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Disclosures

Ministerial Directives

Treasurer's Instruction 903 (12) requires the Department to disclose information on any ministerial directives relevant to the setting or achievement of desired outcomes or operational objectives, investment activities, and financing activities.

No ministerial directives were received during this financial year.

Other Financial Disclosures

Pricing policies of services provided

The Department's fees and charges were reviewed in 2018-19 in accordance with the State Government's policy. Increases were introduced to achieve full cost recovery.

Aside from the Department's retained fees and charges, the Department collects fees and taxes on behalf of a range of State Government and other agencies with costings set by the respective agency pricing policies and approval processes.

Capital works

In 2018-19, Finance spent a total of \$94.47 million on capital investments. The key capital projects included in this figure are detailed below:

Project	Expected completion date	Actual expenditure 2017-18 \$000	Actual expenditure 2018-19 \$000	Estimated cost to complete \$000	Estimated total cost \$000
State Fleet annual vehicle acquisition program	2019	77,924	62,399	-	-
Revenue Systems Consolidation and Enhancement Program	2019	6,881	6,693	-	33,792
Decentralisation of office accommodation to Joondalup	2019	645	16,112	-	19,198
New public sector offices for Fremantle	2020	35	1,358	41,216	42,609

Employment and industrial relations

Comparative full-time equivalent (FTE) allocation by category

The number of FTE employees has reduced with internal efficiencies, staff turnover and finalising of a number of projects.

The workforce profile has changed following completion of the fixed term contract conversion to permanency process.

Notes:

- Part time = hours less than full time hours of 37.5 per week.
- Both full-time and part-time employees seconded out of and paid by the Department have been included in the "On Secondment" category.
- Approved FTE target for 2018-19 was 1,016.

	2018	2019
FULL-TIME PERMANENT	728	722
FULL-TIME CONTRACT	144	106
PART-TIME MEASURED ON A FTE BASIS	80	82
ON SECONDMENT	6	9
TOTAL	958	919

Source data: 2018-19 HR MOIR data¹

Industrial relations

The majority of Department of Finance staff are employed under the Public Service Award 1992 and Public Service and Government Officers CSA General Agreement 2017. Four senior officers are employed under the conditions of the *Salaries and Allowances Tribunal Act 1975*.

The Department also has an Agency Specific Agreement in place with provisions for a wellness program, motor vehicle allowance for business use and flexible working arrangements.

¹The dataset which is collected from WA State Government Sector agencies is known as the Human Resource Minimum Obligatory Information Requirements (HR MOIR).

Workers' compensation

In accordance with Treasurer's Instruction 903 (13), the Department had the following workers' compensation disclosures.

Claims	2016-17	2017-18	2018-19
Workers' Compensation	4	5	6*
Lost time injuries	2	3	4

*Liability on one lost time claim included in this calculation had not yet been decided as at 30 June 2019. The employee has commenced on a graduated Return to Work program.

Three of the five workers' compensation claims approved were estimated lost time claims. These claims were provided with specialised injury management assistance and two have returned to pre-injury capacity whilst one is currently engaged in a Return to Work program.

Unauthorised use of credit cards

The Department of Finance uses corporate credit cards as a purchasing tool to reduce the cost of invoice payments.

There is a strong control framework in place to support the use of purchasing cards across the Department, including supervisor approval of all staff transactions.

Processes are in place to ensure the early detection of inadvertent/accidental personal misuse of Department of Finance purchasing cards, and timely repayment of associated costs.

This year, there were 15 instances of inadvertent use of credit cards. The Department total credit

card expenses accumulated to \$2.8 million, of which, \$512.41 was identified as not related to departmental operations. These transactions represent less than 0.02 per cent of the Department's total credit card transactions completed during the year.

Measure	2018-19 (\$)
Aggregate amount of personal use expenditure for the reporting period	512.41
Aggregate amount of personal use expenditure settled by the due date (within 5 working days)	313.27
Aggregate amount of personal use expenditure settled after the period (after 5 working days)	199.14
Aggregate amount of personal use expenditure outstanding at balance date	0

The matters were not referred for disciplinary action as the Chief Finance Officer noted prompt advice and settlement of the personal use amount, and that the nature of the expenditure was immaterial and characteristic of an honest mistake.

Governance Disclosures

Senior officers

In 2018-19, there were no disclosures from senior officers that they held any shares, a requirement under Treasurer's Instruction 903(14).

No senior officers, firms of which senior officers are members, or entities in which senior officers have substantial interest, had any interest in existing or proposed contracts with the Department other than normal contracts of employment of service.

Board and committee remuneration

In 2018-19, the Department of Finance had no board or committee costs and memberships.

