284,945
Non-Current Liabilities			
Provisions	<u>20</u>	68,097	63,787
Total Non-Current Liabilities		68,097	63,787
TOTAL LIABILITIES		252,576	348,732
NET ASSETS/(LIABILITIES)		(33,377)	(178,469)
EQUITY			
Contributed equity	<u>21</u>	37,000	37,000
Accumulated surplus/(deficiency)		(70,377)	(215,469)
TOTAL EQUITY		(33,377)	(178,469)

The Statement of Financial Position should be read in conjunction with the accompanying notes.

FINANCIAL STATEMENTS

Statement of Cash Flows - 30 June 2014

	Note	2014 \$	2013 \$
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		2,142,000	2,056,000
Net cash provided by State Government		2,142,000	2,056,000
<hr/>			
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(1,531,747)	(1,497,517)
Services and supplies		(582,866)	(712,731)
GST payments on purchases		(58,203)	(70,380)
Cost of disposal of non-current assets		(59)	-
Receipts			
Provision of services		254	-
GST receipts from taxation authority		61,354	83,184
Other revenue		-	31,128
Net cash used in operating activities	<u>22</u>	(2,111,267)	(2,166,317)
<hr/>			
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Purchase of non-current physical assets		-	-
Net cash provided by/(used in) investing activities		-	-
Net increase/(decrease) in cash and cash equivalents		30,733	(110,317)
Cash and cash equivalents at the beginning of the period		96,813	207,130
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	<u>22</u>	127,546	96,813

The Statement of Cash Flows should be read in conjunction with the accompanying notes.

Statement of Changes in Equity - 30 June 2014

	Note	Contributed Equity \$	Reserves \$	Accumulated Surplus/ (deficit) \$	Total Equity \$
Balance at 1 July 2012	<u>21</u>	37,000	-	(92,679)	(55,679)
Changes in accounting policy or correction of prior period errors		-	-	-	-
Restated balance at 1 July 2012		37,000	-	(92,679)	(55,679)
Surplus/(Deficit)		-	-	(122,790)	(122,790)
Other Comprehensive Income		-	-	-	-
Total comprehensive income for the period		-	-	(122,790)	(122,790)
Transactions with owners in their capacity as owners:					
Capital appropriations		-	-	-	-
Other contributions by owners		-	-	-	-
Distributions to owners		-	-	-	-
Total		37,000	-	(215,469)	(178,469)
Balance at 30 June 2013		37,000	-	(215,469)	(178,469)
Balance at 1 July 2013		37,000	-	(215,469)	(178,469)
Surplus/(Deficit)		-	-	145,092	145,092
Other Comprehensive Income		-	-	-	-
Total comprehensive income for the period		-	-	145,092	145,092
Transactions with owners in their capacity as owners:					
Capital appropriations		-	-	-	-
Other contributions by owners		-	-	-	-
Distributions to owners		-	-	-	-
Total		-	-	-	-
Balance at 30 June 2014		37,000	-	(70,377)	(33,377)

The Statement of Changes in Equity should be read in conjunction with the accompanying notes.

FINANCIAL STATEMENTS

Schedule of Income and Expenses by Service - 30 June 2014

	Resolution of Complaints		Advice and Awareness		Total	
	2014	2013	2014	2013	2014	2013
	\$	\$	\$	\$	\$	\$
COST OF SERVICES						
Expenses						
Employee benefits expense	981,370	1,098,280	461,821	516,838	1,443,192	1,615,118
Supplies and services	218,614	223,392	102,877	105,126	321,491	328,518
Depreciation expense	3,026	5,497	1,424	2,587	4,450	8,084
Accommodation expense	176,337	178,385	82,982	83,946	259,319	262,330
Loss on disposal of non-current assets	40	-	19	-	59	-
Other expenses	53,279	79,869	25,073	37,585	78,352	117,454
Total cost of services	1,432,666	1,585,423	674,196	746,081	2,106,862	2,331,504
Income						
Other income	254	60,920	-	-	254	60,920
Total income other than income from State Government	254	60,920	-	-	254	60,920
NET COST OF SERVICES	1,432,412	1,524,503	674,196	746,081	2,106,608	2,270,584
Income from State Government						
Service appropriation	1,456,560	1,402,160	685,440	659,840	2,142,000	2,062,000
Resources received free of charge	74,596	58,340	35,104	27,454	109,700	85,794
Total income from State Government	1,531,156	1,460,500	720,544	687,294	2,251,700	2,147,794
SURPLUS/DEFICIT FOR THE PERIOD	98,744	(64,003)	46,348	(58,787)	145,092	(122,790)

Schedule of Assets and Liabilities by Service - 30 June 2014

	Resolution of Complaints		Advice and Awareness		Total	
	2014	2013	2014	2013	2014	2013
	\$	\$	\$	\$	\$	\$
Assets						
Current assets	92,104	59,359	43,343	27,933	135,447	87,292
Non-current assets	56,951	56,420	26,800	26,551	83,751	82,971
Total assets	149,055	115,779	70,144	54,484	219,199	170,263
Liabilities						
Current liabilities	125,446	193,763	59,033	91,182	184,479	284,945
Non-current liabilities	46,306	43,375	21,791	20,412	68,097	63,787
Total liabilities	171,752	237,138	80,824	111,594	252,576	348,732
NET ASSETS / (LIABILITIES)	(22,697)	(121,359)	(10,681)	(57,110)	(33,377)	(178,469)

FINANCIAL STATEMENTS

Summary of Consolidated Account Appropriations and Income Estimates - 30 June 2014

	2014 Estimate \$	2014 Actual \$	Variance \$	2014 Actual \$	2013 Actual \$	Variance \$
<u>Delivery of Services</u>						
Item 56 Net amount appropriated to deliver services	1,438,000	1,864,000	426,000	1,864,000	1,800,000	64,000
Amount Authorised by Other Statutes -Freedom of Information Act 1992	278,000	278,000	-	278,000	262,000	16,000
Total appropriations provided to deliver services	1,716,000	2,142,000	426,000	2,142,000	2,062,000	80,000
<u>Capital</u>						
Capital appropriations	-	-	-	-	-	-
GRAND TOTAL	1,716,000	2,142,000	426,000	2,142,000	2,062,000	80,000
<u>Details of Expenses by Service</u>						
Resolution of Complaints	1,438,000	1,432,666	(5,334)	1,432,666	1,585,423	(152,757)
Advice and Awareness	616,000	674,196	58,196	674,196	746,081	(71,885)
Total Cost of Services	2,054,000	2,106,862	52,862	2,106,862	2,331,504	(224,642)
Less Total Income	(4,000)	(254)	3,746	(254)	(60,920)	60,666
Net Cost of Services	2,050,000	2,106,608	56,608	2,106,608	2,270,584	(163,977)
Adjustment	(13,000)	35,392	48,392	35,392	(208,584)	243,977
Total appropriations provided to deliver services	2,037,000	2,142,000	105,000	2,142,000	2,062,000	80,000
<u>Capital Expenditure</u>						
Purchase of non-current physical assets	-	-	-	-	-	-
Adjustments for other funding sources	-	-	-	-	-	-
Capital appropriations	-	-	-	-	-	-

Adjustments comprise movements in cash balances and other accrual items such as receivables, payables and superannuation. Note 27 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2014 and between the actual results for 2013.

Note 1. Australian Accounting Standards

General

The Commission's financial statements for the year ended 30 June 2014 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' includes Standards and Interpretations issued by the Australian Accounting Standard Board (**AASB**).

The Commission has adopted any applicable, new and revised Australian Accounting Standards from their operative dates.

Early adoption of standards

The Commission cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. There has been no early adoption of Australian Accounting Standards that have been issued or amended (but not operative) by the Commission for the annual reporting period ended 30 June 2014.

Note 2. Summary of significant accounting policies

(a) General statement

The Commission is a not-for-profit reporting entity that prepares general purpose financial statements in accordance with Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB as applied by the Treasurer's

instructions. Several of these are modified by the Treasurer's instructions to vary application, disclosure, format and wording.

The *Financial Management Act 2006* and the Treasurer's Instructions impose legislative provisions that govern the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

(b) Basis of preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

Note 3 'Judgements made by management in applying accounting policies' discloses judgements that have been made in the process of applying the Commission's accounting policies resulting in the most significant effect on amounts recognised in the financial statements.

Note 5 'Key sources of estimation uncertainty' discloses key assumptions made concerning the future, and other key sources of estimation uncertainty at the end of the reporting

FINANCIAL STATEMENTS

period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Notwithstanding the Commission's deficiency of net assets, the financial statements have been prepared on the going concern basis. This basis has been adopted as the Commission is a State Government agency funded by Parliamentary appropriation from the Consolidated Account.

(c) Reporting entity

The Office of the Information Commissioner is the reporting entity and has no related bodies.

(d) Contributed equity

AASB Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities' requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions.

Capital appropriations have been designated as contributions by owners by TI 955 Contributions by Owners made to Wholly Owned Public Sector Entities and have been credited directly to Contributed equity.

(e) Income

Revenue recognition

Revenue is recognised and measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

Sale of goods

Revenue is recognised from the sale of goods and the disposal of other assets when the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably.

Provision of services

Revenue is recognised by reference to the stage of completion of the transaction.

Service Appropriations

Service Appropriations are recognised as revenues at fair value in the period in which the Commission gains control of the appropriated funds. The Commission gains control of appropriated funds at the time those funds are deposited to the bank account or credited to the holding account held at Treasury.

Net Appropriations Determination

The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the Commission. In accordance with the determination specified in the 2013 - 2014 Budget statements,

the Commission retained \$254 in 2014 (\$60,920 in 2013) from the following:

- Other revenue.

Grants, donations, gifts and other non-reciprocal contributions

Revenue is recognised at fair value when the Commission obtains control over the assets comprising the contributions, usually when cash is received.

Other non-reciprocal contributions that are not contributions by owners are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Gains

Gains may be realised or unrealised and are usually recognised on a net basis. These include gains arising on the disposal of non-current assets and some revaluations of non-current assets.

(f) Plant and equipment

Capitalisation/Expensing of assets

Items of property, plant and equipment and infrastructure costing \$5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of property, plant and equipment and infrastructure costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income.

Initial recognition and measurement

Plant and equipment is initially recognised at cost.

For items of plant and equipment acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

Subsequent measurement

Subsequent to initial recognition as an asset, historical cost model is used for the measurement of plant and equipment. Items of plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses. The Commission does not hold any land, buildings or infrastructure assets.

Derecognition

Upon disposal or derecognition of an item of property, plant and equipment and infrastructure, any revaluation surplus relating to that asset is retained in the asset revaluation surplus.

Depreciation

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner which reflects the consumption of their future economic benefits.

Depreciation is calculated using the straight line method, using rates which are reviewed annually. Estimated useful lives for each class of depreciable asset are:

FINANCIAL STATEMENTS

- Office equipment - 5 years
- Computers - 3 years

(g) Impairment of assets

Property, plant and equipment, infrastructure and intangible assets are tested for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. Where an asset measured at cost is written down to recoverable amount, an impairment loss is recognised in profit or loss. Where a previously revalued asset is written down to recoverable amount, the loss is recognised as a revaluation decrement in other comprehensive income. As the Commission is a not-for-profit entity, unless a specialised asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of the asset's future economic benefits and to evaluate any impairment risk from falling replacement costs.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at the end of each reporting period.

(h) Leases

The Commission holds operating leases for buildings and motor vehicles. Lease payments are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the leased property and motor vehicles.

(i) Financial instruments

In addition to cash, the Commission has two categories of financial instrument:

- Receivables; and
- Financial liabilities measured at amortised cost.

Financial instruments have been disaggregated into the following classes:

- Financial Assets
 - Cash and Cash Equivalents

- Restricted Cash and Cash Equivalents
- Receivables
- Amounts receivable for services
- Financial Liabilities
 - Payables

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or the face value. Subsequent measurement is at amortised cost using the effective interest method.

The fair value of short-term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

(j) Cash and cash equivalents

For the purpose of the Statement of Cash Flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value.

(k) Accrued salaries

Accrued salaries represent the amount due to staff but unpaid at the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Commission

considers the carrying amount of accrued salaries to be equivalent to the net fair value.

The accrued salaries suspense account consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

(l) Amounts receivable for services (holding account)

The Commission receives income from the State Government partly in cash and partly as an asset (holding account receivable). The holding account receivable balance, resulting from service appropriation funding, is accessible on the emergence of the cash funding requirement to cover leave entitlements and asset replacement.

(m) Receivables

Receivables are recognised at the original invoice amount less an allowance for any uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written-off against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Commission will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days.

FINANCIAL STATEMENTS

(n) Payables

Payables are recognised at the amounts payable when the Commission becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as they are generally settled within 30 days.

(o) Provisions

Provisions are liabilities of uncertain timing or amount and are recognised where there is a present legal or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the end of each reporting period.

Provisions - Employee Benefits

All annual leave and long service leave provisions are in respect of employees' services up to the end of the reporting period.

Annual Leave

Annual leave is not expected to be settled wholly within 12 months after the end of the reporting period and is therefore considered to be 'other long term employee benefits'. The annual leave liability is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Annual leave that is not expected to be settled within 12 months after the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

The provision for annual leave is classified as a current liability as the Commission does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

Long Service Leave

The liability for long service leave that is not expected to be settled wholly within 12 months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Long service leave that is not expected to be settled within 12 months after the end of the reporting period is recognised and measured at the present value of amounts expected to be paid

when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

Unconditional long service leave provisions are classified as current liabilities as the Commission does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period. Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because the Commission has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Purchased Leave

The provision for purchased leave relates to Public Service employees who have entered into an agreement to self-fund up to an additional 10 weeks leave per calendar year. The provision recognises the value of salary set aside for employees and is measured at the undiscounted amounts expected to be paid when the liabilities are settled. The liability is measured on the same basis as annual leave.

Superannuation

The Government Employees Superannuation Board (**GESB**) and other funds administer public sector superannuation arrangements in Western Australian accordance with legislative requirements.

Eligible employees contribute to the Pension Scheme, a defined benefit pension scheme closed to new members since 1987, or the Gold State Superannuation Scheme (**GSS**), a defined benefit lump sum scheme closed to new members since 1995.

The GSS is a defined benefit scheme for the purposes of employees and whole-of-government reporting. However, it is a defined contribution plan for agency purposes because the concurrent contributions (defined contributions) made by the Commission to GESB extinguishes the agency's obligations to the related superannuation liability.

The Commission has no liabilities under the Pension or the GSS Schemes. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Commission to the GESB.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension Scheme or the GSS became non-contributory members of the West State Superannuation Scheme (**WSS**). Employees commencing

FINANCIAL STATEMENTS

employment on or after 16 April 2007 became members of the GESB Super Scheme (**GESBS**). Both of these schemes are accumulation schemes. The Commission makes concurrent contributions to GESB on behalf of employees in compliance with the Commonwealth Government's *Superannuation Guarantee Administration Act 1992*. These contributions extinguish the liability for superannuation charges in respect of the WSS and GESBS.

The GESB makes all benefit payments in respect of the Pension and GSS Schemes, and is recouped by the Treasurer for the employer's share.

Provisions - Other

Employment On-Costs

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other expenses' and are not included as part of the Commission's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

(p) Superannuation expense

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the WSS, the GESBS or other superannuation funds. The employer contribution paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

(q) Assets and services received free of charge or for nominal cost

Assets or services received free of charge or for nominal cost, that the Commission would otherwise purchase if not donated, are recognised as income at the fair value of the assets or services where they can be reliably measured. A corresponding expense is recognised for services received. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services received from other State Government agencies are separately disclosed under Income from State Government in the Statement of Comprehensive Income.

