

OTHER DISCLOSURES & LEGAL COMPLIANCE

MINISTERIAL DIRECTIVES

No Ministerial directives were received for the reporting period of 2016/17.

From the 1 January 2018, the State Government announced that Healthway and Lotterywest would share a common Chief Executive Officer with the intent to identify and find savings in line with broader government reviews and to increase the impact of grant funding to build social investment in Western Australia.

OTHER FINANCIAL DISCLOSURES

Pricing Policies of Services Provided

The agency does not charge or recoup costs for its services.

Major Capital Works

For the financial year of 2017/18, there were no major capital projects undertaken.

Employment and Industrial Relations

Healthway employed 15.6 full-time equivalents (FTEs) at 30 June, which is less than the previous year. Healthway has continued to promote flexible work arrangements including enabling staff to work from home where operationally possible. Healthway is committed to diversity in the workforce. At 30 June 2018, women represented approximately 81% of the total workforce, including 83% of women in leadership and management tiers. The workforce includes staff from culturally diverse backgrounds.

Table 6. Employee Profile at 30 June 2018

Employee Profile (FTEs)	2017/18	2016/17
Full-time Permanent	7.0	11
Part-time Permanent	0.8	0.5
Full-time Fixed Term	7.0	5.0
Part-time Fixed Term	0.8	1.4
Total FTEs	15.6	17.9

Workforce Planning and Staff Development

All staff have a training and professional development plan as part of their performance and development agreements. Healthway continued its focus on equal opportunity and diversity that included diversity training during the year.

Healthway staff have been co-located to Lotterywest's offices in Subiaco since April 2018. Following the end of the Healthway lease at the old offices in West Perth.

Both organisation have been working to an interim structure for the continued operation of Healthway working along-side Lotterywest has been determined and is presently being implemented. External expertise was accessed through the year to support the development and retention of a healthy workplace culture. All recommendations are being implemented.

Recruitment practices and policies were reviewed during the year. There were no workers compensation claims in 2017/18.

OTHER DISCLOSURES & LEGAL COMPLIANCE CONTINUED...

Industrial Relations

During the reporting period of 2017/18, there were no industrial relation issues and no services to the public were disrupted.

GOVERNANCE DISCLOSURES

In terms of governance, the responsible Ministers have agreed that the boards of Healthway and Lotterywest will share common board members. This is being phased in to align with the expiration of board members' terms and align with legislative requirements.

This will result in administrative cost savings and in the medium term should result in savings in board fees. A review of Board remuneration has been initiated. Across both boards fees presently total almost \$500,000 per annum.

From September 2016, the *Western Australian Health Promotion Foundation Act 2016* replaced the former *Tobacco Products Control Act 2006* as Healthway's governing legislation and a new board was appointed from that date.

The board undertook a comprehensive induction program, with a strong focus on governance including presentations from the Public Sector Commissioner, the Crime and Corruption Commissioner, and the Auditor General. The board was provided with comprehensive guidance documents including the Public Sector Commission's 'Principles of Good Governance for board and Committees', 'Conduct Guide for Board and Committees' and 'Board Essentials', as well as adopting a new Charter and Code of Conduct.

Contracts with Senior Officers

At the date of reporting, other than normal contracts of employment of service, no senior officer, or firms of which senior officers are members, or entities in which senior officers have substantial interests, had any interests in existing or proposed contracts with Healthway.

Indemnity Insurance Premium

Healthway has continued to maintain a Directors' and Officers' Liability Insurance cover limited to \$5 million at a cost \$3,517 (Inc GST) during 2017/18.

Credit Card – Authorised Use

A number of Healthway staff hold a corporate credit card, the use of which is governed by approved policy. This is supported by procedures to monitor the use of these credit cards.

During the year there were no incidences of credit cards being used for personal expenditure.

Board and Committee Remuneration

The Act provides for the Minister to determine the remuneration paid to a board or committee member on the recommendation of the Public Sector Commissioner. Premier's Circular 2010/02 - State Government Board and Committees provides the eligibility criteria for members to receive a fee.

Healthway has historically had three standing advisory committees, a research sub-committee and a brand advisory committee. The ongoing role of these committees is being reviewed as part of Healthway's integration with Lotterywest.