Audit and Risk Management Committee

The Audit and Risk Management Committee oversees the operation of the Department's audit and risk management functions, and endorses the annual Audit Assurance and Risk (AAR) Plan. This year, the Committee further enhanced audit and risk management operations within the Department by:

- successfully completing all quarterly meetings and the 2018-19 work plan;
- commencing development of procurement fraud and corruption data analytics indicators to identify potential instances of fraud and undertake further investigation;
- ensuring that over the year all departmental policy and other governance documents relating to risk, fraud and audit matters remained current and relevant to assist with effective management practices;
- addressing the vast majority of audit findings raised by a comprehensive internal information security review completed in late 2017-18. A total of 210 findings were raised with now only 30 outstanding (14 per cent). During the period, 16 high risk findings were addressed with the remaining three near closure; and
- ensuring the Department's AAR plan included coverage of key emerging risks including:
 - assisting the Building Management and Works (BMW) business unit with the development of a "Risk Profiling Tool", which provides the necessary rigour for prioritising treatment of key areas of risks relating to potential water contamination and school ceiling failures;
 - providing assurances in relation to the design and operational effectiveness of the BMW and Strategic Projects (SP) works funding models. This included assessing that costs are accurately recouped for the delivery of capital works projects through a fee for service arrangement and recommending an approach to operate under one funding model;
- assessing the adequacy of BMW reporting on key projects committed to during the election, which has resulted in the Director General requesting the development of a mechanism to assist with reporting on government priorities;
- an extensive assessment of recruitment and selection processes for the purpose of providing advice to the Director General to enable a response to a Public Sector Commission query.



Other Legal Requirements

Expenditure on advertising, market research, polling and direct mail

In accordance with section 175E of the *Electoral Act 1907*, total advertising related expenditure this year was \$12,263.

Agency/Organisation	Total \$	Amount \$
Advertising Agencies	12,263	
Adcorp		782
Initiative Media Australia		10,958
Thomson Reuters		523
Market Research Organisations	Nil	
Polling Organisations	Nil	
Direct Mail Organisations	Nil	
Media Advertising Organisations	Nil	
Total Expenditure		12,263

Disability Access and Inclusion Plan outcomes

The Department is committed to access and inclusion for people with disabilities. Through its Disability Access and Inclusion Plan (DAIP) 2017-22, the Department seeks to ensure people with a disability have an equal level of inclusion and access to services and employment.

The Department's DAIP committee meets quarterly to drive initiatives and review matters affected by the DAIP Plan. New DAIP initiatives implemented in 2018-19 included:

- further enhancement of the diversity in our workforce with the recruitment of two employees with a disability through the Department's graduate program;
- a 'Supporting Access and Inclusion' event where guest speakers shared their experiences on working with a disability in government, and knowledge on DAIP lessons learnt. This promoted the development and understanding of access and inclusion across the Department;
- celebrating diversity events and promoting a better understanding of access and inclusion across the Department;
- in line with its 'Diversity in Finance' paper, a new 'Passport - Reasonable Adjustment' process was introduced. This offers employees with a disability the option of recording any unique work-based personal requirements with the Occupational Safety and Health team and assists them with an easy assimilation into their new work area when moving location or changing managers;
- a revision and upgrade of the Department's 'Disability Awareness' eLearning module that all staff are required to complete, and assists their understanding of issues around disability in the workplace and the wider community;
- improvements with kitchen signage for employees who are vision impaired; and
- an upgrade of the DAIP intranet pages to ensure currency of information and resources to assist staff.

The Department takes a lead role across the sector by driving the Australian Disability Enterprises (ADE) initiative through Government Procurement, which assists other WA Government agencies to understand the capabilities and benefits of working with ADEs.



Compliance with public sector standards and ethical codes

The Department has maintained its good record in complying with public sector standards and the public sector code of ethics, delivering its training programs through online and face-to-face sessions, tailored for new and existing employees.

Over the year, the Department continued to provide proactive guidance to managers and staff to ensure that recruitment processes complied with public

sector standards. The Department successfully completed 40 recruitment processes this year from which 1,590 applications were received.

Two breach of standard claims were lodged during the year. One claim related to a breach of the Employment Standard and the other claim related to a breach of the Grievance Resolution Standard. The claim relating to the Employment Standard was subsequently

withdrawn and the claim relating to the Grievance Resolution Standard is yet to be finalised. Three cases of non-compliance with the Code of Conduct were finalised and one formal grievance investigation was completed.

Departmental policies, procedures and guidelines are maintained to satisfy legislative requirements.

No disclosures were received in 2018-19 under the *Public Interest Disclosure Act 2003*.

Recordkeeping plans

The Department continues to review its recordkeeping program and as a result has published a new online Recordkeeping training program for all employees. The online program, which is an important component in on-boarding new employees, is supported by our intranet Records Manager support page that provides user guides and contacts to assist employees navigate the recordkeeping system.