(t) Comparative Figures

Comparative figures are, where appropriate, reclassified to be comparable with the figures presented in the current financial year.

Note 3. Judgements made by management in applying accounting policies

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Commission evaluates these judgements regularly.

Operating lease commitments

The Commission has entered into a commercial lease and has determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, this lease has been classified as an operating lease.

Note 4. Key sources of estimation uncertainty

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Long service leave

Several estimations and assumptions used in calculating the Commission's long service leave provision include expected future salary rates, discount rates, employee retention rates and expected future payments. Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

Note 5. Disclosure of changes in accounting policy and estimates

Initial Application of an Australian Accounting Standard

The Commission has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 July 2013 that impacted on the Commission.

AASB 13 - Fair Value Measurement

This Standard defines fair value, sets out a framework for measuring fair value and requires additional disclosures for assets and liabilities measured at fair value. There is no financial impact.

AASB 119 - Employee Benefits

This Standard supersedes AASB 119 (October 2010), making changes to the recognition, presentation and disclosure requirements.

The Commission assessed employee leave patterns to determine whether annual leave is a short-term or other long-term employee benefit. The resultant discounting of annual leave liabilities that were previously measured at the undiscounted amounts is not material.

AASB 1048 - Interpretation of Standards

This Standard supersedes AASB 1048 (June 2012), enabling references to the Interpretations in all other Standards to be updated by reissuing the service Standard. There is no financial impact.

FINANCIAL STATEMENTS

AASB 2011-8 - Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Int 2, 4, 12, 13, 14, 17, 19, 131 & 132]

This Standard replaces the existing definition and fair value guidance in other Australian Accounting Standards and Interpretations as the result of issuing AASB 13 in September 2011. There is no financial impact.

AASB 2011-10 - Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Int 14]

This Standard makes amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 119 in September 2011. The resultant discounting of annual leave liabilities that were previously measured at the undiscounted amounts is not material.

AASB 2012-2 - Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 7 & 132]

This Standard amends the required disclosures in AASB 7 to include information that will enable users of an entity's financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities, on the entity's financial position. There is no financial impact.

AASB 2012-5 - Amendments to Australian Accounting Standards arising from Annual Improvements 2009-11 Cycle [AASB 1, 101, 116, 132 & 134 and Int 2]

This Standard makes amendments to the Australian Accounting Standards and Interpretations as a consequence of the annual improvements process. There is no financial impact.

AASB 2012-6 - Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8]

This Standard amends the mandatory effective date of AASB 9 Financial Instruments to 1 January 2015 (instead of 1 January 2013). Further amendments are also made to numerous consequential amendments arising from AASB 9 that will now apply from 1 January 2015. There is no financial impact.

AASB 2012-9 - Amendment to AASB 1048 arising from the Withdrawal of Australian Int 1039

The withdrawal of Int 1039 Substantive Enactment of Major Tax Bills in Australia has no financial impact for the Commission during the reporting period and at balance date. Measurement of tax assets and liabilities continues to be measured in accordance with enacted or substantively enacted tax law pursuant to AASB 112.46-47.

AASB 2012-10 - Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments [AASB 1, 5, 7, 8, 10, 11, 12, 13, 101, 102, 108, 112, 118, 119, 127, 128, 132, 133, 134, 137, 1023, 1038, 1039, 1049 & 2011-7 and Int 12]

The Standard introduces a number of editorial alterations and amends the mandatory application date of Standards for not-for-profit entities accounting for interests in other entities. There is no financial impact.

AASB 2013-9 - Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments.

Part A of this omnibus Standard makes amendments to other Standards arising from revisions to the Australian Accounting Conceptual Framework for periods ending on or after 20 December 2013. Other Parts of this Standard become operative in later periods. There is no financial impact for Part A of the Standard.

Future impact of Australian Accounting Standards not yet operative

The Commission cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 Application of Australian Accounting Standards and Other Pronouncements. Consequently, the Commission has not applied early any of the following Australian Accounting Standards that have been issued that may impact the Commission. Where applicable, the Commission plans to

apply these Australian Accounting Standards from their application date.

Operative for reporting periods beginning on/after

Int 21	<i>Levies</i>	1 Jan 2014
	This Interpretation clarifies the circumstances under which a liability to pay a government levy imposed should be recognised. There is no financial impact for the Commission at reporting date.	
AASB 9	<i>Financial Instruments</i>	1 Jan 2017
	This Standard supersedes AASB 139 Financial Instruments: Recognition and Measurement, introducing a number of changes to accounting treatments.	
	The mandatory application date of this Standard was amended to 1 January 2017. The Commission has not yet determined the application or the potential impact of the Standard.	

FINANCIAL STATEMENTS

AASB 10	<p><i>Consolidated Financial Statements</i></p> <p>This Standard, issued in August 2011, supersedes AASB 127 Consolidated and Separate Financial Statements and Int 112 Consolidation – Special Purpose Entities, introducing a number of changes to accounting treatments.</p> <p>Mandatory application of this Standard was deferred for not-for-profit entities by AASB 2012-10 Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments. The adoption of the new Standard has no financial impact for the Commission as it doesn't impact accounting for related bodies and the Commission has no interests in other entities.</p>	1 Jan 2014	<p>the Commission as the new standard continues to require the recognition of the Commission's share of assets and share of liabilities for the unincorporated joint operation.</p>
AASB 12	<p><i>Disclosure of Interests in Other Entities</i></p> <p>This Standard, issued in August 2011, supersedes disclosure requirements in AASB 127 Consolidated and Separate Financial Statements, AASB 128 Investments in Associates and AASB 131 Interests in Joint Ventures. Mandatory application was deferred for not-for-profit entities by AASB 2012-10. There is no financial impact.</p>	1 Jan 2014	
AASB 14	<p><i>Regulatory Deferral Accounts</i></p> <p>The Commission has not yet determined the application or potential impact of the Standard.</p>	1 Jan 2016	
AASB 11	<p><i>Joint Arrangements</i></p> <p>This Standard, issued in August 2011, supersedes AASB 131 Interests in Joint Ventures, introduces new principles for determining the type of joint arrangement that exists, which are more aligned to the actual rights and obligations of the parties to the arrangement.</p> <p>Mandatory application of this Standard was deferred for not-for-profit entities by AASB 2012-10. There is no financial impact for</p>	1 Jan 2014	
AASB 127	<p><i>Separate Financial Statements</i></p> <p>This Standard, issued in August 2011, supersedes AASB 127 Consolidated and Separate Financial Statements, removing the consolidation requirements of the earlier standard whilst retaining accounting and disclosure requirements for the preparation of separate financial</p>	1 Jan 2014	

statements. Mandatory application was deferred by one year for not-for-profit entities by AASB 2012-10. There is no financial impact.

AASB 128	<i>Investments in Associates and Joint Ventures</i>	1 Jan 2014	AASB 1055	<i>Budgetary Reporting</i> This Standard requires specific budgetary disclosures in the financial statements of not-for-profit entities within the General Government Sector. The Commission will be required to disclose additional budgetary information and explanations of major variances between actual and budgeted amounts, though there is no financial impact.	1 Jul 2014
AASB 1031	<i>Materiality</i>	1 Jan 2014	AASB 2009-11	<i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Int 10 & 12]</i> [modified by AASB 2010-7]	1 Jan 2015
AASB 1031	This Standard supersedes AASB 1031 (February 2010), removing Australian guidance on materiality that is not available in IFRSs and refers to other Australian pronouncements that contain guidance on materiality. There is no financial impact.	1 Jan 2014	AASB 2010-7	<i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Int 2, 5, 10, 12, 19 & 127]</i> This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010. The Commission has not yet	1 Jan 2015

FINANCIAL STATEMENTS

determined the application or the potential impact of the Standard.

AASB 2011-7	<i>Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards [AASB 1, 2, 3, 5, 7, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Int 5, 9, 16 & 17]</i>	1 Jan 2014
----------------	---	------------

This Standard gives effect to consequential changes arising from the issue of AASB 10, AASB 11, AASB 127 Separate Financial Statements and AASB 128 Investments in Associates and Joint Ventures. Mandatory application was deferred for not-for-profit entities by AASB 2012-10. The Commission has analysed the suite of Consolidation and Joint Arrangements Standards and determined that no financial impact arises from adopting the various Standards.

AASB 2012-3	<i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]</i>	1 Jan 2014
----------------	---	------------

This Standard adds application guidance to AASB 132 to address inconsistencies identified in applying some of the offsetting criteria, including clarifying the meaning of “currently has a legally enforceable right of set-off” and that some gross settlement

systems may be considered equivalent to net settlement.

The Commission does not routinely hold financial assets and financial liabilities that it intends to settle on a net basis, therefore there is no financial impact.

AASB 2013-3	<i>Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets.</i>	1 Jan 2014
----------------	--	------------

This Standard introduces editorial and disclosure changes. There is no financial impact.

AASB 2013-4	<i>Amendments to Australian Accounting Standards – Novation of Derivatives and Continuation of Hedge Accounting [AASB 139]</i>	1 Jan 2014
----------------	--	------------

This Standard permits the continuation of hedge accounting in circumstances where a derivative, which has been designated as a hedging instrument, is novated from one counterparty to a central counterparty as a consequence of laws or regulations. The Commission does not routinely enter into derivatives or hedges, therefore there is no financial impact.

AASB 2013-8	<i>Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities – Control and Structured Entities [AASB 10, 12 & 1049].</i>	1 Jan 2014
----------------	---	------------

The amendments, issued in October 2013, provide significant guidance in determining whether a not-for-profit entity controls another entity when financial returns are not key attribute of the investor’s relationship. The Standard has no financial impact in its own right, rather the impact results from the adoption of the amended AASB 10.

AASB 2013-9	<i>Amendments to Australian Accounting Standards - Conceptual Framework, Materiality and Financial Instruments.</i>	1 Jan 2014 1 Jan 2017
----------------	---	--------------------------

This omnibus Standard makes amendments to other Standards arising from the deletion of references to AASB 1031 in other Standards for periods beginning on or after 1 January 2014 (Part B), and, defers the application of AASB 9 to 1 January 2017 (Part C). The Commission has not yet determined the application or the potential impact of AASB 9, otherwise there is no financial impact for Part B.

AASB 2014-1	<i>Amendments to Australian Accounting Standards</i>	1 Jan 2014 1 Jan 2015 1 Jan 2016 1 Jan 2018
----------------	--	--

The Commission has not yet determined the application or the potential impact of the Standard.

Note 6. Employee benefits expense

	2014	2013
	\$	\$
Salaries and wages ^(a)	1,302,634	1,477,854
Superannuation - defined contribution plans ^(b)	140,557	137,264
	<u>1,443,192</u>	<u>1,615,118</u>

(a) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component and leave entitlements including superannuation contribution component.

(b) Defined contribution plans include West State, Gold State and GESB Super Scheme and other eligible funds (contribution paid).

Employment on-costs, including workers' compensation insurance are included at note 10 'Other expenses'

The related liability is included in note 20 'Provisions - Employment On-Costs'.

FINANCIAL STATEMENTS

Note 7. Services and supplies

	2014	2013
	\$	\$
Goods and services	32,324	33,437
Services and Contracts	289,166	295,081
	<u>321,491</u>	<u>328,518</u>

Note 8. Depreciation

	2014	2013
	\$	\$
Depreciation equipment	4,450	8,084
Total depreciation	<u>4,450</u>	<u>8,084</u>

Note 9. Accommodation expenses

	2014	2013
	\$	\$
Building and operating lease expense	259,319	262,330
	<u>259,319</u>	<u>262,330</u>

Note 10. Other expenses

	2014	2013
	\$	\$
Communication expenses	2,954	12,905
Printing and binding	516	82
Equipment and vehicles operating lease expense	-	(17)

Electricity	10,663	8,887
Insurance	10,568	13,815
Repairs and maintenance	-	120
Travel and accommodation	7,089	14,734
Professional development	10,588	11,537
Audit Fees	28,754	50,548
Other Expenses ^(a)	7,221	4,843
	<u>78,352</u>	<u>117,454</u>

(a) Includes workers compensation insurance; other employment on-costs; and other costs.

Note 11. Other revenue

	2014	2013
	\$	\$
Other revenue	254	60,920
	<u>254</u>	<u>60,920</u>

Note 12. Net gain/(loss) on disposal of non-current assets

	2014	2013
	\$	\$
Proceeds from the sale of non-current assets		
Office equipment, computers and furniture	-	-

Costs of disposal of non-current assets

Office equipment, computers and furniture	59	-
Net gain/(loss)	59	-

Note 13. Income from state government

	2014	2013
	\$	\$
Appropriation received during the period:^(a)		
Service appropriations	1,864,000	1,800,000
Service appropriations - Other Statutes	278,000	262,000
	2,142,000	2,062,000

Services received free of charge from other State government agencies during the financial period. Determined on the basis of the following estimates provided by agencies:^(b)

Department of Finance - Building and Management Works	109,700	85,794
	109,700	85,794
	2,251,700	2,147,794

(a) Service appropriations fund the net cost of services delivered. Appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liabilities during the year.

(b) Assets or services received free of charge or for nominal cost are recognised as revenue at fair value of the assets and/or services that can be reliably measured and which would have been purchased if they were not donated. Contributions of assets or services in the nature of contributions by owners are recognised direct to equity.

Note 14. Restricted cash and cash equivalents

	2014	2013
	\$	\$
Non-current		
Accrued salaries suspense account ^(a)	43,357	38,126
	43,357	38,126

(a) Funds held in the suspense account used only for the purposes of meeting the 27th pay in a financial year that occurs every 11 years.

Note 15. Receivables

	2014	2013
	\$	\$
Current		
Receivables	(127)	3,331
GST receivable	15,695	21,153
	15,568	24,484

FINANCIAL STATEMENTS

Note 16. Amounts receivable for services (Holding Account)

	2014 \$	2013 \$
Current	-	-
Non-Current	36,000	36,000
	36,000	36,000

Represents the non-cash component of services appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

Note 17. Other current assets

	2014 \$	2013 \$
Current		
Prepayments	35,690	4,121
	35,690	4,121

Note 18. Office equipment, computers and furniture

	2014 \$	2013 \$
Office equipment and computers		
At cost	44,780	86,739
Accumulated depreciation	(40,386)	(77,894)
	4,395	8,845

Reconciliations of the carrying amounts of office equipment and computers at the beginning and end of the reporting period are set out below:

	2014 \$	2013 \$
Carrying amount at start of year	8,845	16,929
Additions	-	-
Depreciation	(4,450)	(8,084)
Carrying amount at end of year	4,395	8,845

Note 19. Payables

	2014 \$	2013 \$
Current		
Trade payables	9,062	14,306
GST Payable	-	2,357

Accrued salaries	44,278	35,024
	53,341	51,687

Note 20. Provisions

Current

Employee benefits provision

	2014 \$	2013 \$
Annual leave ^(a)	47,365	85,226
Long service leave ^(b)	83,171	147,024
	130,536	232,250

Other provisions

Employment on-costs ^(c)	602	1,008
	131,138	233,258

Non-current

Employee benefits provision

Long service leave ^(b)	67,791	63,455
	67,791	63,455

Other provisions

Employment on-costs ^(c)	306	332
	68,097	63,787

(a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after

the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

	2014 \$	2013 \$
Within 12 months of the end of the reporting period	46,567	74,413
More than 12 months after the reporting period	798	10,813
	47,365	85,226

(b) Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

	2014 \$	2013 \$
Within 12 months of the end of the reporting period	50,765	27,156
More than 12 months after the reporting period	100,197	183,323
	150,962	210,479

(c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense is included as part of 'Other expenses - Other staffing expenses'. (See Note 10).

