Introduction

This Annual Reporting Framework (the Framework) assists agencies in the preparation of annual reports by providing a summary of expectations and various reporting requirements.

It is a requirement under s61 of the Financial Management Act 2006 (FMA) that the accountable authority of an agency prepare an annual report at the end of each financial year. An agency is defined as a department, sub-department or a statutory authority that is listed in Schedule 1.

Agencies should also be familiar with legislation and policies that stipulate their annual reporting obligations, including the following:

- Public Sector Management Act 1994 (s31) (PSMA)
- Financial Management Act 2006
- Treasurer’s instructions (TIs)
- Specific legislation including enabling legislation for statutory authorities
- Cabinet decisions
- Policy statements such as Premier’s Circulars, Public Sector Commissioner’s Circulars and Public Sector Commissioner’s Instructions, and
- Public Sector Commissioner’s Circular 2012-01, Annual Reporting.

Other agencies that are not subject to the FMA but are required to prepare an annual report should do so in accordance with their enabling legislation and consider how that legislation relates to the PSMA and FMA in terms of reporting requirements.

The Framework is presented in four sections:

Section One provides principles for the presentation and content of annual reports.

Section Two provides guidelines for timing, distribution and publication.

Section Three identifies the sources for annual reporting requirements.

Section Four outlines the structure and presentation of content.

Significant Changes in This Year’s Framework

Occupational Safety, Health and Injury Management – Changes have been made to the reporting requirements for occupational safety, health and injury management performance and commitment. Please refer to the Disclosures and Legal Compliance section of the Framework for more detail.

Reporting of Costs – A template has been provided to assist agencies with reporting the costs of producing their annual report to the Public Sector Commissioner.
1. Principles for Reporting

There are four principles that agencies should follow for annual reporting:

- Quality of information
- Presentation
- Readability
- Format and layout.

**Quality of Information**

The quality of information contained in annual reports is paramount and should enable the reader to understand the agency, its purpose, services and performance.

The annual report should be the primary mechanism for reporting agency performance against the strategic plan, budget papers, resource agreement and other strategic documents. It should also outline the agency’s contribution to broader Government-desired outcomes.

Information should be factual, avoid generalisations and include all relevant information - not just “good news”. Outcomes should be emphasised, rather than process or procedure.

All obligatory components of the annual report (listed in Sections 3 and 4 of this document) must be included. If the agency has no applicable information for a particular requirement, an appropriate explanation should be provided.

The annual report should also specify the extent of the agency’s compliance with various legislative and Government policy requirements, as discussed in Section 4.

**Presentation**

With Parliament as the primary audience, annual reports should be presented as an objective account of agency performance, rather than be designed for promotion, marketing or other commercial purposes.

While presentation can attract the reader and clarify content, agencies should keep costs as low as possible for graphics, photographs, artwork and printing.

Limited use of colour is permitted. Its purpose should be to add value to the report and enhance its readability. It should not be used extensively throughout the report or as a means of marketing or promoting the agency.

If a glossy or colourful document is required, the agency should produce a document separate to the annual report, in accordance with the agency’s policy for developing promotional materials. Content extracted from the annual report may be used for such a document, but it should not be the official annual report.
Readability

Reports should be:

- **Clear and concise** - written in plain English, excluding unnecessary text and with minimal technical jargon.
- **Easy to understand** - key points of interest should be highlighted for readers, with graphs and comparative data to allow quick understanding of the report’s content.
- **Written with the target audience in mind** - the primary audience is parliamentarians, but agencies should consider a wide range of stakeholders, including special interest citizens’ groups, non-government organisations and the general public including people with disabilities. The language used should cater for all readers. For example, key financial information should be presented in plain language. Information should also be made available in alternative formats upon request.

Format and Layout

The presentation of the annual report should be simple and logical, allowing readers to easily access information.