The table to the right reports the fee paid to each eligible board and committee member including those not receiving a fee during 2017/18.

Board and Committee Remuneration 2017/18

Position	Name	Type of Remuneration	Period of Membership	Gross Remuneration
Presiding member	Prof Bryant Stokes	Board Fee	1 Jul 2017 to 30 Jun 2018	\$43,052
Deputy Presiding member	Ms Fiona-Marie Kalaf	Board Fee	1 Jul 2017 to 30 Jun 2018	\$34,442
Board member	Ms Ricky Burges	Board Fee	1 Jul 2017 to 31 May 2018	\$23,844
Board member	Dr Roslyn Carbon	Board Fee	1 Jul 2017 to 31 May 2018	\$23,844
Board member	Mr Nathan Giles	Board Fee	1 Jul 2017 to 31 May 2018	\$23,844
Board member	Mr Steven Harris	Board Fee	1 Jul 2017 to 30 Jun 2018	\$25,832
Board member	Adj Prof Terry Slevin	Board Fee	1 Jul 2017 to 31 May 2018	\$23,844
Committee member	Prof Steve Allsop		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Assoc Prof Gina Ambrosini		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Carolyn Chard		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Gemma Crawford		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Prof Rob Donovan		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Prof Neil Drew		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Vanessa Elliott	Sitting Fee	1 Jul 2017 to 30 Jun 2018	\$155
Committee member	Ms Narelle Finch		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Prof Alison Garton		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Mr Walter Gomes		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Suzie Haslehurst		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Kelly Kennington	Sitting Fee	1 Jul 2017 to 30 Jun 2018	\$155
Committee member	Mr Gary Kirby		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Assoc Prof Leanne Lester		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Jane Martin		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Louanne Munz	Sitting Fee	1 Jul 2017 to 30 Jun 2018	\$311
Committee member	Ms Ilse O'Ferrall		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Leanne Pilkington		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Dr Christina Pollard		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Mrs Daisy Pope		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Mr Steve Pratt		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Professor Jane Scott		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Asha Singh		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Julia Stafford		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Dr Melissa Stoneham		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Mr Geoffrey Stooke		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Mr Ross Tapper	Sitting Fee	1 Jul 2017 to 30 Jun 2018	\$155
Committee member	Mr Luke Van der Beeke		1 Jul 2017 to 30 Jun 2018	\$0
Committee member	Ms Noni Walker	Sitting Fee	1 Jul 2017 to 30 Jun 2018	\$506
Committee member	Mr Dishan Weerasooriya		1 Jul 2017 to 30 Jun 2018	\$0
Total Remuneration				\$199,987

OTHER LEGAL COMPLIANCE

Disability Access Inclusion Plan Outcomes

Healthway is committed to achieving the seven outcomes outlined in our Disability Access and Inclusion Plan (DAIP) 2014–2019. The seven key outcomes provide a framework to improve access and inclusion for people with disability, their family and carers.

From 1 July 2017, Workpower, a registered Australian Disability Enterprise commenced the awarded contract for storage, distribution and retrieval of signage and products. This will foster further sustained employment opportunities for people with disabilities.

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

In the planning of any events internal or external to Healthway, consideration is given to ensure venues selected are compliant with recommended guidelines relevant to access, ease of movement within the venue, parking arrangements, and transport to and from the premise.

Regular e-newsletters are sent to all subscribers advising of news, events and activities. Access to previous newsletters is also available on Healthway's website.

Healthway's online funding application portal provides easier streamlined access for applicants and includes provision for those applicants requiring additional support.

Our funding agreements require funded organisations to comply with the *Disability Services Act 1993* and we survey Healthway funded organisations with 93% of respondents indicating that they are committed to the principles of the Disability Services Act, that the organisation provided access and promoted inclusion for people with disabilities.

Healthway also continues to provide funding to several disability-specific organisations or those seeking to increase their focus on people who have a disability. Healthway actively encourages applications from organisations for activities aimed to increase participation by people with disabilities.