FINANCIAL STATEMENTS

	2014 \$	2013 \$
Movements in Other provisions		
<i>Employment on-cost provision</i>		
Carrying amount at start of year	1,340	977
Additional/(reversals of) provisions recognised	(432)	363
Carrying amount at end of year	908	1,340

Note 21. Equity

	2014 \$	2013 \$
Contributed equity		
Balance at start of the period	37,000	37,000
Balance at end of the period	37,000	37,000
Accumulated surplus/(deficit)		
Balance at start of the year	(215,469)	(92,679)
Result for the period	145,092	(122,790)
Balance at end of the year	(70,377)	(215,469)
Total equity	(33,377)	(178,469)

Liabilities exceed assets for the Commission and therefore there is no residual interest in the assets of the Commission. This equity deficit arose through expenditure exceeding income.

Note 22. Notes to the Cash Flow Statement

Reconciliation of cash

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related item in the Statement of Financial Position as follows:

	2014 \$	2013 \$
Cash and cash equivalents		
Cash and cash equivalents	84,189	58,687
Restricted Cash and cash equivalents (See note 14)	43,357	38,126
	127,546	96,813

Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities.

	2014 \$	2013 \$
Net cost of services	(2,106,608)	(2,270,584)
<i>Non-cash items:</i>		
Depreciation expense	4,450	8,084
Resources received free of charge	109,700	85,794
<i>(Increase)/decrease in assets:</i>		
Receivables	3,144	1,403
Current other assets	(31,570)	1,743

Increase/(decrease) in liabilities:

Current payables	(4,767)	(85,009)
Current accrued salaries	9,254	5,640
Current other provisions	(102,120)	89,713
Non-current other provisions	4,310	(7,545)
Net GST receipts/(payments)	3,102	12,804
Change in GST in receivables/payables	(162)	(8,361)
Net cash used in operating activities	(2,111,267)	(2,166,317)

Note 23. Services provided free of charge

The Commission did not provide any resources to other agencies free of charge.

Note 24. Commitments

The commitments listed below are inclusive of GST where relevant.

Non-cancellable operating lease commitments

	2014	2013
	\$	\$
Commitments for the minimum lease payments are payable as follows:		
Within 1 year	296,363	286,341
Later than 1 year and not later than 5 years	-	296,362
	296,363	582,703

The non-cancellable operating leases represent the Commission's property lease. The property lease is a non-cancellable lease with a term expiring July 2015. Rent, outgoings and car parking rental are payable monthly. Contingent rent provisions within the lease agreement allow for the minimum lease payments to be reviewed and increased in line with movements in market rents.

Note 25. Contingent Liabilities and Contingent Assets

There are no contingent liabilities and contingent assets for the financial year 2013 - 2014.

Note 26. Events occurring after the end of the reporting period

There were no events occurring after the reporting date that impact on the financial statements.

Note 27. Explanatory statement

Significant variations between estimates and actual results for 2014 and between the actual results for 2013 and 2014 are shown below. Significant variations are considered to be those which are both greater than 10% and over \$50,000.

FINANCIAL STATEMENTS

(a) Significant variations between estimated and actual result for 2014

	2014 Estimate \$	2013 Actual \$	Variance Fav/ (Unfav) \$
Expenses			
Services and supplies ^(a)	211,000	321,491	(110,491)
Accommodation expenses ^(b)	201,000	259,319	(58,319)
Income from State Government			
Resources received free of charge ^(c)	5,000	109,700	(104,700)

(a) This includes the expense for resources received free of charge. Traditionally this cost related to the minor expenses Building Management and Works incurred for managing the OIC's accommodation. Since the OIC's relocation to Albert Facey House in 2012, the cost now encompasses the full year of the tenancy fit-out depreciation, as the furniture and facilities are owned by Building Management and Works.

(b) The OIC moved premises in May 2012 and was provided additional space for expected expansion. Funding for the additional space had not been provided at the time the estimate was made.

(c) Traditionally this revenue covered the minor expenses Building Management and Works incurred for managing the OIC's accommodation. Since the OIC's relocation to Albert Facey House in 2012, the revenue now covers the full year of the tenancy fit-out depreciation, as the furniture and facilities are owned by Building Management and Works.

(b) Significant variances between actual results for 2014 and 2013

	2014 Estimate \$	2013 Actual \$	Variance Fav/ (Unfav) \$
Expense			
Employee Benefits expense ^(a)	1,443,192	1,615,118	171,926
Other revenue ^(b)	254	60,920	(60,666)

(a) Savings were made on salaries due to two positions remaining vacant for six months and a reduction in the OIC's leave liability.

(b) Payment was received from various recoups and refunds.

Note 28. Senior Officers

Remuneration of Senior Officers

The number of Senior Officers whose total of fees, salaries, superannuation, non-monetary and other benefits for the financial year, falling within the following bands are:

	2014	2013
\$260,001 - \$270,000	1	-
\$270,001 - \$280,000	-	1
\$280,001 - \$290,000	-	-
\$290,001 - \$300,000	-	-
	1	1

	2014	2013
	\$	\$
Base remuneration and superannuation	268,715	269,006
Annual leave and long service leave accruals	(6,702)	1,904
	262,013	270,910

The total remuneration includes the superannuation expense incurred by the Commission in respect of senior officers. The annual and long service leave liability amount of \$1,904 was not reported in 2013.

Note 29. Remuneration of Auditor

Remuneration paid or payable to the Auditor General in respect of the audit for the current financial year is as follows:

	2014	2013
	\$	\$
Auditing of accounts, financial statements and performance indicators.	25,000	22,700
	25,000	22,700

Note 30. Financial Instruments

(a) Financial Risk Management Objectives and Policies

Financial instruments held by the Commission are cash and cash equivalents, restricted cash and cash equivalents, receivables and payables. The Commission's overall risk management program focuses on managing the risks identified below.

Credit risk

Credit risk arises when there is the possibility of the Commission's receivables defaulting on their contractual obligations resulting in financial loss to the Commission.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any allowance for impairment as shown in the table at note 30(c) 'Financial instruments disclosures' and note 15 'Receivables'.

Credit risk associated with the Commission's financial assets is minimal because the main receivable is the amounts receivable for services (holding account). For receivables other than government, the Commission trades only with recognised, creditworthy third parties. The Commission has policies in place to ensure that sales of products and services are made to customers with an appropriate credit history. In addition, receivable balances are monitored on an ongoing basis with the result that the Commission's exposure to bad debts is minimal. At the end of the reporting period there were no significant concentrations of credit risk.

Liquidity risk

Liquidity risk arises when the Commission is unable to meet its financial obligations as they fall due.

The Commission is exposed to liquidity risk through its trading in the normal course of business.

The Commission has appropriate procedures to manage cash flows, including drawdowns of appropriations, by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

FINANCIAL STATEMENTS

Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Commission's income or the value of its holdings of financial instruments. The Commission does not trade in foreign currency and is not materially exposed to other price risks.

The Commission is not exposed to interest rate risk because all other cash and cash equivalents and restricted cash are non-interest bearing, and the Commission has no borrowings.

(b) Categories of financial instruments

In addition to cash, the carrying amounts of each of the following categories of financial assets and liabilities at the end of the reporting period are:

	2014	2013
	\$	\$
Financial assets		
Cash and cash equivalents	84,189	58,687
Restricted cash and cash equivalents	43,357	38,126
Receivables ^(a)	35,873	39,331
Financial liabilities		
Financial liabilities measured at amortised cost	53,341	49,330

(a) The amount of loans and receivables excludes GST recoverable from the ATO (statutory receivable).

(c) Financial Instrument disclosures

Credit risk

The following table discloses the Commission's maximum exposure to credit risk and the ageing analysis of financial assets. The Commission's maximum exposure to credit risk at the end of the reporting period is the carrying amount of financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Commission.

The Commission does not hold any collateral as security or other credit enhancement relating to the financial assets it holds.

	Ageing analysis of financial assets ^(a)							Impaired financial assets \$
	Carrying amount \$	Not past due and not impaired \$	Up to 1 month \$	1-3 months \$	3 months to 1 year \$	1-5 years \$	More than 5 years \$	
Financial Assets								
2014								
Cash and cash equivalents	84,189	84,189	-	-	-	-	-	-
Restricted cash and cash equivalents	43,357	43,357	-	-	-	-	-	-
Receivables	(127)	(127)	-	-	-	-	-	-
Amounts receivable for services	36,000	36,000	-	-	-	-	-	-
	163,419	163,419	-	-	-	-	-	-
2013								
Cash and cash equivalents	58,687	58,687	-	-	-	-	-	-
Restricted cash and cash equivalents	38,126	38,126	-	-	-	-	-	-
Receivables	3,331	3,331	-	-	-	-	-	-
Amounts receivable for services	36,000	36,000	-	-	-	-	-	-
	136,144	136,144	-	-	-	-	-	-

(a) The amount of receivables excludes the GST recoverable from the ATO (statutory receivable)

FINANCIAL STATEMENTS

The following table details the contractual maturity analysis for financial liabilities. The table includes interest and principal cash flows. An adjustment has been made where material.

Interest rate exposure and maturity analysis of financial assets and liabilities											
	Weighted average effective interest rate %	<u>Interest Rate Exposure</u>					<u>Maturity date</u>				
		Carrying amount \$	Fixed Interest rate \$	Variable Interest rate \$	Non Interest bearing \$	Nominal amount \$	Up to 1 month \$	1-3 months \$	3 months to 1 year \$	1-5 years \$	More than 5 years \$
2014											
<u>Financial Assets</u>											
Cash and cash equivalents	0.00%	84,189	-	-	84,189	84,189	84,189	-	-	-	-
Restricted cash and cash equivalents	0.00%	43,357	-	-	43,357	43,357	-	-	43,357	-	-
Receivables	0.00%	(127)	-	-	(127)	(127)	(127)	-	-	-	-
Amounts receivable for services	0.00%	36,000	-	-	36,000	36,000	-	-	-	-	36,000
		163,419	-	-	163,419	163,419	84,062	-	-	43,357	36,000
<u>Financial Liabilities</u>											
Payables		53,341	-	-	53,341	53,341	53,341	-	-	-	-
		53,341	-	-	53,341	53,341	53,341	-	-	-	-
2013											
<u>Financial Assets</u>											
Cash and cash equivalents	0.00%	58,687	-	-	58,687	58,687	58,687	-	-	-	-
Restricted cash and cash equivalents	0.00%	38,126	-	-	38,126	38,126	-	-	38,126	-	-
Receivables	0.00%	3,331	-	-	3,331	3,331	3,331	-	-	-	-
Amounts receivable for services		36,000	-	-	36,000	36,000	-	-	-	-	36,000
		136,144	-	-	136,144	136,144	62,018	-	-	38,126	36,000
<u>Financial Liabilities</u>											
Payables		49,330	-	-	49,330	49,330	49,330	-	-	-	-
		49,330	-	-	49,330	49,330	49,330	-	-	-	-

(a) The amount of receivables excludes the GST recoverable from the ATO (statutory receivable)

OIC STATISTICS

Section 111 of the FOI Act requires the Commissioner to provide a report to the Speaker of the Legislative Assembly and the President of the Legislative Council on the operation of the legislation during the financial year. As well as providing data on the operation of the FOI Act across the sector (see following section on 'Agency Statistics'), the Commissioner is required to provide data as follows:

- the number of complaints made to the Commissioner and the results of the complaints;
- the number of other applications made to the Commissioner and the results of those applications;
- the number of appeals to the Supreme Court and the results of those appeals.

The following is the statistical data reflecting complaints and applications made to the OIC during the year, and their outcomes. No appeals were made to the Supreme Court during the reporting period.

For reference, a 'complaint' is a request for external review on a decision of an agency made under the FOI Act. An 'application' refers to other types of requests made to the Commissioner, including: a request to lodge an application for external review when no internal review has been completed or the time limit within which to lodge an external

review has expired; requests from agencies to waive the requirement to consult with third parties; and requests for an extension or reduction of time within which agencies are required to deal with an application.

Other statistical data in respect of the OIC's operations are also included in this section.

Table 1: Applications received and dealt with by Information Commissioner

APPLICATIONS FOR EXTERNAL REVIEW	No. RECEIVED	No. DEALT WITH
Complaints - valid	107	152
Complaints - informal / invalid	10	10
Section 66(6) - applications - no internal review	6	6
Section 35(1) - waiver of requirement to consult	4	4
Section 66(4) - applications - out of time	5	4
Section 13(4) - applications for reduction of time	1	1
TOTAL	133	177

Table 2: Breakdown of valid complaints made to Information Commissioner

APPLICANT GROUP	No.	AGENCY GROUP	No.
Individual Citizen	62	Department (ex. Police & Health)	31
Company	22	Local Government	28
Member of Parliament	18	Health Related	25
Prisoner	2	Minister	10
Media	2	Board, Committee, Commission, Authority, Corporation	8
Government agency	1	Police	3
		University	2
TOTAL	107	TOTAL	107

Table 3: Complaints received by Information Commissioner

AGENCY	COMPLAINTS	INVALID	TOTAL
State Agencies:			
Aboriginal Affairs, Department of	2	2	4
Agriculture and Food, Department of	3	0	3
C&AHS - Princess Margaret Hospital for Children	1	0	1
Child Protection, Department for	0	1	1
Corrective Services, Department of	5	0	5
Curtin University of Technology	2	0	2
Disability Services Commission	1	0	1
Education, Department of	3	0	3
Fisheries, Department of	2	0	2
Health and Disability Services Complaints Office	1	0	1
Health, Department of	3	0	3
Housing, Department of	1	0	1
Insurance Commission of Western Australia	2	0	2
Land Authority (LandCorp), Western Australian	2	0	2
Lands, Department of	1	0	1
Local Government and Communities, Department of	1	0	1
Metropolitan Cemeteries Board	0	1	1
Mines and Petroleum, Department of	5	0	5
NMAHS - King Edward Memorial Hospital	0	1	1
NMAHS - Mental Health	5	1	6
NMAHS - Osborne Park Hospital	1	0	1
NMAHS - Sir Charles Gairdner Hospital	2	0	2
Pilbara Ports Authority	1	0	1

AGENCY	COMPLAINTS	INVALID	TOTAL
State Agencies (cont):			
Police, Western Australia	3	0	3
Premier and Cabinet, Department of the	4	0	4
Public Advocate, Office of the	1	0	1
SMAHS - Bentley Hospital	1	0	1
SMAHS - Fremantle Hospital and Health Service	4	0	4
SMAHS - Royal Perth Hospital	6	0	6
State Development, Department of	1	0	1
Synergy	1	0	1
Transport, Department of	4	0	4
WACHS - South West	1	0	1
<i>Sub-total: State Agencies</i>	70	6	76
Local Agencies:			
Augusta-Margaret River, Shire of	1	0	1
Bayswater, City of	1	0	1
Bunbury, City of	4	1	5
Cockburn, City of	1	0	1
Donnybrook-Balingup, Shire of	1	0	1
Dowerin, Shire of	0	1	1
Esperance, Shire of	2	0	2
Exmouth, Shire of	1	0	1
Greater Geraldton, City of	1	0	1
Kalamunda, Shire of	1	0	1
Melville, City of	1	0	1

OIC STATISTICS

AGENCY	COMPLAINTS	INVALID	TOTAL
Local Agencies (cont):			
Mundaring, Shire of	1	0	1
Murray, Shire of	1	0	1
Rockingham, City of	2	0	2
South Perth, City of	1	0	1
Stirling, City of	2	0	2
Swan, City of	1	0	1
Victoria Park, Town of	1	0	1
Vincent, Town of	1	0	1
Wanneroo, City of	1	1	2
York, Shire of	3	1	4
<i>Sub-total: Local Agencies</i>	28	4	32