A table of contents should be included that applies the recommended structure to present information as required in Section 4 of this document:

- Overview of the Agency
- Agency Performance
- Significant Issues Impacting the Agency
- Disclosures and Legal Compliance.
2. Guidelines for Reporting

Agencies should consider specific guidelines for the following:

- Timing
- Distribution
- Publication, including accessibility considerations and reporting of costs
- Feedback
- Awards for public sector annual reporting.

Timing

Ministers must table audited annual reports, including the audit opinion on the financial statements and key performance indicators, in Parliament within 90 days of the end of the financial year (s64(2) FMA). Unless an Act provides otherwise, the financial year of an agency ends on 30 June. Taking into account Parliamentary Sitting Dates, this determines the deadline for 2011-12 reporting as Thursday 27 September 2012*.

Agencies should liaise with the Minister’s Office to ensure that the Minister is afforded sufficient time to consider the information and meet the tabling deadline. In the event that an annual report will not be tabled on time, the Minister must report to Parliament with reasons for the deadline not being met and advise of a revised date for tabling (s65 FMA).

*Agencies should refer to the enabling legislation for their entity as this may specify a different period or way of determining the date for submission.

Contact: See Department of Treasury contacts on page 22.

Distribution

General

Only a small number of hard copy annual reports should be produced as the main means of distribution and communication is the agency’s website.

Parliament

Hard copies

The agency must forward to the relevant Minister’s Office a total of eleven hard copies (and one electronic copy, discussed below) of the annual report to be tabled in Parliament unless the Minister’s Office requests additional copies.

It is the responsibility of the Minister’s Office to forward ten hard copies and the electronic copy to the Parliamentary Services Branch, Department of the Premier and Cabinet (DPC), to facilitate tabling. The reports should be forwarded to:
Electronic Copies

While it is the responsibility of the Minister’s Office to provide an electronic copy to the Parliamentary Services Branch, agencies may choose to submit the electronic copy directly by email or CD ROM to peter.kennon@dpc.wa.gov.au. Note: large files should not be sent by email.


Contact: Peter Kennon, Parliamentary Services, Department of the Premier and Cabinet, on 6552 5897 or peter.kennon@dpc.wa.gov.au

Electronic copies should be generated at the source in Adobe Acrobat PDF format. The annual report should be contained in a single PDF file, which should not exceed 4MB in size, with relevant sections bookmarked to enable navigation from the table of contents. Images should be compressed at a low resolution to minimise the file size for download from the Tabled Papers database. The electronic file name should clearly indicate the agency name and reporting year, for example: “PSC AR 2012” or “Fisheries AR 2012”.

Contact: John Strijk, State Law Publisher, on 9426 0001 or john.strijk@dpc.wa.gov.au

Libraries

In addition to the above, the agency must deposit one hard copy with the National Library of Australia within one month of publication, see www.nla.gov.au/legal-deposit.

One hard copy and one electronic copy in PDF format1 must be deposited with the State Library of Western Australia, see Premier’s Circular 2003/17 - Requirements for Western Australian Government Publications and Library Collections.

1 For more information on digital archival standards see Creating and Keeping Your Digital Treasures - A User Guide, published by SLWA.
The Minister’s Office must forward one hard copy to DPC’s Library:

Information Services
Department of the Premier and Cabinet
6th Floor, 2 Havelock Street
WEST PERTH 6005
Phone: 6552 5926
Email: dee.malkamus@dpc.wa.gov.au

Publication

Official Version

There must be only one official version of an agency’s annual report, which is the version tabled in Parliament. The content of subsequent copies of the report, including electronic versions, must be identical to the original report tabled in Parliament and include the information audited by the Auditor General. Minor colour differences between versions are acceptable. If changes are necessary subsequent to tabling in Parliament Standing Order 156 ‘Alteration of papers’ must be complied with.

