



Disclosures and legal compliance

Key performance indicators 2018-19

Certification of key performance indicators

We hereby certify that the key performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Western Australian Health Promotion Foundation's performance and fairly represent the performance of the Western Australian Health Promotion Foundation for the financial year ended 30 June 2019.

A handwritten signature in black ink, appearing to read 'Peter Klinken'.

Professor Peter Klinken
Chairperson
15 August 2019

A handwritten signature in black ink, appearing to read 'Fiona Kalaf'.

Ms Fiona Kalaf
Board Member
15 August 2019



Key performance indicators 2018-19

Introduction

The Key Performance Indicators (KPIs) report on the performance of Healthway in achieving the desired outcomes aligned to the *Health Promotion Foundation Act 2016*.

In 2018, the Healthway Board approved a series of changes to the KPIs in line with the new Outcome Based Management Guidelines from Treasury, and to ensure that the new indicators more closely aligned with Healthway's objectives and operations. The Under Treasurer approved the replacement of two previous effectiveness indicators with a single indicator to be reported from 2018-19.

From 2018-19, Healthway's reportable KPIs comprise two effectiveness indicators and one efficiency indicator.

Government goal

Sustainable Finances: Responsible financial management and better service delivery.

Key outcome

To fund activities that promote good health and encourage healthy lifestyles in the WA community.

Service

To promote and facilitate good health and activities which encourage healthy lifestyles in Western Australia.

Key effectiveness indicators

Contractual Evaluation Measure

KPI 1: Extent to which funded organisations have met the requirements and objectives agreed to with Healthway

The contractual evaluation score (CES) has been reported through two separate scales that measure the aggregated level at which funded organisations met contractual obligations and provided value for money.

The CES applies a scale (from 1 to 5, with 1 representing projects falling well short of expected contract requirements) for each completed project to measure the extent to which funded organisations have delivered on agreed contractual obligations. These scores are then consolidated for an overall score for each program area as shown in Table 1.

Table 2 reports on the results for the value for money measure of completed projects and applies a scale (from 1 to 5, with 1 representing low value for money) based on pre-determined strategic dimensions, including the reach of funded projects into agreed target priority groups, and evidence of a focus on engaging people in healthy behaviour.

The Health Promotion research grants evaluations have been excluded from the Key Performance Indicators because the assessment of contractual obligations and value for money for research requires measures of the quality, quantity and community significance of the research outputs. Health promotion research often takes an extended time period to achieve full outcomes. The life of a discrete project often spans five years or longer from the time of initiation to the time when results are disseminated, published and translated throughout both the research community and practitioners. Assessment of community significance ultimately requires examination of the degree to which research funded by Healthway has led to the adoption of new health promotion policies and programs or modifications to existing practice.

Table 1 – Contractual Evaluation Score

Meeting Contractual Requirements	2018-19 Actual	2018-19 Target	2017-18 Actual	2016-17 Actual	2015-16 Actual
Health Promotion Projects	3.1	3.0	3.1	3.1	2.8
Arts Projects	3.1	3.0	3.0	2.9	2.8
Community Events Projects	3.1	3.0	2.9	2.9	2.9
Sport and Racing Projects	3.0	3.0	3.2	3.1	3.0

The results across three of the four programs are either equivalent to or an improvement on previous years. The fourth program did not exceed the prior year score but met the 2018-19 target score. This indicates the majority of funding recipients are either meeting or exceeding the full requirements of their contract with Healthway.

The health promotion projects program scored the same as the previous reporting period (2017-18), slightly exceeding the 2018-19 target. The arts and community events programs scored the higher than the previous year and also exceeded the 2018-19 target. This reflects the additional support and advice provided to organisations prior to the submission of applications, to ensure contractual requirements and outcomes are understood and met.

The sport and racing program met the 2018-19 target, however scored lower than in 2017-18. This was due an increased proportion of new projects, compared to a higher proportion of repeat projects from the previous year.

Table 2- Value for Money

Value for Money	2018-19 Actual	2018-19 Target	2017-18 Actual	2016-17 Actual	2015-16 Actual
Health Promotion Projects	3.4	3.0	3.0	3.0	2.8
Arts Projects	3.0	3.0	2.9	3.0	2.8
Community Events Projects	3.0	3.0	3.0	2.9	2.8
Sport and Racing Projects	3.2	3.0	3.3	3.2	3.1

The health promotion projects program exceeded the target score for value for money, and also the scores from previous reporting periods. This was because several large state-based campaigns concluded their funding during the year demonstrating positive results relating to reach and impact.

The sport and racing program exceeded the 2018-19 value for money target. This reflects efforts to increase emphasis on creating healthy environments and working closely with funded organisations to support their delivery of health promotion outcomes.

Value for money from the arts program improved on the previous reporting period and achieved the 2018-19 target, reflecting efforts to support organisations to implement strategies to deliver health promotion outcomes. The community events program was consistent with both the 2018-19 target and the 2017-18 score for value for money.