AGENCY	COMPLAINTS	INVALID	TOTAL
Ministers:			
Commerce, Minister for	1	0	1
Corrective Services, Minister for	1	0	1
Disability Services, Minister for	1	0	1
Energy, Minister for	1	0	1
Local Government, Minister for	1	0	1
Transport, Minister for	4	0	4
<i>Sub-total: Ministers</i>	9	0	9
TOTAL	107	10	117

Table 4: Other applications received

AGENCY	OUT OF TIME s.66(4)	NO INTERNAL REVIEW s.66(6)	REDUCTION OF TIME s.13(4)	WAIVER OF REQUIREMENT TO CONSULT s.35(1)	TOTAL
Agriculture and Food, Department of				1	1
Bunbury, City of	1				1
C&AHS – Princess Margaret Hospital		1			1
Corrective Services, Department of		1			1
East Fremantle, Town of		1			1
Exmouth, Shire of	1				1
Greater Geraldton, City of		1			1
Halls Creek, Shire of			1		1
Health, Department of	1				1
Insurance Commission of Western Australia		1			1
Premier and Cabinet, Department of the	1				1
SMAHS – Bentley Hospital				2	2
Victoria Park, Town of		1			1
Worksafe Western Australia	1				1
York, Shire of				1	1
TOTAL	5	6	1	4	16

Table 5: Outcome of complaints finalised (by agency and category)

AGENCY	CONCILIATED	PUBLISHED DECISION BY INFORMATION COMMISSIONER			DECLINED UNDER s.67(1)(a) or s.67(1)(b)	TOTAL MATTERS FINALISED
		AGENCY DECISION CONFIRMED	AGENCY DECISION VARIED	AGENCY DECISION SET ASIDE AND SUBSTITUTED		
State Agencies:						
Aboriginal Affairs, Department of					2	2
Acacia Prison	2					2
Attorney General, Department of the	1					1
C&AHS - Princess Margaret Hospital for Children	2					2
Child Protection, Department for	2	2			1	5
Commerce, Department of	3					3
Corrective Services, Department of	5	2			1	8
Curtin University of Technology	7					7
Disability Services Commission	1					1
Education Services, Department of	1					1
Education, Department of	1					1
Environment and Conservation, Department of	2			1		3
Finance, Department of	1					1
Fisheries, Department of	1				1	2
Forest Products Commission	1					1
Fremantle Port Authority	1					1
Goldfields Esperance Development Commission		1				1
Health and Disability Services Complaints Office	1				1	2
Health, Department of	3	1			2	6
Housing, Department of	6			1		7
Indigenous Affairs, Department of	2					2
Institute of Sport, Western Australian	1					1

AGENCY	CONCILIATED	PUBLISHED DECISION BY INFORMATION COMMISSIONER			DECLINED UNDER s.67(1)(a) or s.67(1)(b)	TOTAL MATTERS FINALISED
		AGENCY DECISION CONFIRMED	AGENCY DECISION VARIED	AGENCY DECISION SET ASIDE AND SUBSTITUTED		
Insurance Commission of Western Australia	1					1
Lands, Department of	1					1
Legal Profession Complaints Committee	1					1
Local Government and Communities, Department of	1					1
Local Government, Department of		1				1
Metropolitan Cemeteries Board					1	1
Mines and Petroleum, Department of	1			1	2	4
Murdoch University	1				2	3
NMAHS - King Edward Memorial Hospital					1	1
NMAHS - Mental Health	2				1	3
NMAHS - Osborne Park Hospital	1					1
NMAHS - Sir Charles Gairdner Hospital	2					2
Peel Development Commission					1	1
Planning, Department of	2					2
Police, Western Australia	2	4			2	8
Premier and Cabinet, Department of the	2				2	4
Public Advocate, Office of the	1					1
School Curriculum and Standards Authority	1					1
SMAHS - Bentley Hospital		1				1
SMAHS - Fremantle Hospital and Health Service	2	1				3
SMAHS - Royal Perth Hospital	2				1	3
State Development, Department of	1					1
Transport, Department of	3				1	4
Water Corporation	3					3
<i>Sub-Total: State Agencies</i>	74 (66.1%)	13 (11.6%)	0 (0.0%)	3 (2.7%)	22 (19.6%)	112 (69.1%)

OIC STATISTICS

AGENCY	CONCILIATED	PUBLISHED DECISION BY INFORMATION COMMISSIONER			DECLINED UNDER s.67(1)(a) or s.67(1)(b)	TOTAL MATTERS FINALISED
		AGENCY DECISION CONFIRMED	AGENCY DECISION VARIED	AGENCY DECISION SET ASIDE AND SUBSTITUTED		
Local Agencies:						
Albany, City of		1				1
Bayswater, City of	1					1
Bunbury, City of	1				1	2
Canning, City of	1					1
Claremont, Town of			1			1
Cottesloe, Town of	1	1		1		3
Donnybrook-Balingup, Shire of	1					1
Dowerin, Shire of					1	1
Esperance, Shire of					1	1
Greater Geraldton, City of		1				1
Joondalup, City of		1				1
Kalamunda, Shire of	3					3
Melville, City of		1			1	2
Mundaring, Shire of	1					1
Rockingham, City of	1	1				2
Roebourne, Shire of	1					1
South Perth, City of				1		1
Stirling, City of	3					3
Subiaco, City of	1					1
Swan, City of	1					1

AGENCY	CONCILIATED	PUBLISHED DECISION BY INFORMATION COMMISSIONER			DECLINED UNDER s.67(1)(a) or s.67(1)(b)	TOTAL MATTERS FINALISED
		AGENCY DECISION CONFIRMED	AGENCY DECISION VARIED	AGENCY DECISION SET ASIDE AND SUBSTITUTED		
Local Agencies (cont):						
Victoria Park, Town of	1					1
Vincent, City of	2					2
Wanneroo, City of	2				1	3
York, Shire of	6				1	7
<i>Sub-Total: Local Agencies</i>	27 (64.3%)	6 (14.3%)	1 (2.4%)	2 (4.8%)	6 (14.3%)	42 (25.9%)
Ministers:						
Commerce, Minister for					1	1
Corrective Services, Minister for	1					1
Disability Services, Minister for	1					1
Energy, Minister for	1					1
Local Government, Minister for	1					1
Transport, Minister for	2				1	3
<i>Sub-Total: Ministers</i>	6 (75.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (25.0%)	8 (5.0%)
Totals	107 (66.1%)	19 (11.7%)	1 (1.0%)	5 (3.1%)	30 (18.6%)	162 (100%)

Note: The Information Commissioner may not deal or stop dealing with a complaint if it is outside his jurisdiction or if it is frivolous, vexatious, misconceived or lacking in substance (s.67 of the Act). Table 5 includes Informal/Invalid complaints. Twenty of the complaints declined (concerning Department of Corrective Services, Shire of Esperance, Department of Fisheries, Department of Health, Health and Disability Services Complaints Office, City of Melville, Department of Mines and Petroleum, Murdoch University, Peel Development Commission, Western Australia Police, Office of Premier, Department of the Premier and Cabinet, SMAHS - Royal Perth Hospital, Department of Transport and Minister for Transport) related to formal complaints and the remaining ten declined related to informal/invalid complaints.

Table 6: Published decisions

Decision #	Complainant	Agency	Decision date
D0182013	Cumming	Department of Housing	17/07/2013
D0192013	Conservation Council of Western Australia (Inc.)	Department of Mines and Petroleum	17/07/2013
D0202013	"C"	Western Australia Police	8/08/2013
D0212013	Bentley	Department of Corrective Services	29/08/2013
D0222013	Jamieson	City of South Perth	30/08/2013
D0232013	Truscott	Department for Child Protection	24/09/2013
D0242013	O'Rourke	Town of Claremont	10/10/2013
D0252013	McLerie	City of Melville	18/10/2013
D0262013	Mills	Goldfields - Esperance Development Commission	18/11/2013
D0272013	Post Newspapers Pty Ltd	Town of Cottesloe and Others	25/11/2013
D0282013	Cramphorn	Western Australia Police	4/12/2013
D0292013	Hassell	Department of Local Government and Communities	5/12/2013
D0302013	Svanberg	Town of Cottesloe	6/12/2013

Decision #	Complainant	Agency	Decision date
D0012014	Larkman	Department of Corrective Services	25/02/2014
D0022014	James	City of Albany	25/02/2014
D0032014	Corr	Western Australia Police	26/02/2014
D0042014	"D"	SMHS - Fremantle Hospital and Health Service	27/02/2014
D0052014	Truscott	Department for Child Protection and Family Support	27/02/2014
D0062014	Butcher	Department of Parks and Wildlife and a third party	28/02/2014
D0072014	"E"	Department of Health	7/03/2014
D0082014	Sideris	City of Joondalup	16/05/2014
D0092014	Correy	City of Greater Geraldton	20/05/2014
D0102014	Tuck	South Metropolitan Health Service – Bentley Hospital	20/05/2014
D0112014	Mine Site Construction Services	City of Rockingham	5/06/2014
D0122014	Latimer	Western Australia Police	30/06/2014

Table 7: Outcome of other applications finalised

AGENCY	OUT OF TIME s.66(4)	NO INTERNAL REVIEW s.66(6)		REDUCTION OF TIME s.13(4)	WAIVER OF REQUIREMENT TO CONSULT s.35(1)			TOTAL MATTERS FINALISED
	R	R	A	R	A	C	R	
State Agencies:								
Agriculture and Food, Department of							1	1
C&AHS – Princess Margaret Hospital for Children		1						1
Corrective Services, Department of		1						1
Health, Department of	1							1
Insurance Commission of Western Australia		1						1
Premier and Cabinet, Department of the	1							1
SMAHS – Bentley Hospital						1	1	2
Worksafe Western Australia	1							1
<i>Sub-total: State Agencies</i>	3	3	0	0	0	1	2	9
Local Agencies:								
East Fremantle, Town of		1						1
Exmouth, Shire of	1							1
Greater Geraldton, City of		1						1
Halls Creek, Shire of				1				1
Victoria Park, Town of			1					1
York, Shire of					1			1
<i>Sub-total: Local Agencies</i>	1	2	1	1	1	0	0	6
TOTAL	4	5	1	1	1	1	2	15

Legend: A=Approved; C=Conciliated; R=Refused

Table 8: Formal training and presentations

DATE	PRESENTATION STYLE	AUDIENCE
10 July 2013	FOI Coordinators Workshop	Officers of State and local government agencies
31 July 2013	FOI Decision-makers Forum	Officers of State and local government agencies
14 August 2013	FOI Briefing	PSC – Induction
21 August 2013	FOI Coordinators Workshop	Officers of State and local government agencies
29 August 2013	FOI Briefing	Department of Housing
11 September 2013	FOI Coordinators Workshop	Officers of State and local government agencies
18 September 2013	FOI Briefing	South West Development Commission
19 September 2013	FOI Briefing	PSC – Induction
22 October 2013	FOI Briefing	PSC – Induction
23 October 2013	FOI Decision-makers Forum	Officers of State and local government agencies
4 November 2013	FOI Briefing	Shire of Broome
5 November 2013	FOI Coordinators Workshop	WACHS – Broome
5 November 2013	FOI Briefing	Kimberley Training Institute
6 November 2013	FOI Briefing	Shire of Broome
7 November 2013	FOI Coordinators Workshop	WACHS – Kununurra
7 November 2013	FOI Briefing	Shire of Wyndham-East Kimberley
7 November 2013	FOI Briefing	Officers of State and local government agencies – Kununurra
12 November 2013	FOI Briefing	WA Police
13 November 2013	FOI Coordinators Workshop	Officers of State and local government agencies
14 November 2013	FOI Briefings(x 2)	Curtin University
20 November 2013	FOI Briefings(x 2)	Department of Transport (Driver & Vehicle Services)
27 November 2013	FOI Briefing	PSC – Induction
2 December 2013	FOI Coordinators Workshop	Officers of State and local government agencies
21 January 2014	FOI Briefing	Department of Planning
5 February 2014	FOI Briefing	PSC – Induction
12 February 2014	FOI Briefing	Shire of Mundaring
19 February 2014	FOI Decision-makers Forum	Officers of State and local government agencies

DATE	PRESENTATION STYLE	AUDIENCE
12 March 2014	FOI Coordinators Workshop	Officers of State and local government agencies
19 March 2014	FOI Briefing	PSC – Induction
9 April 2014	FOI Coordinators Workshop	Officers of State and local government agencies
30 April 2014	FOI Briefing	Department of Water
7 May 2014	FOI Briefing	PSC – Induction
14 May 2014	FOI Decision-makers Forum	Officers of State and local government agencies
10 June 2014	FOI Briefing	Department of Fisheries
11 June 2014	FOI Coordinators Workshop	Officers of State and local government agencies
17 June 2014	FOI Briefing	Department of Fisheries
23 June 2014	FOI Briefing	Department of Fisheries
24 June 2014	FOI Briefing	Department of Fisheries
25 June 2014	FOI Briefing	PSC – Induction

Table 9: Attendees at presentations

TRAINING SESSIONS (No.)	STATE GOVERNMENT	LOCAL GOVERNMENT	MINISTERIAL STAFF	TOTAL
FOI Coordinators Workshops (10)	110	40	3	153
Decision Makers Forums (4)	41	16	1	58
			<i>Sub-total:</i>	211
BRIEFINGS (No.)				TOTAL
Agencies (27)				673
Speeches by the Information Commissioner (11)				492
			<i>Sub-total:</i>	1165
GRAND TOTAL (ATTENDEES)				1,376

Table 10: Misdirected applications (received & dealt with)

Year	Corrections	Police	Other	Total
2006/2007	16	35	40	91
2007/2008	15	24	33	72
2008/2009	15	33	25	73
2009/2010	15	20	30	65
2010/2011	13	13	31	57
2011/2012	6	11	12	29
2012/2013	4	12	13	29
2013/2014	8	4	12	24

Table 11: Injury management targets

Measure	Actual		Results against target	
	2011/12	2013/14	Target	Comment on Result
Number of fatalities	0	0	Zero (0)	No lost time injuries were experienced in the reporting period.
Lost time injury and/or disease incidence rate (LTI/D)	0	0	Zero (0) or 10% reduction	
Lost time injury/disease severity rate	0	0	Zero (0) or 10% reduction	
Percentage of injured workers returned to work within: (i) 13 weeks: (ii) 26 weeks:	N/A N/A	N/A N/A	Greater than or equal to 80% Greater than or equal to 80%	
Percentage of managers trained in occupational safety, health and injury management responsibilities	100%	100%	Greater than or equal to 80%	

AGENCY STATISTICS

Section 111 of the FOI Act requires the Commissioner to provide a report to the Speaker of the Legislative Assembly and the President of the Legislative Council on the operation of the legislation during the financial year. In order to ascertain this, the following statistical information is required from each agency:

- the number of access applications received and dealt with;
- the number of decisions to: give access to documents; give access to edited copies of documents; defer giving access to documents; give access to a document in the manner referred to in section 28; refuse access to documents; and the number of times each of the exemption clauses was used;
- the number and outcome of applications for internal review;
- the number of applications for amendment of personal information received and dealt with;
- the number of decisions to amend personal information in accordance with an application and not to amend personal information in accordance with an application;

- the number and outcome of applications for internal review in respect of applications for amendment of personal information; and
- the amounts of fees and charges collected and details of fees and charges that were reduced or waived.

At the completion of each financial year, the OIC provides an electronic form to all agencies in order that they may provide this information. The data is then collated and the results are outlined in the tables following.

An overview of particular trends is outlined in Section 8 of this report.