Contact: Public Sector Commission, on 6552 8500 or admin@psc.wa.gov.au

General Requirements

Agencies should ensure that:

- Annual reports are publicly available, with priority distribution through the website, as soon as possible after tabling in Parliament. Agencies should liaise with the relevant Minister’s office to determine when their annual report will be tabled.
- An electronic copy, website version, of the annual report can be produced in black and white or colour.
- Electronic file sizes are less than 4MB to assist easy downloading.
- The colour electronic version provided on the website must accommodate non-colour printing after download. Items such as maps or graphs, for example, should remain meaningful and easily readable in black and white.
- Hard copy annual reports can be produced from the electronic copy in black and white or colour. The cover is produced on uncoated, recyclable and lightweight paper less than 250gsm, the cover may be black and white or colour.
- Inside pages are restricted to uncoated, recyclable and lightweight paper less than 110gsm.
- Margins are sized to allow a hard copy to be bound if necessary.
- Consideration is given to the costs incurred each time any part of the report is printed in colour. While colourful graphics and photographs published on the website may cost significantly less than printing, agencies must consider the printing costs.
- Hard copies of the annual report are strictly limited to the number required for primary stakeholders. Photocopies should be made where it is more economical than printing.
- All costs associated with preparing the annual report are kept to a minimum. Use of externally sourced design expertise and special software should be avoided.
- A limited number of photocopies of the annual report are retained for individuals and organisations without access to the Internet or a printer of adequate speed.

**Accessibility**

Agencies must comply with the [State Government Access Guidelines for Information, Services and Facilities](https://www.disability.wa.gov.au) when producing their annual report. Adherence to these guidelines, which include recommendations for printed and electronic material, assists access for people with disabilities to State Government information, services and events. In summary, some of the considerations are:

- use 12 point Arial font*
- ensure strong colour contrast between the text and the background
- avoid italics, block capitals, underlining and watermarks
- avoid the use of footnotes – incorporate information into the text in 12 point font
- photographs are to be explained in the text or caption.

*Financial information in annual reports should be valued equally to written copy and be provided in 12 point. Agencies should make every endeavour to comply with this standard and use technology where possible to enhance overall accessibility.

Electronic copies of annual reports must be available from the agency’s website, be easy to locate and provided as a minimum in PDF and Word formats to increase accessibility. Each chapter of the electronic annual report is to be available individually, so readers can quickly find the information sought. Electronic versions of the Annual Report should be compliant with the Minimum Accessibility Compliance Level for WA Government Websites as indicated on the PSC website.

**Contact:** Public Sector Commission, on 6552 8500 or admin@psc.wa.gov.au

### Reporting of Costs

Within 30 days of tabling the annual report, agencies must report the following information to the Public Sector Commissioner using the template provided below.

The Public Sector Commissioner will review the information provided.

<table>
<thead>
<tr>
<th>Information</th>
<th>Previous Financial Year</th>
<th>Current Financial Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of hard-copies printed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(not including photocopies or electronic versions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Cost ($) (for printing hard copies of the final report)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of staff time ($)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultants/External Resources ($)**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost ($)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This should be a reasonable attempt to capture the cost of all staff involved with producing the annual report. For example, by gathering an estimate of the hours of each person who worked on the annual report and multiplying that by their hourly rate (the time associated with the preparation and audit of the financial statements and KPIs should not be included).*

**The use of external resources should be avoided wherever possible, however, should they be used the cost should be reported and an explanation provided.

Send the reports to admin@psc.wa.gov.au.

**Contact:** Public Sector Commission, on 6552 8500 or admin@psc.wa.gov.au
Feedback

It is useful for agencies to obtain feedback on the effectiveness of their annual reports which can be accomplished by enclosing a short questionnaire for completion by the person reading the report.

Annual Reporting Awards

The Western Australian Division of the Institute of Public Administration Australia presents the W.S. Lonnie Awards annually to acknowledge excellence in annual reporting in the Western Australian public sector. Agencies’ annual reports are automatically considered. Information about the Awards, including judging criteria, can be found at [www.wa.ipaa.org.au](http://www.wa.ipaa.org.au).