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

In April 2018, Healthway relocated into the Lotterywest offices. These new premises provide amenity and support to staff and visitors with a disability. This includes staff and visitor disabled parking, wheelchair and modified vehicle access through ramps, electronic doors and lifts available to all levels of the building. Concierge services are available to members of the public or staff with disability or their family/carers who may require assistance. Employees are made aware of the facilities that are available to people with disability within the office premises as part of the staff induction process. Healthway's previous facility was also fully accessible for people with disabilities.

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

Healthway is committed to ensuring that people with disability, their families and carers can access information as readily as other people are able to access it. Healthway's website complies with the State Government's Web Content Accessibility Guidelines that includes access for persons with disabilities.

Online information on the website is published in a format that can be adapted for screen readers and viewed in alternative sizes. Healthway holds forums in accessible venues and provides information in plain English that is available in alternative formats upon request.

Outcome 4: People with disabilities receive the same level and quality of service from the staff of Healthway as other people receive from the staff of Healthway.

Healthway provides training and educates staff about working with, and providing services to, people with disability. Healthway values fair and inclusive treatment of all people who interact with Healthway. The induction program for new staff includes an overview and access to all Healthway policies and procedures, including the DAIP.

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

Healthway's complaints and compliments process is outlined on Healthway's website. Flexible approaches are in place to support people with disabilities to make a complaint or record a compliment including written correspondence, email, and telephone or in person.

All complaints are fully investigated, and the outcome provided in a relevant and accessible format.

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

The WA community has the opportunity and is encouraged to participate in public consultation. Throughout 2017, as part of the strategic planning process over 700 organisations and individuals were involved in consultation through workshops, round table meetings, one-on-one interviews, and an online survey. Healthway extended invitations to relevant organisations working with people with disabilities to attend these sessions. During consultation care was taken to ensure barriers to inclusion or participation were addressed.

Outcome 7: People with disabilities have the same access as other people to employment opportunities with Healthway.

Healthway's Workforce and Diversity Plan incorporates equity and diversity planning and ensures all recruitment and selection is undertaken in a consistent, open and transparent manner and is inclusive in its approach.

Workplace and office modifications can be made on request to support people with disabilities to undertake their role and remain productive at work.

Freedom of Information Statement

Healthway publishes a freedom of information (FOI) statement that also outlines how to lodge an FOI request on its website located at healthway.wa.gov.au.

For the reporting period of 2017/18, no freedom of information requests was received.

OTHER DISCLOSURES & LEGAL COMPLIANCE CONTINUED...

Recordkeeping Plans

In line with the requirements of section 19 of the *State Records Act 2000* (the Act), Healthway maintains a Recordkeeping Plan (RKP) that describes how to identify and manage its state records.

Table 8. The following demonstrates Healthway's compliance with the requirements of the Act and State Records Commission Standard 2, Principle 6:

The efficiency and effectiveness of the Healthway's recordkeeping systems have been evaluated or, alternatively, when such an evaluation is proposed.	A RKP review report has been prepared to determine Healthway's compliance with various standards of the State Records Commission. The report concludes that the current RKP accurately reflects current recordkeeping practices and therefore no amendments to the RKP are required.
The nature and extent of the recordkeeping training program conducted by, or for, the organisation.	Staff have been involved in a number of in-house records training sessions. New staff receive a records system induction. Healthway have an established mentoring program in place to support and educate staff in relation to their responsibilities under the Act.
The efficiency and effectiveness of the recordkeeping training program have been reviewed or, alternatively, when this is planned to be done.	The staff training program is continuously reviewed and evaluated. Targeted training involving only two or three staff was identified as the most effective approach.
Assurance that the organisation's induction program addresses employee roles and responsibilities regarding their compliance with the organisation's recordkeeping plan.	The importance of adhering to Healthway's RKP is explained to all new staff along with one on one training and access to policies, procedures and reference guides. New staff are encouraged to provide feedback in relation to the induction program. Based on this feedback the induction program is tweaked and improved upon.

Advertising

In accordance with section 175ZE of the *Electoral Act 1907*, Healthway is required to report its expenditure in relation to advertising, market research, polling, direct mail and media advertising. For the reporting period of 2017/18, Healthway only advertised for the recruitment of vacant positions.

Table 9. Expenditure in relation to advertising, market research, polling, direct mail and media advertising.