AGENCY STATISTICS

Table 12: Requests received by agencies

AGENCY NAME	No.	AGENCY NAME	No.
Group: Boards, Committees, Commissions, Authorities, Corporations		Great Southern Development Commission	0
Acacia Prison	153	Greyhound Racing Association, Western Australian	0
Albany Port Authority	0	Heritage Council of Western Australia	3
Botanic Gardens and Parks Authority	0	Horizon Power	5
Broome Port Authority	1	Independent Market Operator	1
Building and Construction Industry Training Fund	0	Industrial Relations Commission, Office of the Registrar	0
Bunbury Water Board (Aqwest)	0	Institute of Sport, Western Australian	1
Burswood Park Board	0	Insurance Commission of Western Australia	90
Busselton Water	0	Kimberley Development Commission	0
Chemistry Centre Western Australia	0	Land Authority (LandCorp), Western Australian	6
Commissioner for Children and Young People, Office of the	0	Landgate	3
Construction Industry Long Service Leave Payments Board	0	Law Reform Commission	0
Court Security and Custodial Services	1	Legal Aid Western Australia	7
Dampier Port Authority	1	Legal Practice Board of WA, The	0
Disability Services Commission	10	Legal Profession Complaints Committee *	3
Economic Regulation Authority	1	Lotteries Commission	1
Electoral Commission, Western Australian	0	Metropolitan Cemeteries Board	2
Equal Opportunity Commission *	0	Metropolitan Redevelopment Authority	7
Esperance Port Authority	0	Mid West Development Commission	0
Fire and Emergency Services Authority of Western Australia	99	Minerals and Energy Research Institute of Western Australia	0
Forest Products Commission	8	National Trust of Australia (WA)	0
Fremantle Port Authority	5	Perth Market Authority	1
Gascoyne Development Commission	0	Port Hedland Port Authority	0
Geraldton Port Authority	0	Professional Combat Sports Commission	0
Gold Corporation	1	Public Advocate, Office of the	6
Goldfields Esperance Development Commission	0	Public Sector Commission	3
Government Employees Superannuation Board	2	Public Transport Authority	37

* - Agency received no new requests but dealt with a request received in a prior period.

AGENCY STATISTICS

AGENCY NAME	No.	AGENCY NAME	No.
Racing and Wagering Western Australia	4	Education Services, Department of	4
Rottneest Island Authority	3	Environment Regulation, Department of	210
Salaries and Allowances Tribunal	2	Environmental Protection, Department of	64
School Curriculum and Standards Authority	1	Finance, Department of	33
Small Business Development Corporation	0	Fisheries, Department of	11
Synergy	10	Great Southern Institute of Technology	0
Tourism Commission, Western Australian	6	Housing, Department of	222
Treasury Corporation, Western Australian	0	Indigenous Affairs, Department of	15
Trotting Association, Western Australian	0	Kimberley College of TAFE	1
Wandoo Reintegration Facility	5	Lands, Department of	15
Water Corporation	29	Local Government, Department of	12
Western Power	56	Main Roads Western Australia	40
Wheatbelt Development Commission	0	Mines and Petroleum, Department of	531
Workcover Western Australia Authority (Workcover WA)	76	Parks and Wildlife, Department of	34
Zoological Parks Authority	0	Pilbara College of TAFE	0
<i>Sub-Total: Boards, Committees, Commissions, Authorities, Corporations</i>	650	Planning, Department of	130
Group: Departments (except Police and Health agencies)		Premier and Cabinet, Department of the	76
Agriculture and Food, Department of	24	Public Trust Office	3
Attorney General, Department of the	48	Racing, Gaming and Liquor, Department of	10
C Y O'Connor Institute	1	Regional Development, Department of	6
Central Institute of Technology	10	South West Regional College of TAFE	2
Challenger Institute of Technology	0	Sport and Recreation, Department of	3
Child Protection, Department for	248	State Development, Department of	20
Commerce, Department of	446	Training and Workforce Development, Department of	8
Corrective Services, Department of	960	Transport, Department of	204
Culture and the Arts, Department of	6	Treasury, Department of	16
Durack Institute of Technology	1	Water, Department of	104
Education, Department of	56	West Coast Institute of Training	0
		<i>Sub-Total: Departments (except Police and Health agencies)</i>	3,574

* - Agency received no new requests but dealt with a request received in a prior period.

AGENCY STATISTICS

AGENCY NAME	No.
Group: Health-related agencies	
C&AHS - Princess Margaret Hospital for Children	378
Dental Health Services	0
Drug and Alcohol Office	2
Health, Department of	68
Health and Disability Services Complaints Office	4
Health Promotion Foundation WA	0
Joondalup Health Campus	1,153
Mental Health Commission	1
NMAHS - King Edward Memorial Hospital	67
NMAHS - Mental Health	247
NMAHS - Osborne Park Hospital	67
NMAHS - Sir Charles Gairdner Hospital	1,288
NMAHS - Swan Kalamunda Health Service	197
PathWest Laboratory Medicine WA	5
Peel Health Campus	227
SMAHS - Armadale-Kelmscott Memorial Hospital	437
SMAHS - Bentley Hospital	175
SMAHS - Fremantle Hospital and Health Service	453
SMAHS - Rockingham-Kwinana District Hospital	391
SMAHS - Royal Perth Hospital	2,293
WACHS - Goldfields	354
WACHS - Great Southern	252
WACHS - Kimberley	421
WACHS - Midwest	210
WACHS - Pilbara	602
WACHS - South West	480
WACHS - Wheatbelt	307
<i>Sub-Total: Health-related agencies</i>	10,799

* - Agency received no new requests but dealt with a request received in a prior period.

AGENCY NAME	No.
Group: Local government agencies	
Albany, City of	16
Armadale, City of	15
Ashburton, Shire of	7
Augusta-Margaret River, Shire of	9
Bayswater, City of	15
Belmont, City of	9
Beverley, Shire of	0
Boddington, Shire of	2
Boyup Brook, Shire of	0
Bridgetown-Greenbushes, Shire of	0
Brookton, Shire of	0
Broome, Shire of	18
Broomehill, Shire of	0
Bruce Rock, Shire of	1
Bunbury, City of	30
Busselton, Shire of	20
Cambridge, Town of	8
Canning, City of	18
Capel, Shire of	6
Carnamah, Shire of *	0
Carnarvon, Shire of	4
Chapman Valley, Shire of	0
Chittering, Shire of	9
Claremont, Town of	1
Cockburn, City of	22
Collie, Shire of	0
Coolgardie, Shire of	2
Coorow, Shire of	1

AGENCY STATISTICS

AGENCY NAME	No.
Corrigin, Shire of	0
Cottesloe, Town of	6
Cranbrook, Shire of	0
Cunderdin, Shire of	0
Dandaragan, Shire of	0
Dardanup, Shire of	3
Denmark, Shire of	3
Derby-West Kimberley, Shire of	2
Donnybrook-Balingup, Shire of	4
Dumbleyung, Shire of	0
Dundas, Shire of	1
Esperance, Shire of	5
Esperance, Shire of	0
Exmouth, Shire of	5
Fremantle, City of	26
Gingin, Shire of	7
Goomalling, Shire of	0
Gosnells, City of	17
Greater Geraldton, City of	14
Halls Creek, Shire of	0
Harvey, Shire of	7
Irwin, Shire of	2
Jerramungup, Shire of	0
Joondalup, City of	54
Kalamunda, Shire of	16
Kalgoorlie-Boulder, City of	11
Karratha, City of	13
Katanning, Shire of	0
Kellerberrin, Shire of *	0

AGENCY NAME	No.
Kwinana, Town of	16
Lake Grace, Shire of	1
Leonora, Shire of	0
Mandurah, City of	5
Manjimup, Shire of	1
Meekatharra, Shire of	1
Melville, City of	19
Menzies, Shire of	1
Merredin, Shire of	0
Mingenew, Shire of	0
Morawa, Shire of	0
Mosman Park, Town of	6
Mount Magnet, Shire of	0
Mount Marshall, Shire of	0
Mukinbudin, Shire of	0
Mundaring, Shire of	13
Murchison, Shire of	0
Murray, Shire of	11
Nannup, Shire of	0
Narembeen, Shire of	0
Narrogin, Shire of	1
Narrogin, Town of	1
Nedlands, City of	8
Northam, Shire of	9
Northampton, Shire of	0
Peppermint Grove, Shire of	2
Perth, City of	16
Pingelly, Shire of	1
Plantagenet, Shire of	2

AGENCY STATISTICS

AGENCY NAME	No.
Port Hedland, Town of	5
Ravensthorpe, Shire of	0
Rockingham, City of	9
Serpentine/Jarrahdale Shire	11
Shark Bay, Shire of	1
South Perth, City of	11
Stirling, City of	68
Subiaco, City of	10
Swan, City of	58
Tammin, Shire of	0
Three Springs, Shire of	0
Toodyay, Shire of	2
Trayning, Shire of	0
Victoria Park, Town of	17
Victoria Plains, Shire of	0
Vincent, City of	21
Wagin, Shire of	0
Wanneroo, City of	30
Waroona, Shire of	3
Williams, Shire of	1
Wiluna, Shire of	0
Wongan-Ballidu, Shire of	0
Woodanilling, Shire of	0
Wyalkatchem, Shire of	1
Wyndham-East Kimberley, Shire of	2
Yalgoo, Shire of	0
Yilgarn, Shire of	0
York, Shire of	16
<i>Sub-Total: Local government agencies</i>	790

* - Agency received no new requests but dealt with a request received in a prior period.

Notes:

- (1) This table reflects the total number of applications lodged and includes applications which may have been transferred to another agency, withdrawn or which are still to be dealt with.
- (2) The number actually dealt with by a decision issued to the applicant is reflected in the following table.
- (3) If an agency does not appear in this table, this is because the required statistical data was not received in time for publication.

AGENCY NAME	No.
Group: Ministers	
Buswell MLA, Hon T	9
Collier MLC, Hon P	5
Davies MLA, Hon M	2
Day MLA, Hon J	4
Francis MLA, Hon J	3
Hames MLA, Hon K	8
Harvey MLA, Hon L	2
Jacob MLA, Hon A	6
K Baston MLC, Hon	0
Marmion MLA, Hon B	4
Mischin MLC, Hon M	4
Morton MLC, Hon H	4
Nahan MLA, Hon M	0
Nalder MLA, Hon D	4
Redman MLA, Hon T	2
Simpson MLA, Hon T	4
Waldron MLA, Hon T *	0
<i>Sub-Total: Ministers</i>	61
Group: Police	
Police, Western Australia	2,493
<i>Sub-Total: Police</i>	2,493
Group: Universities	
Curtin University of Technology	8
Edith Cowan University	4
Murdoch University	5
University of Western Australia, The	8
<i>Sub-Total: Universities</i>	25
TOTAL	17,672