An updated Recordkeeping Plan has been submitted to the State Records Commission for approval and includes new procedures for digitisation. Our new Recordkeeping Plan embraces the Born Digital strategic direction and reflects our significant progress in achieving a digital transformation.

The Department is continuing its testing in readiness for the upgrade

of the Document Management System and progress the implementation of a rendering module that will ensure the long term preservation of our archival digital records.

Accessing financial information

Freedom of Information Act 1992 (FOI Act)

The FOI Act requires WA Government agencies to give members of the public right of access to government information.

Statistical information relating to formal access applications lodged with Finance under the FOI Act is provided in the following table and more details can be found as part of the annual report of the Office of the Information Commissioner of WA.

Applications made under section 10 of the FOI Act

In 2018-19, Finance received 38 access applications out of which two were from individuals requesting their personal information. Disclosure decisions covered areas of responsibility and records held by the Office of State Revenue, Building Management and Works, Government Procurement and Corporate Services. The following were some of the document categories that were subject to consideration:

- documents held by the Office of State Revenue in relation to companies under current administration including correspondence, payroll tax assessments, duties and account information;
- Strategic Projects communications related to the Perth Children's Hospital Project;
- documents relating to tender assessments, evaluations and decisions associated with building projects; and
- various documents regarding contractual administration under Common Use Arrangements.

In 2018-19, three applications for internal review were dealt with and there were no applications for external review.

Applications made under section 10 of the FOI Act

Applications	2017-18	2018-19
New applications received during the year	29	41
Decisions made during the year	24 ^(a)	38 ^(b)
Average time to process (days)	40	42

Outcomes	2017-18	2018-19
Full access	15	25
Edited access	5	8
Deferred access	0	0
Section 26 access	2	4
Section 28 access	0	0
Access refused	2	1
Total decisions	24	38
Transferred to other agencies	5	1
Withdrawn	2	2
Total applications finalised	31	41

Reviews	2017-18	2018-19
Internal reviews	1	3
External reviews - complaints	0	0

(a) Includes 8 applications carried over from 2016-17.

(b) Includes 6 applications carried over from 2017-18.

Government Building Training Policy

The Government Building Training Policy aims to increase the number of apprentices and trainees in the building and construction industry. It requires contractors that are awarded State Government building, construction and maintenance contracts to commit to meeting a target rate of training of apprentices and trainees.

The Government Building Training Policy applies to:

- All State Government building and construction contracts, including civil and engineering contracts with an estimated labour value of \$2 million and over for the construction component of the contract;
- All State Government maintenance contracts, with an estimated labour component of \$2 million and over; and
- All State Government agencies (as defined in section 3 of the *Public Sector Management Act 1994*) that enter into these contracts.

In 2018-19 all contractors met the target training rate. No contractors applied for a variation to the target training rate.

Measure	Number of contracts Building and construction 2019
Awarded	32
Reported	
Commenced reporting	11 ^(a)
Continued reporting from previous reporting period	20
Target training rate	
Met or exceeded	31
Did not meet	0
Granted a variation	0

(a) One contractor is yet to commence reporting.

No maintenance contracts with a requirement to meet the target training rate were awarded in 2018-19.



Government Policy Requirements

Substantive equality

The Department of Finance advocates the provision of services that address the different needs of Western Australia's diverse community and the elimination of systematic bias and discrimination. To ensure equality of opportunity for staff and clients, access, participation and equity needs are considered in the development and delivery of the Department's policies and services.

This year the Department trialled an Introduction to Unconscious Bias workshop for the Leadership Development alumni group. This workshop highlighted the different areas of bias and how it can affect people's views without an understanding of the individual. This workshop has now been developed as an online module and is accessible to all staff through the Department's learning management system.

Staff have attended Aboriginal Cultural Awareness training that outlined the history, traditional ways of life and potential solutions to closing the gap with Aboriginal Peoples. In addition, the Department launched the Noongar seasonal calendar as a screen saver, to reflect the Aboriginal six seasons.

The Department also promoted the International Day Against Homophobia, Biphobia, Interphobia and Transphobia to help foster a more inclusive workplace.

The Department champions diversity and at the Optima Building location, a 'Personal Space' room has been made available for staff who have religious needs during the working day. The aim is to provide a private space for religious observations.

OSH and injury management

Our Department is committed to achieving excellence in the provision of a safe working environment for employees, contractors, visitors and those who may be associated with our operations. During 2018-19 we have been progressively building on a culture where health, safety and employee wellbeing is a priority, all staff understand their responsibilities and are able to safely undertake their work, and staff are encouraged to report hazards so associated risks are assessed and managed in a consultative manner.

A focus during 2018-19 has been the consolidation of all our Occupational Safety and Health (OSH) related policies to reconstruct the framework of our safety management system. By doing so we can implement health, safety and wellbeing initiatives through a planned and prioritised approach with support and endorsement from the Director General and Corporate Executive.