KPI 2: Extent of funding activities aligned with health priority areas for Western Australia

This effectiveness indicator provides a measure of the allocation of Healthway's program funding to priority health issues against targets identified from the analysis of annual report data over the previous five years.

The priority health issues identified align to Healthway's Strategic Plan: Active Healthy People 2018-23, and other related key strategic documents such as the WA Department of Health's Health Promotion Strategic Framework 2017-22, the WA Mental Health Commission's Draft Mental Health Promotion, Mental Illness and Alcohol and Other Drug Prevention Plan; and the Australian Burden of Disease Study (Australian Institute of Health and Welfare 2016).

This KPI replaces the Sponsorship Monitor Survey and Capacity Building effectiveness indicators reported in the previous financial year. No comparatives are disclosed as this is the first year of reporting this KPI.

Table 3: Priority health issue

Priority Health Issue	Approved Grants & Sponsorships* 2018-19	Percentage of total budget 2018-19	Target Percentage 2018-19
Tobacco Control	\$2,606,904	14.0%	20.0%
Alcohol harm reduction	\$3,570,144	19.2%	20.0%
Healthy Nutrition	\$3,934,268	21.2%	15.0%
Physical Activity	\$1,213,996	6.5%	10.0%
Positive Mental Health	\$4,973,574	26.7%	15.0%
Others	\$2,309,590	12.4%	20.0%
Totals	\$18,608,476	100.00%	100.0%

* Approved amount excludes leveraging support costs

As outlined in Table 3, the allocation of Healthway funding to mental health (26.7% of funding) and healthy nutrition (21.2% of funding) exceed the targets set at 15% each. The target for alcohol harm reduction is slightly undersubscribed with 19.2% of funding allocated by comparison to the target of 20%. The funding towards tobacco control, physical activity and others did not achieve their respective targets of 20%, 10% and 20% respectively.

The targets provide an aspirational goal for the allocation of funding and Healthway has directed funding accordingly. This includes working in partnership with funded organisations for the allocation of health messages. However, it is noted that health issue allocation is impacted by prior funding commitments, current health promotion campaigns, and applications received that address a particular health issue.

Health message allocation is used to determine the priority health issue allocated to the grant and does not account for the contribution to other health issues aligned to Healthway’s Minimum Health Policy Requirements that are implemented as a condition of funding.

Key efficiency indicator

The key efficiency indicator provides a measure of the cost of inputs required to deliver its service. The indicator measures the average administrative cost per \$100 of approved grant and partnership funding.

KPI 3: The average administrative costs of processing grant and sponsorship applications

As provided in Table 4, in 2018-19 the actual average cost for every \$100 of approved funding of \$17.16 is lower than the target of \$19.39 and lower than the previous two years. This measure comprises two key components being the total grant and partnerships approved during the year (including leveraging support costs), and the total corporate costs for the agency including program evaluation costs.

The integration of Healthway and Lotterywest during the year resulted in a number of efficiencies in corporate costs, which have impacted this figure.

Table 4: Average cost per \$100 of grant and partnership funding

Efficiency indicator	2018-19 Actual	2018-19 Target	2017-18 Actual	2016-17 Actual
Average cost per \$100 of approved grant and partnership funding*	\$17.16	\$19.39	\$20.39	\$21.56

* Includes leveraging support costs

Other disclosures and legal compliance

Ministerial directives

A directive has been issued to the Healthway Board when dealing with potential conflicts of interest. In accordance with *The Western Australian Health Promotion Foundation Act 2016* (The Act) this direction has been tabled before both houses of Parliament and detailed below in the 'Conflicts of Interest' section.

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 2018-19, there were no major capital projects undertaken.

Employment and Industrial Relations

From 1 January 2019 all 16 Healthway staff transferred their employment to Lotterywest. This was a voluntary process assisted by a unique Commissioner's Instruction (CI – 24) and formed one of the final components of the integration of Healthway with Lotterywest.

Workforce Planning and Staff Development

All staff have a training and professional development plan as part of their performance and development agreements.

Recruitment practices and policies were reviewed during the year. There were no workers compensation claims in 2018-19.

Industrial Relations

During the reporting period of 2018-19, there were no industrial relation issues and no services to the public were disrupted.

Governance disclosures

The Act replaced the former *Tobacco Products Control Act 2006* as Healthway's governing legislation.

During the year the Board adopted a new Charter and Code of Conduct and a review of Board remuneration was initiated.

In 2018, the Board and the Minister for Health approved the Service Level Arrangement whereby Healthway services were sourced from Lotterywest on a cost recovery basis. The arrangement was effective from 1 January 2019.