Table 13: Decisions made – outcome

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
Group: Boards, Committees, Commissions, Authorities, Corporations						
Acacia Prison	74 (50.3)	71 (48.3)	0 (0.0)	1 (0.7)	2 (1.4)	0 (0.0)
Broome Port Authority	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Court Security and Custodial Services	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Dampier Port Authority	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)
Disability Services Commission	1 (11.1)	7 (77.8)	0 (0.0)	0 (0.0)	1 (11.1)	0 (0.0)
Economic Regulation Authority	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)
Equal Opportunity Commission	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Fire and Emergency Services Authority of Western Australia	0 (0.0)	88 (97.8)	1 (1.1)	5 (5.6)	0 (0.0)	1 (1.1)
Forest Products Commission	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	4 (100.0)
Fremantle Port Authority	0 (0.0)	3 (75.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (25.0)
Gold Corporation	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)
Government Employees Superannuation Board	0 (0.0)	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Heritage Council of Western Australia	0 (0.0)	4 (80.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (20.0)
Horizon Power	0 (0.0)	3 (75.0)	0 (0.0)	0 (0.0)	1 (25.0)	0 (0.0)
Independent Market Operator	0 (0.0)	0 (0.0)	0 (0.0)	1 (0.0)	0 (0.0)	0 (0.0)
Institute of Sport, Western Australian	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Insurance Commission of Western Australia	1 (2.1)	45 (95.7)	0 (0.0)	0 (0.0)	0 (0.0)	1 (2.1)
Land Authority (LandCorp), Western Australian	2 (33.3)	3 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (16.7)
Landgate	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Legal Aid Western Australia	4 (66.7)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	2 (33.3)
Legal Practice Board of WA, The	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Legal Profession Complaints Committee	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
Lotteries Commission	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)	0 (0.0)
Metropolitan Cemeteries Board	0 (0.0)	1 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (50.0)
Metropolitan Redevelopment Authority	1 (14.3)	5 (71.4)	0 (0.0)	0 (0.0)	1 (14.3)	0 (0.0)
Perth Market Authority	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Public Advocate, Office of the	1 (16.7)	4 (66.7)	0 (0.0)	0 (0.0)	1 (16.7)	0 (0.0)
Public Sector Commission	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Public Transport Authority	4 (11.4)	22 (62.9)	0 (0.0)	0 (0.0)	3 (8.6)	6 (17.1)
Racing and Wagering Western Australia	2 (50.0)	2 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Rottneest Island Authority	1 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (50.0)	0 (0.0)
Salaries and Allowances Tribunal	1 (50.0)	1 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
School Curriculum and Standards Authority	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Synergy	2 (33.3)	1 (16.7)	0 (0.0)	0 (0.0)	2 (33.3)	1 (16.7)
Tourism Commission, Western Australian	0 (0.0)	2 (40.0)	0 (0.0)	0 (0.0)	1 (20.0)	2 (40.0)
Wandoo Reintegration Facility	2 (50.0)	2 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Water Corporation	3 (12.0)	18 (72.0)	0 (0.0)	0 (0.0)	1 (4.0)	3 (12.0)
Western Power	18 (35.3)	30 (58.8)	0 (0.0)	0 (0.0)	0 (0.0)	3 (5.9)
Workcover Western Australia Authority (Workcover WA)	61 (88.4)	3 (4.3)	0 (0.0)	0 (0.0)	4 (5.8)	1 (1.4)
<i>Sub-total: Boards, Committees, Commissions, Authorities, Corporations</i>	180 (31.80)	328 (57.95)	1 (0.18)	7 (1.24)	19 (3.36)	31 (5.48)
Group: Departments (except Police and Health agencies)						
Agriculture and Food, Department of	2 (9.5)	18 (85.7)	0 (0.0)	0 (0.0)	1 (4.8)	0 (0.0)
Attorney General, Department of the	2 (5.7)	25 (71.4)	0 (0.0)	0 (0.0)	0 (0.0)	8 (22.9)
C Y O'Connor Institute	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Central Institute of Technology	10 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
Child Protection, Department for	8 (4.0)	160 (80.4)	0 (0.0)	2 (1.0)	16 (8.0)	15 (7.5)
Commerce, Department of	5 (1.1)	361 (80.4)	73 (16.3)	0 (0.0)	3 (0.7)	7 (1.6)
Corrective Services, Department of	217 (26.6)	475 (58.1)	1 (0.1)	2 (0.2)	69 (8.4)	55 (6.7)
Culture and the Arts, Department of	0 (0.0)	5 (83.3)	0 (0.0)	0 (0.0)	1 (16.7)	0 (0.0)
Durack Institute of Technology	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)
Education, Department of	17 (35.4)	26 (54.2)	0 (0.0)	0 (0.0)	0 (0.0)	5 (10.4)
Education Services, Department of	0 (0.0)	3 (75.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (25.0)
Environment Regulation, Department of	23 (11.1)	41 (19.8)	0 (0.0)	0 (0.0)	135 (65.2)	8 (3.9)
Environmental Protection, Department of	1 (1.7)	32 (54.2)	0 (0.0)	0 (0.0)	25 (42.4)	1 (1.7)
Finance, Department of	10 (38.5)	13 (50.0)	0 (0.0)	0 (0.0)	1 (3.8)	2 (7.7)
Fisheries, Department of	4 (44.4)	4 (44.4)	0 (0.0)	0 (0.0)	0 (0.0)	1 (11.1)
Housing, Department of	144 (71.6)	50 (24.9)	0 (0.0)	0 (0.0)	4 (2.0)	3 (1.5)
Indigenous Affairs, Department of	1 (7.7)	10 (76.9)	0 (0.0)	0 (0.0)	0 (0.0)	2 (15.4)
Kimberley College of TAFE	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Lands, Department of	3 (27.3)	5 (45.5)	0 (0.0)	0 (0.0)	3 (27.3)	0 (0.0)
Local Government, Department of	1 (10.0)	5 (50.0)	0 (0.0)	0 (0.0)	1 (10.0)	3 (30.0)
Main Roads Western Australia	10 (38.5)	14 (53.8)	0 (0.0)	0 (0.0)	2 (7.7)	0 (0.0)
Mines and Petroleum, Department of	154 (30.4)	57 (11.2)	0 (0.0)	0 (0.0)	276 (54.4)	20 (3.9)
Parks and Wildlife, Department of	2 (6.5)	13 (41.9)	0 (0.0)	0 (0.0)	16 (51.6)	0 (0.0)
Planning, Department of	8 (6.8)	84 (71.8)	3 (2.6)	0 (0.0)	9 (7.7)	13 (11.1)
Premier and Cabinet, Department of the	3 (4.4)	42 (61.8)	0 (0.0)	0 (0.0)	14 (20.6)	9 (13.2)
Public Trust Office	0 (0.0)	2 (66.7)	0 (0.0)	0 (0.0)	1 (33.3)	0 (0.0)
Racing, Gaming and Liquor, Department of	1 (16.7)	4 (66.7)	0 (0.0)	0 (0.0)	1 (16.7)	0 (0.0)
Regional Development, Department of	0 (0.0)	6 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
South West Regional College of TAFE	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Sport and Recreation, Department of	1 (33.3)	2 (66.7)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
State Development, Department of	4 (26.7)	8 (53.3)	0 (0.0)	0 (0.0)	1 (6.7)	2 (13.3)
Training and Workforce Development, Department of	0 (0.0)	7 (87.5)	0 (0.0)	0 (0.0)	0 (0.0)	1 (12.5)
Transport, Department of	103 (52.3)	46 (23.4)	0 (0.0)	0 (0.0)	13 (6.6)	35 (17.8)
Treasury, Department of	5 (22.7)	8 (36.4)	0 (0.0)	0 (0.0)	2 (9.1)	7 (31.8)
Water, Department of	14 (12.7)	2 (1.8)	0 (0.0)	0 (0.0)	94 (85.5)	0 (0.0)
<i>Sub-total: Departments (except Police and Health agencies)</i>	756 (23.25)	1528 (46.99)	77 (2.37)	4 (0.12)	688 (21.16)	199 (6.12)
Group: Health related agencies						
C&AHS - Princess Margaret Hospital for Children	217 (62.2)	100 (28.7)	0 (0.0)	11 (3.2)	24 (6.9)	8 (2.3)
Drug and Alcohol Office	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Health, Department of	30 (46.2)	15 (23.1)	0 (0.0)	0 (0.0)	16 (24.6)	4 (6.2)
Health and Disability Services Complaints Office	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Joondalup Health Campus	1069 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Mental Health Commission	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
NMAHS - King Edward Memorial Hospital	35 (52.2)	29 (43.3)	0 (0.0)	3 (4.5)	3 (4.5)	0 (0.0)
NMAHS - Mental Health	192 (78.0)	43 (17.5)	0 (0.0)	3 (1.2)	7 (2.8)	4 (1.6)
NMAHS - Osborne Park Hospital	64 (97.0)	1 (1.5)	0 (0.0)	1 (1.5)	1 (1.5)	0 (0.0)
NMAHS - Sir Charles Gairdner Hospital	1228 (93.5)	34 (2.6)	0 (0.0)	0 (0.0)	45 (3.4)	7 (0.5)
NMAHS - Swan Kalamunda Health Service	194 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
PathWest Laboratory Medicine WA	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Peel Health Campus	218 (97.3)	0 (0.0)	2 (0.9)	0 (0.0)	0 (0.0)	4 (1.8)
SMAHS - Armadale-Kelmscott Memorial Hospital	404 (96.4)	13 (3.1)	0 (0.0)	3 (0.7)	2 (0.5)	0 (0.0)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
SMAHS - Bentley Hospital	1 (0.6)	149 (88.2)	0 (0.0)	3 (1.8)	19 (11.2)	0 (0.0)
SMAHS - Fremantle Hospital and Health Service	471 (95.2)	23 (4.6)	0 (0.0)	0 (0.0)	1 (0.2)	0 (0.0)
SMAHS - Rockingham-Kwinana District Hospital	181 (46.8)	181 (46.8)	1 (0.3)	4 (1.0)	13 (3.4)	11 (2.8)
SMAHS - Royal Perth Hospital	1979 (98.1)	6 (0.3)	1 (0.0)	2 (0.1)	25 (1.2)	7 (0.3)
WACHS - Goldfields	328 (93.4)	5 (1.4)	0 (0.0)	0 (0.0)	11 (3.1)	7 (2.0)
WACHS - Great Southern	102 (41.8)	126 (51.6)	0 (0.0)	11 (4.5)	13 (5.3)	3 (1.2)
WACHS - Kimberley	250 (62.7)	147 (36.8)	0 (0.0)	0 (0.0)	0 (0.0)	2 (0.5)
WACHS - Midwest	5 (2.5)	189 (95.0)	0 (0.0)	0 (0.0)	4 (2.0)	1 (0.5)
WACHS - Pilbara	223 (37.8)	363 (61.5)	1 (0.2)	0 (0.0)	2 (0.3)	1 (0.2)
WACHS - South West	2 (0.5)	414 (97.9)	0 (0.0)	0 (0.0)	7 (1.7)	0 (0.0)
WACHS - Wheatbelt	55 (18.3)	224 (74.7)	3 (1.0)	0 (0.0)	0 (0.0)	0 (0.0)
<i>Sub-total: Health related agencies</i>	7254 (75.26)	2065 (21.43)	8 (0.08)	41 (0.43)	211 (2.19)	59 (0.61)
Group: Local government agencies						
Albany, City of	4 (26.7)	10 (66.7)	0 (0.0)	0 (0.0)	1 (6.7)	0 (0.0)
Armadale, City of	1 (6.7)	14 (93.3)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Ashburton, Shire of	7 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Augusta-Margaret River, Shire of	6 (75.0)	2 (25.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Bayswater, City of	2 (14.3)	6 (42.9)	0 (0.0)	0 (0.0)	6 (42.9)	0 (0.0)
Belmont, City of	0 (0.0)	8 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Boddington, Shire of	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Broome, Shire of	4 (23.5)	11 (64.7)	0 (0.0)	0 (0.0)	1 (5.9)	1 (5.9)
Bruce Rock, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Bunbury, City of	5 (17.9)	17 (60.7)	0 (0.0)	0 (0.0)	2 (7.1)	4 (14.3)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
Busselton, Shire of	2 (18.2)	9 (81.8)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Cambridge, Town of	1 (16.7)	5 (83.3)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Canning, City of	3 (14.3)	16 (76.2)	0 (0.0)	0 (0.0)	1 (4.8)	1 (4.8)
Capel, Shire of	0 (0.0)	6 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Carnamah, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Carnarvon, Shire of	2 (66.7)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (33.3)
Chittering, Shire of	0 (0.0)	9 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Claremont, Town of	0 (0.0)	1 (50.0)	0 (0.0)	0 (0.0)	1 (50.0)	0 (0.0)
Cockburn, City of	0 (0.0)	18 (90.0)	0 (0.0)	0 (0.0)	2 (10.0)	0 (0.0)
Coolgardie, Shire of	0 (0.0)	1 (50.0)	0 (0.0)	0 (0.0)	1 (50.0)	0 (0.0)
Coorow, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Cottesloe, Town of	0 (0.0)	5 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Dardanup, Shire of	1 (33.3)	0 (0.0)	1 (33.3)	0 (0.0)	1 (33.3)	0 (0.0)
Denmark, Shire of	1 (33.3)	2 (66.7)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Derby-West Kimberley, Shire of	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Donnybrook-Balingup, Shire of	1 (33.3)	0 (0.0)	1 (33.3)	0 (0.0)	1 (33.3)	0 (0.0)
Dundas, Shire of	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)
Esperance, Shire of	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Exmouth, Shire of	1 (20.0)	3 (60.0)	0 (0.0)	0 (0.0)	1 (20.0)	0 (0.0)
Fremantle, City of	5 (20.8)	18 (75.0)	0 (0.0)	0 (0.0)	1 (4.2)	0 (0.0)
Gingin, Shire of	4 (66.7)	1 (16.7)	0 (0.0)	0 (0.0)	0 (0.0)	1 (16.7)
Gosnells, City of	2 (11.8)	15 (88.2)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Greater Geraldton, City of	8 (61.5)	3 (23.1)	0 (0.0)	0 (0.0)	1 (7.7)	1 (7.7)
Harvey, Shire of	4 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	3 (37.5)	1 (12.5)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
Joondalup, City of	5 (9.6)	45 (86.5)	0 (0.0)	0 (0.0)	1 (1.9)	1 (1.9)
Kalamunda, Shire of	1 (6.3)	14 (87.5)	0 (0.0)	0 (0.0)	1 (6.3)	0 (0.0)
Kalgoorlie-Boulder, City of	0 (0.0)	10 (90.9)	0 (0.0)	0 (0.0)	1 (9.1)	0 (0.0)
Karratha, City of	2 (20.0)	7 (70.0)	0 (0.0)	0 (0.0)	1 (10.0)	0 (0.0)
Kellerberrin, Shire of	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Kwinana, Town of	10 (66.7)	5 (33.3)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Lake Grace, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Mandurah, City of	0 (0.0)	4 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Manjimup, Shire of	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Meekatharra, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Melville, City of	7 (50.0)	7 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Menzies, Shire of	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Mosman Park, Town of	0 (0.0)	4 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Mundaring, Shire of	3 (23.1)	9 (69.2)	0 (0.0)	0 (0.0)	1 (7.7)	0 (0.0)
Murray, Shire of	0 (0.0)	9 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Narrogin, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Narrogin, Town of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Nedlands, City of	1 (14.3)	5 (71.4)	0 (0.0)	0 (0.0)	0 (0.0)	1 (14.3)
Northam, Shire of	6 (66.7)	0 (0.0)	0 (0.0)	0 (0.0)	3 (33.3)	0 (0.0)
Peppermint Grove, Shire of	0 (0.0)	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Perth, City of	1 (7.7)	10 (76.9)	0 (0.0)	0 (0.0)	2 (15.4)	0 (0.0)
Pingelly, Shire of	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)
Plantagenet, Shire of	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Port Hedland, Town of	2 (40.0)	3 (60.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
Rockingham, City of	4 (50.0)	3 (37.5)	0 (0.0)	0 (0.0)	1 (12.5)	0 (0.0)
Serpentine/Jarrahdale Shire	4 (57.1)	1 (14.3)	0 (0.0)	0 (0.0)	1 (14.3)	1 (14.3)
Shark Bay, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
South Perth, City of	2 (18.2)	8 (72.7)	0 (0.0)	0 (0.0)	1 (9.1)	0 (0.0)
Stirling, City of	15 (23.4)	45 (70.3)	0 (0.0)	0 (0.0)	3 (4.7)	1 (1.6)
Subiaco, City of	2 (25.0)	2 (25.0)	0 (0.0)	0 (0.0)	2 (25.0)	2 (25.0)
Swan, City of	1 (1.8)	51 (89.5)	0 (0.0)	0 (0.0)	4 (7.0)	1 (1.8)
Toodyay, Shire of	1 (50.0)	1 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Victoria Park, Town of	5 (35.7)	9 (64.3)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Vincent, City of	0 (0.0)	18 (94.7)	0 (0.0)	0 (0.0)	1 (5.3)	0 (0.0)
Wanneroo, City of	1 (4.2)	22 (91.7)	0 (0.0)	0 (0.0)	0 (0.0)	1 (4.2)
Waroona, Shire of	1 (33.3)	0 (0.0)	0 (0.0)	0 (0.0)	2 (66.7)	0 (0.0)
Wickepin, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Williams, Shire of	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	1 (100.0)	0 (0.0)
Wyalkatchem, Shire of	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Wyndham-East Kimberley, Shire of	1 (50.0)	1 (50.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
York, Shire of	6 (33.3)	8 (44.4)	0 (0.0)	0 (0.0)	4 (22.2)	0 (0.0)
<i>Sub-total: Local government agencies</i>	159 (21.99)	489 (67.63)	2 (0.28)	0 (0.00)	53 (7.33)	20 (2.77)
Group: Ministers						
Buswell MLA, Hon T	0 (0.0)	3 (50.0)	0 (0.0)	0 (0.0)	2 (33.3)	1 (16.7)
Collier MLC, Hon P	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Davies MLA, Hon M	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)	2 (100.0)	0 (0.0)
Day MLA, Hon J	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Francis MLA, Hon J	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)

AGENCY STATISTICS

AGENCY	ACCESS PROVIDED					
	In Full No. (%)	Edited No. (%)	Deferred No. (%)	s.28 No. (%)	s.26 No. (%)	Refused No. (%)
Hames MLA, Hon K	2 (28.6)	5 (71.4)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Harvey MLA, Hon L	0 (0.0)	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Jacob MLA, Hon A	0 (0.0)	5 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Marmion MLA, Hon B	0 (0.0)	1 (33.3)	0 (0.0)	0 (0.0)	1 (33.3)	1 (33.3)
Mischin MLC, Hon M	0 (0.0)	2 (66.7)	0 (0.0)	0 (0.0)	0 (0.0)	1 (33.3)
Morton MLC, Hon H	0 (0.0)	3 (60.0)	0 (0.0)	0 (0.0)	1 (20.0)	1 (20.0)
Redman MLA, Hon T	0 (0.0)	2 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Simpson MLA, Hon T	0 (0.0)	3 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Waldron MLA, Hon T	0 (0.0)	1 (100.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
<i>Sub-total: Ministers</i>	2(4.17)	36 (75.00)	0 (0.00)	0 (0.00)	6 (12.50)	4 (8.33)
Group: Police						
Police, Western Australia	75(3.4)	1981(91.1)	0(0.0)	0(0.0)	74(3.4)	45(2.1)
<i>Sub-total: Police</i>	75 (3.45)	1981 (91.08)	0 (0.00)	0 (0.00)	74 (3.40)	45 (2.07)
Group: Universities						
Curtin University of Technology	0 (0.0)	6 (85.7)	0 (0.0)	0 (0.0)	1 (14.3)	0 (0.0)
Edith Cowan University	1 (33.3)	2 (66.7)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
Murdoch University	1 (20.0)	4 (80.0)	0 (0.0)	0 (0.0)	0 (0.0)	0 (0.0)
University of Western Australia, The	2 (28.6)	3 (42.9)	0 (0.0)	0 (0.0)	2 (28.6)	0 (0.0)
<i>Sub-total: Universities</i>	4 (18.18)	15 (68.18)	0 (0.00)	0 (0.00)	3 (13.64)	0 (0.00)
Total	8,430	6,442	88	52	1,054	358
Percentage	51.3%	39.2%	0.5%	0.3%	6.4%	2.2%
Grand Total	16,424					

Note: This table reflects decisions made by agencies. Those agencies which did not decide any applications in 2013-14 are not listed.