The Australasian Reporting Awards (ARA) is a non-profit organisation established to promote excellence in annual reporting. In reviewing reports, ARA applies general criteria to all industries and specific criteria to particular industries. These criteria reflect the General Reporting Principles of the Global Reporting Initiative (see [www.globalreporting.org](http://www.globalreporting.org)). Information on the criteria used by the ARA can be found at [www.arawards.com.au](http://www.arawards.com.au).
3. Sources of Annual Reporting Requirements

Reporting requirements in this Framework are provided in summary form only. Agencies should ensure they are familiar with the details of the original sources outlined in this section.

**Financial Management Act 2006 and Treasurer’s Instructions**

The FMA, TIs and Financial Management Regulations (FMRs) can be accessed through the electronic library known as the [Financial Administration Bookcase](#) (FAB).

Parts IX and XI of the TIs prescribe accounting and reporting requirements for government agencies.

**Model Annual Reports**

Model Annual Reports are provided by Treasury and included in the FAB to assist agencies with preparation of financial statements for annual reporting purposes. The Models have been prepared in accordance with Australian Accounting Standards (AAS), FMA, TIs and FMRs and these sources have been referenced throughout the models.

Model Annual Reports are provided for:

- Departments
- Statutory Authorities (net cost of services)
- Commercial Agencies
- Statutory Authorities (net cost of services for the year ended 31 December).

The Model Annual Reports are designed for general use but do not cover every circumstance. While they aim to meet most of the needs of agencies that comply with general reporting requirements of the AAS, FMA, TIs and FMRs, other presentations of information may also be suitable.

**Contact:** Queries relating to the FMA or TIs should be directed to Department of Treasury contacts on page 22.

**Other Sources**

S31(1) of the PSMA prescribes that agencies required to prepare annual reports in accordance with the FMA must include a report on the extent of their compliance with public sector standards, codes of ethics, and any relevant code of conduct.

Treasury’s [Outcome Based Management - Guidelines for use in the Western Australian Public Sector](#) assists with the application of the principles of outcome-based management.
Government Goals

Agencies should ensure that the alignment between the relevant goals and the outcomes and services delivered is reflected in the annual report. The goals are:

**State Building – Major Projects**

Building strategic infrastructure that will create jobs and underpin Western Australia’s long-term economic development.

**Financial and Economic Responsibility**

Responsibly managing the State’s finances through the efficient and effective delivery of services, encouraging economic activity and reducing regulatory burdens on the private sector.

**Results-Based Service Delivery**

Greater focus on achieving results in key service delivery areas for the benefit of all Western Australians.

**Stronger Focus on the Regions**

Greater focus on service delivery, infrastructure investment and economic development to improve the overall quality of life in remote and regional areas.

**Social and Environmental Responsibility**

Ensuring that economic activity is managed in a socially and environmentally responsible manner for the long-term benefit of the State.

**Contact:** David Smith, Deputy Director General Co-ordination 6552 5975 or david.smith@dpc.wa.gov.au.
4. Structure and Content of Annual Reports

Agencies must structure their annual reports in accordance with TI 903: Agency Annual Reports.

The Public Sector Commission (PSC) and Treasury have developed a recommended annual report structure which expands on the mandatory requirements of TI 903 and is included in guidelines to that instruction.

This section of the Framework follows the recommended annual report structure and should be read in conjunction with the source documents listed in Section 3 of this document. Content requirements for annual reports are summarised below.

Overview of the Agency

Executive Summary

An executive summary must provide readers with an overview of the agency’s performance without the need to read the entire annual report. Agencies have wide scope for the material they place in the executive summary. It should refer to noteworthy issues that relate to the agency’s performance and other significant events during the reporting period. It should be brief and not merely repeat information disclosed elsewhere in the annual report.

Operational Structure

Provides general information about the agency, including the agency name, Minister(s), and the legislation it administers.

Performance Management Framework

Outlines links between the relevant whole-of-government goals and strategic outcomes and agency level Government-desired outcomes and services. Explanations for approved changes to agency outcome-based management structures should also be disclosed in this section, along with an outline of shared responsibilities with other agencies or cross-agency initiatives.