Category of Expenditure	Total	Company
Advertising agencies	Nil	Nil
Media advertising organisations	\$2,479	Adcorp
Market research organisations	Nil	Nil
Polling organisations	Nil	Nil
Direct mail organisations	Nil	Nil

Compliance with Public Sector Standards and Ethical Codes

For the reporting period, Healthway continued to comply with all Public Sector Standards in Human Resource Management and Codes of Ethics and Codes of Conduct.

Following the establishment of the new board from 1 September 2016, under the *Western Australian Health Promotion Foundation Act 2016*, the board induction program included a comprehensive introduction to public sector standards and ethical codes. The board's Code of Conduct had been reviewed and updated, in line with the new Act, and adopted by the new board.

In 2017/18 all Healthway's governance policies were reviewed and updated, and peer reviewed by the Public Sector Commissioner. Each fortnightly staff meeting, and weekly management/executive meeting, includes a standing item on governance.

During 2017/18 no claims were received for a breach of the Public Sector Standards.

GOVERNMENT POLICY REQUIREMENTS

Occupational Safety and Health (OSH) and Injury Management

Healthway maintained its strong focus on providing a safe and healthy working environment.

Staff are regularly consulted and provided with opportunities to participate in decisions that impact on their safety, health and wellbeing. OSH officers consult with teams formally and informally and OSH forms part of a standing agenda for each staff meeting. OSH officers undertake monthly workplace safety inspections and any identified issues are referred to the executive and managers.

Healthway regularly self-assesses its OSH systems and practices and has an established Injury Management System that describes the measures to be taken when a workplace injury occurs, to enable a rapid response and provide adequate support to staff and injured workers returning to work. During 2017/18 no time was lost from work because of work-related illness or injury.

Highlights

During 2017/18 highlights included:

1. Expansion of the Wellness Committee to include staff from each team with regular meetings;
2. Several health and wellbeing program activities to support healthy lifestyles were made available to staff;
3. Healthway's two first aid officers successfully completed a refresher course;
4. The continued availability to staff and their families of an Employee Assistance Program;
5. Availability of training courses, workshops and awareness sessions;
6. A general office clean-up to reduce clutter and maintain clear and tidy walkways and storage areas; and
7. Introduction of sit/stand desks.

OTHER DISCLOSURES & LEGAL COMPLIANCE CONTINUED...

Measures

Table 10. Report of annual performance for 2017/18 is provided below.

Measure	Actual results			Results against target
	2015/16	2016/17	2017/18	Target
Number of fatalities	0	0	0	0
Lost time injury and/or disease incidence rate	0	0	0	0
Lost time injury and/or disease severity rate	0	0	0	0
Percentage of injured workers returned to work:	N/A	N/A	N/A	N/A
Percentage of managers trained in occupational safety, health and injury management responsibilities	80%	80%	80%	Greater than or equal to 80%

Substantive Equality

The principles of the State Government's Policy Framework on Substantive Equality continued to be implemented at Healthway and are reflected in its Workforce and Diversity Plan.

Government Building Training Policy

For the reporting period of 2017/18, no contracts were awarded for a government building, construction and maintenance.



Financial Estimates 2018/19

Treasurer's Instructions 953 requires the annual financial estimates as approved by the Minister for Health for 2018/19 to be provided as follow:

	2018/19	2017/18
	\$	\$
COST OF SERVICES		
Expenses		
Employee benefits expense	2,416,000	2,415,000
Supplies and services	834,000	1,227,000
Depreciation and amortisation expense	55,000	55,000
Accommodation expenses	525,000	520,000
Grants and sponsorships	20,302,000	19,458,000
Other expenses	107,000	107,000
Total cost of services	24,239,000	23,782,000
Income		
Revenue		
Other revenue	50,000	50,000
Other Funding		
Internal funding		133,000
Total Revenue	50,000	183,000
Total income other than income from State Government	50,000	183,000
NET COST OF SERVICES	24,189,000	23,599,000
INCOME FROM STATE GOVERNMENT		
Service appropriation	24,204,000	23,614,000
Services received free of charge	-	-
Total income from State Government	24,204,000	23,614,000
SURPLUS/(DEFICIT) FOR THE PERIOD	15,000	15,000
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD	15,000	15,000