AGENCY STATISTICS

Table 14: Number of times exemption clauses were used by agencies

AGENCY	CLAUSE NUMBER OF EXEMPTION (Schedule 1 of the Act)															
	1	2	3	4	4A	5	6	7	8	9	10	11	12	13	14	15
Group: Boards, Committees, Commissions, Authorities, Corporations																
Acacia Prison	0	0	71	0	0	4	0	0	0	0	0	0	0	0	0	0
Broome Port Authority	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Court Security and Custodial Services	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Dampier Port Authority	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability Services Commission	2	0	5	0	0	0	1	2	0	0	0	0	1	0	0	0
Economic Regulation Authority	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Equal Opportunity Commission	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0
Fire and Emergency Services Authority of Western Australia	1	0	88	1	0	0	0	0	2	0	0	0	0	0	0	0
Forest Products Commission	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Fremantle Port Authority	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Gold Corporation	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Government Employees Superannuation Board	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Heritage Council of Western Australia	1	0	3	0	0	0	3	1	0	0	0	0	0	0	0	0
Horizon Power	0	0	3	0	0	0	0	0	0	0	1	0	0	0	0	0
Institute of Sport, Western Australian	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Insurance Commission of Western Australia	0	0	48	9	0	0	23	21	1	0	0	0	0	0	0	0
Land Authority (LandCorp), Western Australian	0	0	0	2	0	0	2	0	1	0	0	0	0	0	0	0
Legal Aid Western Australia	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Legal Practice Board of WA, The	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Legal Profession Complaints Committee	0	0	3	0	0	0	0	1	0	0	0	0	0	0	0	0
Metropolitan Cemeteries Board	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Metropolitan Redevelopment Authority	0	0	1	2	0	0	1	0	0	0	0	0	1	0	0	0

AGENCY STATISTICS

AGENCY	CLAUSE NUMBER OF EXEMPTION (Schedule 1 of the Act)															
	1	2	3	4	4A	5	6	7	8	9	10	11	12	13	14	15
Public Advocate, Office of the	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Sector Commission	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Transport Authority	5	0	23	0	0	1	6	0	0	0	0	0	0	0	0	0
Racing and Wagering Western Australia	0	0	19	0	0	13	0	2	18	0	0	0	0	0	0	0
Salaries and Allowances Tribunal	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Synergy	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Tourism Commission, Western Australian	1	0	2	2	0	0	1	0	2	0	2	0	0	0	0	0
Wandoo Reintegration Facility	0	0	3	0	0	0	0	0	0	0	0	1	0	0	0	0
Water Corporation	1	0	13	4	0	0	3	4	1	0	0	0	1	0	0	0
Western Power	0	0	29	5	0	0	1	3	0	0	1	1	0	0	0	0
Workcover Western Australia Authority (Workcover WA)	0	0	2	2	0	0	1	0	0	0	0	0	0	0	0	0
<i>Sub-total: Boards, Committees, Commissions, Authorities, Corporations</i>	13	0	330	34	0	19	45	35	26	0	4	3	3	0	0	0
Group: Departments (except Police and Health agencies)																
Agriculture and Food, Department of	3	0	13	3	0	0	0	2	3	0	1	0	1	0	0	0
Attorney General, Department of the	10	0	21	0	0	1	0	1	0	0	0	0	0	0	0	0
Child Protection, Department for	1	0	166	2	0	46	1	1	8	0	0	0	1	1	21	0
Commerce, Department of	0	0	382	29	0	12	1	151	1	0	0	0	0	0	0	0
Corrective Services, Department of	0	0	495	0	0	12	4	1	0	0	0	72	2	0	1	0
Culture and the Arts, Department of	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Education, Department of	6	0	23	0	0	1	0	2	0	0	0	0	3	0	0	0
Education Services, Department of	0	0	4	0	0	1	0	0	0	0	0	0	0	0	0	0
Environment Regulation, Department of	1	0	21	3	0	9	4	3	3	0	0	0	2	0	0	0
Environmental Protection, Department of	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Finance, Department of	4	0	6	1	0	0	1	2	1	0	1	0	0	0	0	0

AGENCY STATISTICS

AGENCY	CLAUSE NUMBER OF EXEMPTION (Schedule 1 of the Act)															
	1	2	3	4	4A	5	6	7	8	9	10	11	12	13	14	15
Fisheries, Department of	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0
Housing, Department of	0	0	53	2	0	0	0	1	0	0	0	0	0	0	0	0
Indigenous Affairs, Department of	5	0	9	0	0	3	1	7	1	0	0	0	0	0	0	0
Lands, Department of	1	0	5	3	0	0	1	1	0	0	0	0	0	0	0	0
Local Government, Department of	5	0	4	0	0	0	4	1	0	0	0	0	0	0	0	0
Main Roads Western Australia	0	0	12	1	0	0	2	0	0	0	0	0	0	0	0	0
Mines and Petroleum, Department of	0	0	34	31	0	20	1	4	2	0	0	0	0	0	0	0
Parks and Wildlife, Department of	1	0	13	1	0	2	2	1	2	0	0	0	1	0	0	0
Planning, Department of	0	0	71	5	0	0	7	3	2	0	0	0	0	0	0	0
Premier and Cabinet, Department of the	9	2	43	10	0	5	6	8	2	0	1	1	8	0	0	0
Public Trust Office	0	0	2	0	0	0	0	2	0	0	0	0	0	0	2	0
Racing, Gaming and Liquor, Department of	0	0	5	0	0	0	0	2	0	0	0	0	0	0	0	0
Regional Development, Department of	13	0	5	13	0	0	0	0	0	0	0	0	0	0	0	0
Sport and Recreation, Department of	1	0	2	2	0	0	0	1	0	0	0	0	0	0	0	0
State Development, Department of	1	0	6	5	0	0	3	1	2	0	1	0	0	0	0	0
Training and Workforce Development, Department of	0	0	6	0	0	0	0	0	1	0	0	0	0	0	0	0
Transport, Department of	4	1	74	4	0	0	5	0	1	0	1	0	1	0	0	0
Treasury, Department of	8	0	7	0	0	0	4	1	1	0	2	0	2	0	0	0
Water, Department of	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
<i>Sub-total: Departments (Except Police and Health agencies)</i>	74	3	1488	117	0	113	47	199	30	0	7	73	21	1	24	0
Group: Health related agencies																
C&AHS - Princess Margaret Hospital for Children	0	0	108	0	0	0	0	0	0	0	0	0	0	0	0	0
Health, Department of	2	0	14	1	0	1	4	4	1	0	0	1	1	0	0	0
NMAHS - King Edward Memorial Hospital	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0

AGENCY STATISTICS

AGENCY	CLAUSE NUMBER OF EXEMPTION (Schedule 1 of the Act)															
	1	2	3	4	4A	5	6	7	8	9	10	11	12	13	14	15
NMAHS - Mental Health	0	0	40	0	0	0	0	0	6	0	0	7	0	0	0	0
NMAHS - Osborne Park Hospital	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
NMAHS - Sir Charles Gairdner Hospital	0	0	41	0	0	0	0	0	0	0	0	0	0	0	0	0
SMAHS - Armadale-Kelmscott Memorial Hospital	0	0	13	0	0	0	0	0	0	0	0	0	0	0	0	0
SMAHS - Bentley Hospital	0	0	149	0	0	0	0	0	0	0	0	0	0	0	0	0
SMAHS - Fremantle Hospital and Health Service	0	0	15	0	0	0	1	0	7	0	0	0	0	0	0	0
SMAHS - Rockingham-Kwinana District Hospital	0	0	193	0	0	0	0	0	16	0	0	0	0	0	0	0
SMAHS - Royal Perth Hospital	0	0	7	0	0	0	0	0	5	0	0	0	0	0	0	0
WACHS - Goldfields	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0
WACHS - Great Southern	0	0	132	0	0	0	0	0	0	0	0	0	0	0	0	0
WACHS - Midwest	0	0	188	2	0	0	0	0	0	0	0	0	0	0	0	0
WACHS - Pilbara	0	2	1	0	0	0	0	1	0	0	0	0	0	0	0	0
WACHS - South West	0	0	414	0	0	0	0	0	0	0	0	0	0	0	0	0
WACHS - Wheatbelt	0	0	224	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sub-total: Health related agencies</i>	2	2	1577	3	0	1	5	5	35	0	0	8	1	0	1	0
Group: Local government agencies																
Albany, City of	0	0	11	1	0	0	0	0	0	0	0	0	0	0	0	0
Armadale, City of	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0
Augusta-Margaret River, Shire of	0	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0
Bayswater, City of	0	0	9	1	0	3	0	2	0	0	0	0	0	0	0	0
Belmont, City of	0	0	8	6	0	0	0	0	0	0	0	0	0	0	0	0
Broome, Shire of	0	0	5	2	0	0	0	0	0	0	0	0	0	0	0	0
Bunbury, City of	0	0	19	2	0	0	0	1	2	0	0	0	0	0	0	0
Busselton, Shire of	0	0	12	1	0	0	0	1	2	0	0	0	0	0	0	0
Cambridge, Town of	0	0	5	0	0	0	0	1	0	0	0	0	0	0	0	0

AGENCY STATISTICS

AGENCY	CLAUSE NUMBER OF EXEMPTION (Schedule 1 of the Act)															
	1	2	3	4	4A	5	6	7	8	9	10	11	12	13	14	15
Canning, City of	0	0	16	0	0	1	0	0	0	0	0	0	0	0	0	0
Capel, Shire of	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0
Carnarvon, Shire of	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Chittering, Shire of	0	0	9	0	0	0	1	2	0	0	0	0	0	0	0	0
Claremont, Town of	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Cockburn, City of	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0
Coolgardie, Shire of	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Cottesloe, Town of	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Denmark, Shire of	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Donnybrook-Balingup, Shire of	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Esperance, Shire of	0	0	3	3	0	0	0	0	1	0	0	0	0	0	0	0
Exmouth, Shire of	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Fremantle, City of	0	0	18	0	0	4	0	0	0	0	0	0	0	0	0	0
Gingin, Shire of	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Gosnells, City of	0	0	15	4	0	1	0	0	0	0	0	0	0	0	0	0
Greater Geraldton, City of	0	0	1	0	0	2	0	1	0	0	0	0	0	0	0	0
Harvey, Shire of	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Joondalup, City of	0	0	46	1	0	9	2	3	0	0	0	0	0	0	0	0
Kalamunda, Shire of	0	0	15	0	0	1	1	1	0	0	1	0	0	0	0	0
Kalgoorlie-Boulder, City of	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Karratha, City of	0	0	7	0	0	0	1	0	0	0	0	0	0	0	0	0
Kellerberrin, Shire of	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0
Kwinana, Town of	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Mandurah, City of	0	0	4	1	0	0	1	1	0	0	0	0	0	0	0	0
Manjimup, Shire of	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

AGENCY STATISTICS

AGENCY	CLAUSE NUMBER OF EXEMPTION (Schedule 1 of the Act)															
	1	2	3	4	4A	5	6	7	8	9	10	11	12	13	14	15
Melville, City of	0	0	7	2	0	0	0	2	0	0	0	0	0	0	0	0
Mosman Park, Town of	0	0	4	1	0	0	0	1	0	0	0	0	0	0	0	0
Mundaring, Shire of	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Nedlands, City of	0	0	4	1	0	0	1	1	0	0	0	0	0	0	0	0
Northam, Shire of	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Peppermint Grove, Shire of	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0
Perth, City of	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Pingelly, Shire of	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Plantagenet, Shire of	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Port Hedland, Town of	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Rockingham, City of	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0
Serpentine/Jarrahdale Shire	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
South Perth, City of	0	0	8	0	0	0	0	5	0	0	0	0	0	0	0	0
Stirling, City of	0	0	45	2	0	13	0	2	1	0	0	0	0	0	0	0
Subiaco, City of	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0
Swan, City of	0	0	50	6	0	4	0	5	0	0	0	0	0	0	0	0
Toodyay, Shire of	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Victoria Park, Town of	0	0	9	0	0	0	0	1	3	0	0	0	0	0	0	0
Vincent, City of	0	0	18	0	0	0	0	4	0	0	0	0	0	0	0	0
Wanneroo, City of	0	0	22	0	0	1	1	0	0	0	0	0	0	0	0	0
Waroona, Shire of	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Wyndham-East Kimberley, Shire of	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
York, Shire of	0	0	4	0	0	0	0	1	0	0	0	0	0	0	0	0
<i>Sub-total: Local government agencies</i>	0	0	462	42	0	40	12	37	10	0	1	0	0	0	0	0

AGENCY STATISTICS

AGENCY	CLAUSE NUMBER OF EXEMPTION (Schedule 1 of the Act)															
	1	2	3	4	4A	5	6	7	8	9	10	11	12	13	14	15
Group: Ministers																
Buswell MLA, Hon T	1	0	3	1	0	0	0	0	1	0	0	0	1	0	0	0
Collier MLC, Hon P	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Day MLA, Hon J	0	0	3	0	0	0	0	1	0	0	1	0	2	0	0	0
Francis MLA, Hon J	1	0	2	0	0	0	0	1	0	0	0	0	1	0	0	0
Hames MLA, Hon K	2	0	6	0	0	0	1	2	0	0	1	0	2	0	0	0
Harvey MLA, Hon L	1	0	2	0	0	0	0	0	0	0	0	0	1	0	0	0
Jacob MLA, Hon A	1	0	5	0	0	2	0	2	0	0	0	0	2	0	0	0
Marmion MLA, Hon B	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0
Mischin MLC, Hon M	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Morton MLC, Hon H	1	0	3	0	0	0	0	1	0	0	0	0	1	0	0	0
Nahan MLA, Hon M	4	0	4	3	0	1	1	0	0	0	1	0	2	0	0	0
Redman MLA, Hon T	1	1	3	1	0	0	0	0	0	0	0	0	1	0	0	0
Simpson MLA, Hon T	1	0	3	0	0	0	0	1	0	0	0	0	1	0	0	0
<i>Sub-total: Ministers</i>	16	1	40	5	0	3	2	8	1	0	3	0	15	0	0	0
Group: Police																
Police, Western Australia	6	0	1735	0	0	6	1	3	1	0	0	1	21	0	0	0
<i>Sub-total: Police</i>	6	0	1735	0	0	6	1	3	1	0	0	1	21	0	0	0
Group: Universities																
Curtin University of Technology	0	0	4	0	0	0	0	0	1	0	0	0	0	0	0	0
Edith Cowan University	0	0	2	0	0	0	0	1	1	0	0	1	0	0	0	0
Murdoch University	0	0	4	0	0	0	1	0	0	0	0	0	0	0	0	0
University of Western Australia, The	0	0	3	0	0	0	0	3	0	0	0	0	0	0	0	0
<i>Sub-total: Universities</i>	0	0	13	0	0	0	1	4	2	0	0	1	0	0	0	0
Total	111	6	5645	201	0	182	113	291	105	0	15	86	61	1	25	0

Note: Agencies which did not cite exemptions are omitted.