Further information about outcome based management may be found in TI 904: Key Performance Indicators and Treasury’s Outcome Based Management - Guidelines for use in the Western Australian Public Sector.
Agency Performance

Enables accountable authorities to inform Parliament and others about achievements during the financial year and explain why work was undertaken. It compares results with targets for both financial and non-financial indicators and explains significant variations. These targets may have been previously disclosed in public documents such as Budget Statements, resource agreements, statements of corporate intent or equivalents. This section may also describe major initiatives and projects.

Further information about disclosure against resource agreements may be found in TI 808: Resource Agreements. Information on Key Performance Indicators is included in TI 904.

Significant Issues Impacting the Agency

Describes significant current and emerging issues that impact on the achievement of Government desired outcomes, policies and the associated performance targets and how the agency has, or will, address them. This may include economic and social trends or legal changes.

Disclosures and Legal Compliance

Financial Statements

Includes financial statements prescribed by Part XI of the TIs for the agency and any subsidiary and/or related bodies. They should comply with the TIs, including any disclosures required under Part IX.

The Auditor General’s opinion of the Financial Statements must be disclosed. Certification of the financial statements by the CEO should be included.

Detailed Key Performance Indicators Information

TI 903(8) requires agencies to include a discussion of actual results against budget targets for both financial and non-financial indicators in the Agency Performance section of the annual report.

In addition to the summary information contained in Agency Performance, agencies may wish to disclose further details including long term trends, graphs and supporting explanatory notes.

As the Key Performance Indicators (KPIs) are audited, the opinion of the Auditor General regarding the KPIs is usually disclosed in this section.

Ministerial Directives

Discloses Ministerial directives relevant to the setting of desired outcomes or operational objectives, the achievement of desired outcomes or operational objectives, investment activities and financing activities.

Other Financial Disclosures

Includes information about pricing policies, major capital projects and employees required by TI 903.
Governance Disclosures

Contains disclosures with regard to governance required by TI 903. As they relate to potential conflicts of interest, any other requirements relating to this issue in annual reports, for example in agencies’ enabling legislation, should be addressed in this subsection.

Other Legal Requirements

Expenditure on advertising, market research, poling and direct mail

(*Electoral Act 1907, s175ZE*)

A public agency required to publish an annual report under the FMA or any other written law, must under section 175ZE of the *Electoral Act 1907*, include a statement in the report detailing all the expenditure incurred by, or on behalf of, the public agency during the reporting period on:

- advertising agencies
- media advertising organisations
- market research organisations
- polling organisations, and
- direct mail organisations.

A public agency under the *Electoral Act 1907* encompasses not only departments of the Public Service or organisations specified in Schedule 2 of the *Public Sector Management Act 1994*, but also:

- a body or office that is established for a public purpose under a written law
- a body or office that is established by the Governor or a Minister, or
- any corporation or association over which control can be exercised by the State, Minister or previously stated bodies.

The expenditure statement is to include the following three elements:

- a statement or total amount figure of all the expenditure set out
- the amount of expenditure in relation to each class of expenditure, and
- the name of each person, agency or organisation to which an amount was paid.

For each element a public agency can provide sub totals or more details as required; for example, advertising expenditure may be divided between campaign and non campaign expenditure.

Example 1 (not based on real agency data)

In accordance with s175ZE of the *Electoral Act 1907*, the agency incurred the following expenditure in advertising, market research, polling, direct mail and media advertising:
Total expenditure for 2011-12 was $76,000.

Expenditure was incurred in the following areas:

<table>
<thead>
<tr>
<th>Advertising agencies</th>
<th>$12,000</th>
<th>JDA</th>
<th>$12,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market research organisations</td>
<td>$12,500</td>
<td>Asset Research</td>
<td>$12,500</td>
</tr>
<tr>
<td>Polling organisations</td>
<td>Nil</td>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>Direct mail organisations</td>
<td>$24,900</td>
<td>Zipform</td>
<td>$19,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lasermail</td>
<td>$700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supermail</td>
<td>$5,200</td>
</tr>
<tr>
<td>Media advertising organisations</td>
<td>$26,600</td>
<td>Media Decisions</td>
<td>$21,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marketforce</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Example 2 (not based on real agency data)

Section 175ZE of the *Electoral Act 1907* requires public agencies to report details of expenditure to organisations providing services in relation to advertising, market research, polling, direct mail and media advertising. The agency has not incurred expenditure of this nature.