Conflict of interest

A potential conflict of interest exists for members of the Healthway Board who are also members of the Lotterywest Board. On 31 December 2018, the Minister for Health; Mental Health issued the following written direction to the Healthway Board under section 39 of the Act:

In accordance with section 39 of the *Western Australian Health Promotion Foundation Act (2016)* the Minister directs Healthway:

- (a) To continue to consider matters and make decisions relating to Healthways interaction and dealings with Lotterywest recognising the existence of the conflict of interest arising as a result of some members of the Healthway Board also being members of the Lotterywest Board; and

- (b) That members of the Healthway Board (who are also members of the Lotterywest Board) may take part in the consideration and voting on all matters involving an interaction with Lotterywest provided that they:
- i. Act with loyalty and in good faith;*
 - ii. Act honestly;*
 - iii. Exercise reasonable care and diligence;*
 - iv. Do not make improper use of information;*
 - v. Do not make improper use of their position; and*
 - vi. Act in the best interests of the Lotteries Commission when considering and voting on behalf of the Lotteries Commission, taking into consideration the interests of the Western Australian government as a whole.*

Related Party Transactions

The Accounting Standards apply to the disclosure of related party transactions in the financial statements.

At the reporting date, no senior officers 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 other than normal contracts of employment for services.

Indemnity Insurance Premium

Healthway has continued to maintain a Directors' and Officers' Liability Insurance cover limited to \$5 million at a cost \$3,691 (incl. GST) during 2018-19.

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.

The following table reports the fee paid to each eligible board and committee member including those not receiving a fee during 2018-19.

Board and Committee Remuneration 2018-19

Position	Name	Type of Remuneration	Period of Membership	Gross Remuneration
Presiding member	Prof Bryant Stokes	Board Fee	4 months	\$13,247
Board member	Mr Steven Harris	Board Fee	12 months	\$13,010
Board member	Ms Fiona-Marie Kalaf	Board Fee	12 months	\$14,756
Presiding member	Prof Peter Klinken	Board Fee	8 months	\$17,168
Board member	Mr Stephen Carre	Board Fee	12 months	\$4,202
Board member	Ms Miriam Borthwick	Board Fee	12 months	\$4,202
Board member	Ms Heather Zampatti	Board Fee	12 months	\$4,202
Board member	Mr James McGinty	Board Fee	12 months	\$4,202
Total Remuneration				\$74,989

Member	Meetings eligible to attend	Meetings attending
Bryant Stokes	1	1
Peter Klinken	5	5
Fiona Kalaf	6	5
Steve Harris	6	6
Miriam Borthwick	6	6
Jim McGinty	6	5
Stephen Carre	6	5
Heather Zampatti	6	6

Other legal compliance

Disability Access Inclusion Plan Outcomes

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

During the reporting period, the integration of Healthway and Lotterywest has continued with further streamlining of processes and the transfer of Healthway staff to Lotterywest, impacting Healthway's implementation of its DAIP. Lotterywest's DAIP now applies to employment and facilities related outcomes.

To give effect to the intent of the integration, it is intended to develop a DAIP that addresses both shared and Agency-specific functions and services of Healthway and Lotterywest in 2019-20. Consultation will be undertaken to ensure the Plan remains relevant and advances both Agencies' contribution to the outcomes of *the Disability Services Act 1993* (the Act).

In 2018-19, Healthway continued to deliver strategies under its DAIP through:

- Supporting employment opportunities for people with a disability through the engagement of Workpower, a registered Australian Disability Enterprise, to manage the storage and distribution of Healthway's signage and products.
- In planning events, consideration is given to ensure venues are compliant with recommended guidelines relevant to access, ease of movement within the

venue, parking arrangements, and transport to and from the premise.

- Healthway's online funding application includes provision for applicants requiring additional support. The online applications meet Web Content Accessibility Guidelines 2.0 AA standards and telephone support is also available.
- Healthway's funding agreements require funded organisations to comply with the Act including the provision of access and inclusion for people with disabilities.
- Healthway 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.
- 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.

Freedom of Information Statement

For the reporting period of 2018-19, no Freedom of Information requests were received.

Healthway publishes an up-to-date Information Statement on its website which outlines how to lodge a Freedom of Information request.

Recordkeeping Plans

In line with the requirements of section 19 of the *State Records Act 2000*, Healthway maintains a Recordkeeping Plan that describes how to manage its state records. This plan is currently under review and a revised version will be submitted to the State Records Commission for approval before the end of 2020.

Healthway staff receive online, group and one-on-one records awareness training, with new staff specifically targeted.

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 2018-19, 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	Nil	Nil
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.

Each fortnightly staff meeting, and weekly management/executive meeting, includes a standing item on governance.

During 2018-19 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.

During 2018-19 no time was lost from work because of work-related illness or injury.

Highlights

During 2018-19 highlights included:

1. Lotterywest and Healthway workplace wellness program was recognised with Healthier Workplace WA Silver award recognition.
2. Several new and ongoing health and wellbeing program activities to support healthy lifestyles were made available to staff.
3. Continued availability to staff and their families of an Employee Assistance Program.

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 2018-19, no contracts were awarded for a government building, construction and maintenance.