The Department works closely with all Safety Health Representatives (SHR) across its different work locations, who form an important part of our formal consultation mechanism. During 2018-19, 40 site inspections were undertaken by SHRs within our regional as well as metro work locations. All identified hazards were assessed at time of being reported. Based on consultation between SHR, Management and staff relevant actions are taken to mitigate identified risks. The OSH Committee meets quarterly and monitors all incidents and hazards reported, and actions taken to resolve these. An important achievement is that we have been able to have our regional SHR actively participate in the OSH Committee meetings through the Skype for Business tool.

A good initiative has been the delivery of half day workshops for SHRs and First Aiders (in the regions as well as metro areas), which has been the first time these groups have been able to collectively meet and discuss emerging safety and first aid matters. This was an opportunity for the Department to thank and acknowledge all our SHRs and First Aiders for their important contribution towards upholding health, safety and wellbeing in all our workplaces.

An assessment of the Department's occupational safety and health management system was initially undertaken during the 2014-15 financial year using the WorkSafe Plan assessment tool. To date all of the recommendations have been actioned with approximately 75 per cent completed. These actions included:

- the ongoing consultation on health, safety and wellbeing matters;
- expansion of a risk management approach to address identified hazards in all our workplaces; and
- an invigorated program to train our Managers and Supervisors – an initiative that has been actively encouraged and supported by the Director General and Corporate Executive.

Relevant consultation relating to Emergency, Evacuation and Safety procedures for the Department's regional offices has commenced and is expected to be finalised over the coming year.

Eight half day OSH manager training sessions were held covering health, safety and injury management. Such training is offered to Managers and Supervisors as part of our ongoing strategy to improve their knowledge and understanding on health and safety. Employees were also able to

access the online OSH module in our Learning Management System.

An Activity Based Work (ABW) environment was successfully implemented at our Osborne Park (Optima) location. This was undertaken through regular consultation with staff, addressing their health and safety concerns, and has resulted in safely transitioning staff into the ABW environment. Staff were provided with a safety kit at the time of moving to the new work environment including relevant information sessions and training.

Twelve one-hour training sessions were held to help staff understand the principles of ergonomics and to enable them to set up their workstations to their specific requirements.

During 2018-19, Mental Health was an important element of our Wellbeing Program. As undertaken in previous years, the Department celebrated R U OK Day and Mental Health Week. A calendar of events was developed based on different wellbeing topics within WA during the year. The Department offered a variety of awareness sessions as part of its ongoing commitment to enhancing employee wellbeing. A total of 28 such sessions were provided. Wellness topics included Building Resilience; Mindfulness; Stress Management; Growth Mindset; Promoting Good Mental Health. All Sessions were well attended and feedback was positive. In addition, articles promoting good health and wellbeing were published on the Department's intranet site.

Flu Vaccine Clinics were offered during April and May 2019, and a total of 326 employees participated.





Injury management

Early intervention injury management assistance was offered to all employees on an ongoing basis, to help them to either return to or remain at work after an injury or illness, whether this be work or non-work related.

The injury management system and return-to-work program are documented in our Injury Management Policy and supporting guidelines and all our processes are compliant with the requirements of the *Workers' Compensation and Injury Management Act 1981*.

Employee Assistance Program

The Department provides an Employee Assistance Program where employees and immediate family members can access confidential and professional counselling services. In 2018-19 there were 65 new referrals and 15 continuing referrals to the provider.

Personal issues represented the largest proportion of referrals at 83 per cent and 17 per cent of referrals were attributed to work related matters. Based on trends identified with the issues reported the Department was able to offer relevant employee well-being initiatives.

Public Sector Commissioner's Occupational Safety and Health (OSH) performance requirements 2018-19

Indicator	2016-17	2017-18	2018-19	Target	Comment on result
Number of fatalities	0	0	0	0	Target achieved.
Lost time injury and/or disease incidence rate	0.2	0.32	0.43	At least 0 or 10% reduction on the previous three years	Six claims were lodged in total, of which four were estimated lost time claims with the decision on one claim not made as at 30 June 2019.
Lost time injury and/or disease severity rate	0	33	75	At least 0 or 10% reduction on the previous three years	Three estimated lost time severity claims lodged during the year. One claimant has returned to pre-injury status and two are participating in a return to work program. Decision on one claim not made as at 30 June 2019.
Percentage of injured workers returned to work within 13 weeks	100%	33%	100%	Actual result to be stated	Target achieved.
Percentage of injured workers returned to work within 26 weeks	100%	67%	100%	Greater than or equal to 80%	Target achieved. All claimants returned to work within 13 weeks.
Percentage of managers trained in occupational safety, health and injury management responsibilities	38.3%	30%	82%	Greater than or equal to 80%	Target achieved. An ongoing training program is in place to continually train managers/supervisors on OSH and injury management.