The details in relation to a class of expenditure do not need to be set out as mentioned above if the expenditure for the class is less than the specified amount, which is currently set at $2,100.

Even if no expenditure was incurred, a nil statement must be published.

For those agencies reporting through a larger agency, either the main agency must report expenditure under section 175ZE for each subsidiary agency separately in its annual report, or the subsidiary agency must report expenditure under section 175ZE in its own annual report.

**Contact:** David Payne, Western Australian Electoral Commission, on 9214 0400 or david.payne@waec.wa.gov.au

**Disability Access and Inclusion Plan Outcomes**

(*Disability Services Act 1993*, s29 and Schedule 3 of the *Disability Services Regulations 2004*)

Public authorities required to develop a Disability Access and Inclusion Plan (DIAP) must report on its implementation in their annual report. Briefly outline current initiatives to address the following desired DAIP outcomes:

- People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.
• People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.

• People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

• People with disabilities receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

• People with disabilities have the same opportunities as other people to make complaints to a public authority.

• People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.

Contact: Alison Blake, Disability Services Commission, on 9426 9328 or alison.blake@dsc.wa.gov.au

Compliance with Public Sector Standards and Ethical Codes

(Public Sector Management Act 1994, s31(1))

This was previously administered by the Office of the Public Sector Standards Commissioner (OPSSC) which is now amalgamated with the Public Sector Commission.

The following guidelines are provided by the Public Sector Commission in accordance with s31(1) of the PSMA:

• agencies are required to include in their annual report a statement of compliance issues that arose during the financial year regarding the public sector standards, the WA Code of Ethics and their own agency code of conduct. The statement should include details of significant action to prevent non-compliance. For example, updating or revising agency policies or guidelines that support the WA Code of Ethics and the public sector standards; updating or revising their own agency code of conduct; awareness raising activities or training sessions conducted during the year etc.

• in preparing their statement, agencies should use information collected through the Annual Agency Survey administered by the Public Sector Commission. Agencies should also consider the relevant sections of the former OPSSC Good Governance Guide and its supporting tools to assist in complying with the standards as well as general governance, administration and management reporting. PSC will use the compliance checklist within the Good Governance Guide as the judging criteria for the W.S. Lonnie Award it sponsors. Examples of agency statements of compliance can be found in the Annual Reports of agencies who have recently received a Lonnie Award for Excellence in Governance Reporting. The winner for 2009-10 was the Parliamentary Commissioner for Administrative Investigations (Ombudsman).

- while agencies must still report on compliance issues in their annual reports, through completing and returning the PSC Annual Agency Survey, agencies and authorities meet their legislative reporting responsibilities to the PSC, as well as general reporting responsibilities to the Director of Equal Opportunity in Public Employment (DEOPE). This information will be used for the Commissioner’s Annual State of the Sector Report and the DEOPE Annual Report.

**Contact:** Dr Chris Stansbury, Assistant Director, Public Sector Performance Reporting, Public Sector Commission, on 6552 8696 or christopher.stansbury@psc.wa.gov.au

**Recordkeeping Plans**


Every government organisation is required to have a Recordkeeping Plan (RKP) under s19 of the *State Records Act 2000* (the Act). The RKP is to provide an accurate reflection of the recordkeeping program within the organisation and must be complied with by the organisation and its officers. Under Part 3, Division 4 of the Act, the organisation must review its RKP every five years or when there is any significant change to the organisation’s functions.