Table 15: Outcome of requests for internal review

AGENCY	OUTCOME				
	Requests Received	Decision Confirmed	Decision Varied	Decision Reversed	Withdrawn
Group: Boards, Committees, Commissions, Authorities, Corporations					
Dampier Port Authority	1	1	0	0	0
Gold Corporation	1	1	0	0	0
Insurance Commission of Western Australia	3	2	1	0	0
Land Authority (LandCorp), Western Australian	3	2	1	0	0
Landgate	2	2	0	0	0
Legal Profession Complaints Committee	1	1	0	0	0
Metropolitan Cemeteries Board	1	1	0	0	0
Public Advocate, Office of the	2	0	2	0	0
Public Transport Authority	4	1	2	0	0
Racing and Wagering Western Australia	1	1	0	0	0
School Curriculum and Standards Authority	1	1	0	0	0
Synergy	0	6	0	0	2
Tourism Commission, Western Australian	1	0	0	1	0
Wandoo Reintegration Facility	4	4	2	0	1
Water Corporation	1	1	0	0	0
Western Power	2	2	0	0	0
Workcover Western Australia Authority (Workcover WA)	1	1	0	0	0
<i>Sub-total: Boards, Committees, Commissions, Authorities, Corporations</i>	29	27	8	1	3
Group: Departments (except Police and Health agencies)					
Agriculture and Food, Department of	6	4	2	0	0
Attorney General, Department of the	2	1	1	0	0

AGENCY STATISTICS

AGENCY	OUTCOME				
	Requests Received	Decision Confirmed	Decision Varied	Decision Reversed	Withdrawn
Child Protection, Department for	3	2	1	0	0
Commerce, Department of	7	3	1	2	2
Corrective Services, Department of	12	9	2	0	0
Culture and the Arts, Department of	1	1	0	0	0
Education, Department of	5	3	2	0	0
Education Services, Department of	1	0	0	1	1
Environment Regulation, Department of	7	1	3	1	1
Environmental Protection, Department of	1	1	0	0	0
Finance, Department of	1	1	0	0	0
Fisheries, Department of	4	2	2	0	0
Housing, Department of	5	1	4	0	0
Indigenous Affairs, Department of	3	1	2	0	0
Lands, Department of	1	1	0	0	0
Local Government, Department of	3	3	0	0	0
Mines and Petroleum, Department of	11	5	6	0	0
Parks and Wildlife, Department of	1	0	1	0	0
Planning, Department of	2	1	1	0	0
Premier and Cabinet, Department of the	10	6	2	0	0
Public Trust Office	2	0	2	0	0
State Development, Department of	1	1	0	0	0
Transport, Department of	10	8	2	0	0
Treasury, Department of	2	0	1	1	1
Water, Department of	2	2	0	0	0
<i>Sub-total: Departments (except Police and Health agencies)</i>	103	57	35	5	3

AGENCY STATISTICS

AGENCY	OUTCOME				
	Requests Received	Decision Confirmed	Decision Varied	Decision Reversed	Withdrawn
Group: Health related agencies					
C&AHS - Princess Margaret Hospital for Children	2	2	0	0	0
Health, Department of	3	2	1	0	0
Health and Disability Services Complaints Office	2	0	2	0	0
NMAHS - Mental Health	4	3	0	1	0
NMAHS - Osborne Park Hospital	2	0	0	1	0
NMAHS - Sir Charles Gairdner Hospital	2	1	1	0	0
SMAHS - Bentley Hospital	1	1	0	0	0
SMAHS - Fremantle Hospital and Health Service	7	5	2	0	0
SMAHS - Royal Perth Hospital	7	6	0	1	0
WACHS - Midwest	1	1	0	0	0
WACHS - South West	1	1	0	0	0
<i>Sub-total: Health related agencies</i>	32	22	6	3	0
Group: Local government agencies					
Albany, City of	1	1	0	0	0
Bayswater, City of	1	0	1	0	0
Bunbury, City of	3	3	0	0	0
Busselton, Shire of	1	0	1	0	0
Cambridge, Town of	1	0	0	0	1
Capel, Shire of	1	0	1	0	0
Carnarvon, Shire of	1	1	0	0	0
Chittering, Shire of	1	1	0	0	0
Claremont, Town of	1	0	1	0	0
Cockburn, City of	1	1	0	0	0

AGENCY STATISTICS

AGENCY	OUTCOME				
	Requests Received	Decision Confirmed	Decision Varied	Decision Reversed	Withdrawn
Esperance, Shire of	1	0	1	0	0
Exmouth, Shire of	3	3	0	0	0
Fremantle, City of	1	0	1	0	0
Gingin, Shire of	1	1	0	0	0
Gosnells, City of	3	2	0	0	0
Greater Geraldton, City of	2	2	0	0	0
Harvey, Shire of	1	1	0	0	0
Irwin, Shire of	2	0	0	0	0
Joondalup, City of	1	1	0	0	0
Kalamunda, Shire of	1	0	1	0	0
Karratha, City of	1	1	0	0	0
Melville, City of	1	0	1	0	0
Mundaring, Shire of	1	1	0	0	0
Murray, Shire of	2	1	0	1	0
Perth, City of	1	1	0	0	0
Plantagenet, Shire of	1	1	0	0	0
Rockingham, City of	2	1	1	0	0
South Perth, City of	2	1	1	0	0
Stirling, City of	5	3	2	0	0
Subiaco, City of	2	2	0	0	0
Swan, City of	2	1	1	0	0
Wanneroo, City of	1	1	0	0	0
Williams, Shire of	0	1	0	0	0
Wyndham-East Kimberley, Shire of	1	1	0	0	0

AGENCY STATISTICS

AGENCY	OUTCOME				
	Requests Received	Decision Confirmed	Decision Varied	Decision Reversed	Withdrawn
York, Shire of	2	2	0	0	0
<i>Sub-total: Local government agencies</i>	52	35	13	1	1
Group: Police					
Police, Western Australia	13	13	0	0	0
<i>Sub-total: Police</i>	13	13	0	0	0
Group: Universities					
Murdoch University	1	0	1	0	0
University of Western Australia, The	2	2	0	0	0
<i>Sub-total: Universities</i>	3	2	1	0	0
Total	232	156	63	10	7

AGENCY STATISTICS

Table 16: Requests for amendment of personal information

AGENCY	Applications	Amended	Not Amended	Amended (not as requested)	Withdrawn
Agriculture and Food, Department of	1	0	1	0	0
Corrective Services, Department of	1	0	1	0	0
Curtin University of Technology	1	0	1	0	0
Education, Department of	3	1	0	2	0
Gosnells, City of	1	0	1	0	0
Housing, Department of	2	0	1	1	0
Joondalup Health Campus	6	2	4	0	0
NMAHS - King Edward Memorial Hospital	1	0	0	1	0
NMAHS - Mental Health	1	0	1	0	0
SMAHS - Armadale-Kelmscott Memorial Hospital	4	1	3	0	4
SMAHS - Rockingham-Kwinana District Hospital	3	1	1	1	0
SMAHS - Royal Perth Hospital	5	0	5	0	0
WACHS - Great Southern	2	1	0	0	1
Total	31	6	19	5	5

Note: Agencies may carry-over applications from previous years.

Table 17: Internal review re: amendment of personal information

AGENCY	Applications	Confirmed	Varied	Reversed	Withdrawn
Corrective Services, Department of	1	1	0	0	0
Dampier Port Authority	0	1	0	0	0
Esperance, Shire of	1	0	1	0	0
Gosnells, City of	1	1	0	0	0
SMAHS - Armadale-Kelmscott Memorial Hospital	4	3	0	1	0
SMAHS - Fremantle Hospital and Health Service	1	1	0	0	0
Subiaco, City of	0	2	0	0	0
Total	8	9	1	1	0

Note: Agencies may carry-over applications from previous years.

AGENCY STATISTICS

Table 18: Fees and charges calculated by agencies

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Group: Boards, Committees, Commissions, Authorities, Corporations			
Acacia Prison	-	102	-
Broome Port Authority	30	30	-
Court Security and Custodial Services	30	30	-
Dampier Port Authority	30	-	-
Disability Services Commission	90	-	-
Economic Regulation Authority	30	-	-
Electoral Commission, Western Australian	30	-	-
Fire and Emergency Services Authority of Western Australia	2,940	427	1,020
Forest Products Commission	240	420	-
Fremantle Port Authority	120	-	-
Heritage Council of Western Australia	90	281	-
Horizon Power	150	-	-
Independent Market Operator	30	-	-
Insurance Commission of Western Australia	2,700	-	-
Land Authority (LandCorp), Western Australian	180	-	-
Landgate	30	-	-
Legal Practice Board of WA, The	-	30	-
Legal Profession Complaints Committee	60	60	-
Lotteries Commission	30	-	-
Metropolitan Cemeteries Board	30	-	-
Metropolitan Redevelopment Authority	150	-	-

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Perth Market Authority	30	1,200	-
Public Advocate, Office of the	30	-	-
Public Sector Commission	30	-	-
Public Transport Authority	840	815	-
Racing and Wagering Western Australia	60	-	-
Rottneet Island Authority	60	-	-
Salaries and Allowances Tribunal	60	-	-
School Curriculum and Standards Authority	-	60	-
Synergy	270	270	-
Tourism Commission, Western Australian	180	-	-
Water Corporation	720	-	2,520
Western Power	1,260	94	-
Workcover Western Australia Authority (Workcover WA)	1,050	-	-
<i>Sub-total: Boards, Committees, Commissions, Authorities, Corporations</i>	11,580	3,819	3,540
Group: Departments (except Police and Health agencies)			
Agriculture and Food, Department of	660	-	-
Attorney General, Department of the	510	-	-
Child Protection, Department for	2,580	-	-
Commerce, Department of	13,290	13,017	-
Corrective Services, Department of	930	983	55
Culture and the Arts, Department of	120	-	0
Education, Department of	1,530	-	0
Education Services, Department of	90	-	248

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Environment Regulation, Department of	6,120	-	-
Environmental Protection, Department of	1,830	-	-
Finance, Department of	780	-	-
Fisheries, Department of	270	830	101
Housing, Department of	600	1,872	517
Indigenous Affairs, Department of	300	368	525
Kimberley College of TAFE	30	-	-
Lands, Department of	480	-	30
Local Government, Department of	360	-	-
Main Roads Western Australia	540	540	210
Mines and Petroleum, Department of	14,700	3,484	5,034
Parks and Wildlife, Department of	630	630	-
Planning, Department of	3,870	-	-
Premier and Cabinet, Department of the	2,070	-	-
Public Trust Office	90	-	-
Racing, Gaming and Liquor, Department of	300	143	-
Regional Development, Department of	180	-	-
Sport and Recreation, Department of	120	-	-
State Development, Department of	570	-	-
Training and Workforce Development, Department of	180	-	-
Transport, Department of	5,550	50	-
Treasury, Department of	570	-	-
Water, Department of	2,970	-	-
<i>Sub-total: Departments (except Police and Health agencies)</i>	62,820	21,917	6,720

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Group: Health related agencies)			
C&AHS - Princess Margaret Hospital for Children	300	-	-
Health, Department of	1,800	178	0
Joondalup Health Campus	9,150	19,839	131
Mental Health Commission	-	-	-
NMAHS - King Edward Memorial Hospital	60	-	-
NMAHS - Mental Health	480	30	-
NMAHS - Sir Charles Gairdner Hospital	4,290	4,980	2,580
SMAHS - Armadale-Kelmscott Memorial Hospital	1,200	1,015	489
SMAHS - Bentley Hospital	30	30	-
SMAHS - Fremantle Hospital and Health Service	1,530	381	-
SMAHS - Rockingham-Kwinana District Hospital	420	30	30
SMAHS - Royal Perth Hospital	9,660	9,660	-
WACHS - Goldfields	180	-	-
WACHS - Great Southern	120	-	-
WACHS - Kimberley	3,060	2,248	90
WACHS - Midwest	180	-	-
WACHS - Pilbara	330	-	-
WACHS - South West	1,500	-	-
<i>Sub-total: Health related agencies</i>	34,290	38,391	3,350

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Group: Local government agencies			
Albany, City of	420	-	-
Armadale, City of	450	1,290	434
Ashburton, Shire of	210	1,014	-
Augusta-Margaret River, Shire of	240	-	-
Bayswater, City of	480	-	-
Belmont, City of	240	370	-
Boddington, Shire of	30	-	-
Broome, Shire of	475	-	-
Bruce Rock, Shire of	30	30	-
Bunbury, City of	900	619	840
Busselton, Shire of	600	709	98
Cambridge, Town of	240	393	-
Canning, City of	630	630	-
Capel, Shire of	180	585	-
Carnamah, Shire of	30	30	-
Carnarvon, Shire of	90	-	-
Chittering, Shire of	270	509	-
Claremont, Town of	30	30	-
Cockburn, City of	690	-	-
Coolgardie, Shire of	30	-	-
Coorow, Shire of	30	-	-
Cottesloe, Town of	60	-	-
Dardanup, Shire of	30	15	-

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Denmark, Shire of	90	90	-
Derby-West Kimberley, Shire of	30	30	30
Donnybrook-Balingup, Shire of	4	-	-
Esperance, Shire of	150	20	-
Exmouth, Shire of	150	150	-
Fremantle, City of	750	-	611
Gingin, Shire of	210	483	-
Gosnells, City of	450	39	-
Greater Geraldton, City of	420	137	-
Harvey, Shire of	60	-	-
Joondalup, City of	1,620	-	-
Kalamunda, Shire of	390	146	-
Kalgoorlie-Boulder, City of	300	-	-
Karratha, City of	270	510	-
Kellerberrin, Shire of	30	30	-
Kwinana, Town of	480	-	-
Lake Grace, Shire of	30	30	-
Mandurah, City of	90	-	-
Manjimup, Shire of	30	-	-
Meekatharra, Shire of	30	-	-
Melville, City of	570	-	69
Mosman Park, Town of	150	608	30
Mundaring, Shire of	390	-	-
Murray, Shire of	300	-	-

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Narrogin, Town of	30	-	-
Nedlands, City of	240	75	-
Northam, Shire of	270	430	-
Peppermint Grove, Shire of	60	-	-
Perth, City of	450	689	3
Pingelly, Shire of	30	-	-
Plantagenet, Shire of	30	-	-
Port Hedland, Town of	150	-	-
Rockingham, City of	210	-	-
Serpentine/Jarrahdale Shire	300	-	-
Shark Bay, Shire of	30	166	-
South Perth, City of	240	240	60
Stirling, City of	2,070	79	26
Subiaco, City of	300	587	-
Swan, City of	1,680	290	-
Toodyay, Shire of	60	-	-
Victoria Park, Town of	510	-	-
Vincent, City of	630	-	-
Wanneroo, City of	900	900	-
Waroona, Shire of	30	-	-
Wickepin, Shire of	30	30	-
Williams, Shire of	30	-	-
Wyalkatchem, Shire of	30	30	-
Wyndham-East Kimberley, Shire of	60	60	-

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
York, Shire of	420	108	17
<i>Sub-total: Local government agencies</i>	22,169	12,181	2,218
Group: Ministers			
Buswell MLA, Hon T	240	-	-
Collier MLC, Hon P	180	-	-
Davies MLA, Hon M	30	-	-
Day MLA, Hon J	90	90	-
Francis MLA, Hon J	120	-	-
Hames MLA, Hon K	180	180	-
Harvey MLA, Hon L	90	-	-
Jacob MLA, Hon A	150	-	-
Marmion MLA, Hon B	120	-	-
Mischin MLC, Hon M	120	120	-
Morton MLC, Hon H	180	-	-
Nahan MLA, Hon M	180	-	-
Nalder MLA, Hon D	210	-	-
Redman MLA, Hon T	60	-	-
Simpson MLA, Hon T	90	-	-
<i>Sub-total: Ministers</i>	2,040	390	0
Group: Police			
Police, Western Australia	72,900	10,459	546
<i>Sub-total: Police</i>	72,900	10,459	546

AGENCY STATISTICS

AGENCY	Application Fees Collected (\$)	AMOUNT OF CHARGES:	
		Collected (\$)	Reduced or Waived (\$)
Group: Universities			
Curtin University of Technology	90	600	-
Edith Cowan University	30	-	54
University of Western Australia, The	150	555	318
	<i>Sub-total: Universities</i>	270	372
Total	206,069	88,312	16,746

Table 19: Reasons for reduction of charges

REASONS FOR REDUCTION	No.	%
Impecunious	38	16.74
Pensioner	15	6.61
Other	174	76.65
Total	227	100.00