Government organisations are to include in their annual report a section that addresses:

- Whether the efficiency and effectiveness of the organisation’s recordkeeping systems has been evaluated or alternatively when such an evaluation is proposed.
- The nature and extent of the recordkeeping training program conducted by or for the organisation.
- Whether the efficiency and effectiveness of the recordkeeping training program has been reviewed or alternatively when this is planned to be done.
- Assurance that the organisation’s induction program addresses employee roles and responsibilities in regard to their compliance with the organisation’s recordkeeping plan.

**Contact:** Isabel Smith, State Records Office, on 9427 3371 or isabel.smith@sro.wa.gov.au
Government Policy Requirements

Substantive Equality


All participating departments are required to set out in their annual report the progress achieved in implementing the Policy Framework for Substantive Equality (Policy Framework).

As part of the report on their progress, departments should include a summary of the following:

- Setting out how they intend to achieve the Policy Framework’s aims including its promotion and that the overall objectives are appropriately reflected in operational, strategic and departmental plans.
- The progress made in identifying areas of high relevance with a particular focus on services which have a substantial effect on discrimination or equality of opportunity and undertaking a Needs and Impact Assessment.
- The progress made in conducting the Needs and Impact Assessments, by briefly stating the policies, procedures and practices reviewed. Departments may also describe any systemic issues found, that may prevent some Indigenous and ethnic minority groups from equally benefiting from particular services.

Contact: Cathy Groves, Equal Opportunity Commission, on 9216 3900, or seu@eoc.wa.gov.au

Occupational Safety, Health and Injury Management

*(Public Sector Commissioner’s Circular 2009-11: Code of Practice: Occupational Safety and Health in the Western Australian Public Sector)*

Agencies are to report on their occupational safety, health and injury management performance and commitment in relation to the following (minimum requirement):

- A statement of the agency’s commitment to occupational safety and health and injury management with an emphasis on Executive commitment.
- A description of the formal mechanism for consultation with employees on occupational safety and health matters.
- A statement of compliance with injury management requirements of the *Workers’ Compensation and Injury Management Act 1981* including the development of return to work plans.
- A statement confirming that an assessment of the occupational safety and health management system has been completed (within the past five years or sooner depending on the risk profile of the agency) using a recognised assessment tool and reporting the percentage of agreed actions completed.

- A report of annual performance for 2011-12 against the following:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target 2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fatalities</td>
<td>Zero (0)</td>
</tr>
<tr>
<td>Lost time injury/disease (LTI/D) incidence rate</td>
<td>Zero (0) or 10% improvement on the previous three (3) years</td>
</tr>
<tr>
<td>Lost time injury severity rate</td>
<td>Zero (0) or 10% improvement on previous three (3) years</td>
</tr>
<tr>
<td>Percentage of injured workers returned to work within (i) 13 weeks and (ii) 26 weeks</td>
<td>Greater than or equal to 80% return to work within 26 weeks</td>
</tr>
<tr>
<td>Percentage of managers and supervisors trained in occupational safety, health and injury management responsibilities</td>
<td>Greater than or equal to 80%</td>
</tr>
</tbody>
</table>

Further information on complying with this reporting requirement, including the calculation and reporting of the performance measures, can be found at www.publicsectorsafety.wa.gov.au under Annual Reporting.

Contact: John Donovan, Department of Commerce, on 9282 0489 or john.donovan@commerce.wa.gov.au
Need Assistance?

Inquiries concerning a specific reporting requirement should be referred to the agency responsible for administering the requirement. See “Contact” under each reporting requirement.

Before contact is made refer to the FAQ section on the PSC web site.

Department of Treasury

For assistance on matters relating to the FMA and TIs, please contact:

Phillip Forward
Assistant Director
Financial Policy
Tel: (08) 6551 2575
phil.forward@treasury.wa.gov.au

Mark Hort
A/Principal Financial Adviser
Financial Policy
Tel: (08) 6551 2577
mark.hort@treasury.wa.gov.au

Department of the Premier and Cabinet

For assistance on matters specifically relating to Government Goals please contact:

David Smith
Deputy Director General Co-ordination
Tel: (08) 9222 9364
david.smith@dpc.wa.gov.au

Public Sector Commission

For any other matters concerning this document, please contact:

Public Sector Commission
Tel: (08) 6552 8500
admin@psc.wa.gov.au
Appendix A - Annual Report Checklist

Quality of Information
- The report’s content reflects all relevant information, not just generalisations or “good news”.
- The report enables the reader to understand the agency’s purpose, services and performance.
- An appropriate explanation has been provided where there is no response to a particular reporting requirement.

Presentation
- The costs of producing the annual report have been minimised.
- The promotional document (if required), is a separate document that does not purport to be the annual report.

Readability
The report is:
- Clear and concise.
- Easy to read and understand.
- Written with the target audience in mind.

Format and Layout
- The format is logical and easy to follow.
- The report provides a table of contents.

Timing
- Financial statements and performance indicators have been submitted to the Auditor General in sufficient time to enable the Minister to table audited annual reports by 27 September 2012.
- Where an application for a time extension is required, it has been made to the Minister who must report to Parliament before 27 September 2012 with the revised date for tabling.


Publication

Hard Copy

- Where electronic publishing is not available, hard copies have been produced with existing agency resources.
- Hard copies have been photocopied rather than printed (where it is more economical).
- The report is produced on uncoated and light weight paper.
- The report contains sufficiently wide margins to allow for binding.

Electronic Copies

- The report is available on the agency’s website in an accessible form.
- Colours and graphics have been kept to a minimum to reduce printing costs and download times.
- The report has been produced without the need to purchase significant design expertise and special software.
- Any colourful graphics are still effective when printed in black and white.

Accessibility

- Hard and electronic copies of the annual report comply with the State Government Access Guidelines for Information, Services and Facilities.
- Electronic copies of the annual report comply with the Minimum Accessibility Compliance Level for WA Government Websites.

Other

- There is only one official version of the report.
- The total cost of producing the report has been reported to the Public Sector Commissioner within 30 days of the tabling in Parliament.

Distribution

Prior to tabling in Parliament:

- Eleven hard copies have been submitted to the Minister’s Office.
- Once the Minister has approved the annual report, ten hard copies and one electronic copy have been submitted to the Parliamentary Services Branch of the Department of the Premier and Cabinet.
The electronic copy is:
☐ Produced in PDF and Word formats.
☐ Marked up to allow easy navigation.
☐ Saved at a low resolution so images are compressed.
☐ Clearly labelled with the agency’s name and reporting year.
☐ Less than 4MB in size.

Following tabling in Parliament:
☐ One hard copy has been deposited with the National Library.
☐ One hard copy has been deposited with the DPC Library.
☐ One hard copy and one electronic copy have been deposited with the State Library of WA.

Feedback and Awards
☐ Where feedback is sought, a short questionnaire has been included with the report.
☐ The report will be considered for the W.S. Lonnie Awards.
☐ The report has been considered for entry into the Australasian Reporting Awards.

Structure and Content of Annual Reports

Overview of the Agency
The report contains information on the:
☐ Executive Summary.
☐ Operational Structure.
☐ Performance Management Framework.

Agency Performance
☐ The report includes information on operations and results against both financial targets and those for key performance indicators.

Significant Issues Impacting the Agency
☐ The report contains information on significant current and emerging issues impacting on the agency’s operations and how they have, or will be, addressed.
Disclosures and Legal Compliance
The report contains information on:
- Financial Statements which are prepared in compliance with the Financial Management Act 2006 and Parts IX and XI of the Treasurer’s Instructions
- More detailed performance information, including long term trends.
- Ministerial directives.
- Other financial disclosures including capital projects and employees.
- Governance disclosures.

Other Legal Requirements
The report contains information on:
- Advertising.
- Disability Access and Inclusion Plan Outcomes.
- Compliance with Public Sector Standards and Ethical Codes.
- Recordkeeping Plans.

Government Policy Requirements
The report contains information on:
- Substantive Equality.
- Occupational Safety, Health and Injury Management.