

Other financial disclosures

Pricing policies

We have based our fee model on our legislation and Department of Treasury guidelines. Using this model, we invoice agencies and local governments only for financial audits. However, our fees also incorporate a loading to recover one-third of our narrow scope performance audits, the focus of which is on governance and has a strong relevance to financial accountability.

Fees are based on the hours required to undertake each financial audit. Where a contractor conducts the audit on our behalf, we base the fees on the contractor's fees. The model also assumes:

- full recovery of direct costs including salary, superannuation and training
- full recovery of identified overheads with these costs being spread over all financial audit engagements.

Capital works

During 2017-18 we continued our ongoing asset replacement program. Capital projects this year included:

- upgraded LED digital display screens (\$145,500)
- laptop replacement program (\$115,665)
- software projects – completion of the HR system training and development component (\$28,500) and continued development of reporting functionality (\$75,550)
- upgraded portable monitors (\$9,700)
- new scanning equipment (\$6,500).

Staff profile

	At June 2016	At June 2017	At June 2018
Full time permanent	106	107	114
Full time contract	11	14	14
Part time permanent	12	12	17
Part time contract	4	2	1
On secondment into OAG	3	4	4
Total	136	139	150

Table 25: The OAG's staff profile

Staff development

We are committed to the development of our people and have an extensive program that delivered in excess of 9,800 hours of in-house and external training. As the result of our commitment to professional development and staff training we are recognised by CPA Australia and Chartered Accountants Australia and New Zealand. More information on our program is outlined in the Learning and Professional Development section (page 26).

Workers compensation

During the financial year 1 compensation claim was recorded. The claim was in relation to an Occupational Safety and Health incident (page 125). This is an increase on 2016-17, when no compensation claims were recorded.

Governance disclosures

Contracts with senior officers

At the date of reporting, 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 OAG other than normal contracts of employment of service.

Other employment

Under schedule 1, clause 3 of the *Auditor General Act 2006 (AG Act)*, the Auditor General must not, except so far as authorised by law or by resolutions of both Houses of Parliament, hold certain offices, places or positions referred to in the *Constitution Acts Amendment Act 1899*. The schedule also prohibits the Auditor General from engaging in any paid employment outside the duties of the OAG.

At no time while acting as the Auditor General or since my appointment to that office have I engaged in any paid employment outside the duties of my office. I am also a member of the State Records Commission, as authorised by the State Records Act 2000, section 58n(a).

– Caroline Spencer.

At no time while acting as the Auditor General did I engage in any paid employment outside the duties of that office. I was also a member of the State Records Commission, as authorised by the State Records Act 2000, section 58n(a).

– Colin Murphy.

Unauthorised use of credit cards

OAG officers hold corporate credit cards where their functions warrant use of this facility. Despite each cardholder being reminded of their obligations annually under the Office's credit card policy, one employee inadvertently used the corporate credit card for their personal lunch. The matter was not referred for disciplinary action as the Chief Finance Officer noted prompt advice and settlement of the personal use amount, also that the nature of the expenditure was immaterial and characteristic of an honest mistake.

	2018 \$
Aggregate amount of personal use expenditure for the reporting period	11
Aggregate amount of personal use expenditure settled by the due date (within 5 working days)	–
Aggregate amount of personal use expenditure settled by the due date (after 5 working days)	11
Aggregate amount of personal use expenditure outstanding at balance date	–

Table 26: Unauthorised use of credit cards in 2017-18

Board and committee remuneration

The Independent Chair of our Audit and Risk Management Committee is the only OAG committee position that receives remuneration as a consequence of committee membership.

Position	Name	Type of remuneration	Period of membership 2017-18	Gross/actual remuneration 2017-18 financial year*
Independent Chair of the Audit and Risk Management Committee	Des Pearson	Hourly rate	0 [^]	\$0
Independent Chair of the Audit and Risk Management Committee	David Gilchrist	Hourly rate	6 months	\$8,042.50
Total				\$8,042.50

* Remuneration reported excludes travel expenses incurred as per Public Sector Commissioner's Circular 2009-20 – Reimbursement of Travel Expenses for Members of Government Boards and Committees

[^] Mr Pearson commenced as independent Chair on 22 June 2018 and did not receive any remuneration in 2017-18.

Table 27: Remuneration of the OAG Audit and Risk Management Committee Independent Chair

Other legal requirements

Expenditure on advertising

In accordance with section 175ZE of the *Electoral Act 1907*, the OAG incurred the following expenditure in recruitment advertising, conducting surveys and our contribution to the ACAG benchmarking survey.

The total expenditure for 2017-18 was \$54,887.00.

Expenditure was incurred in the following areas (ex-GST):

Expenditure	2017-18 Total	Expenditure	Amount
Recruitment advertising	\$705.00	Adcorp	\$705.00
Surveys	\$54,182.00	Orima	\$54,182.00

Table 28: The OAG's expenditure on advertising

Disability Access and Inclusion Plan

We are now into the second year of our Disability Access and Inclusion Plan (DAIP) 2017-2021. The DAIP outlines our commitment to ensuring that people with disability, their families and carers have:

- ready access to our services, information and facilities
- the same opportunities to obtain and maintain employment with us.

We regularly review our recruitment processes to address any barriers to access and inclusion in employment. For employees with existing or emerging disabilities, we work with them and their health professionals to support their work and contribution to the OAG.

In our annual DAIP progress report to the Disability Services Commission, we reported on 23 strategies across 7 outcomes, all of which have been implemented, and 6 of which rated as highly effective. We also present this information to employees and Executive regularly.

Strategies

Outcome 1	Ensure people with disability have an opportunity to comment on access to services.	Outcome 4	Employee awareness raising of disability, access issues and relevant legislation through regular professional development.
People with disability have the same opportunities as other people to access the services of, and any events organised by the OAG.	Monitor and redevelop an Access and Inclusion Policy to support equitable access to services.	People with disability receive the same level and quality of service from our employees as other people.	Ensure client service skills for people with disability.
	Incorporate DAIP objectives in strategic business planning, budgeting processes, procedures and policies.		Raise new employees awareness of disability, access issues and relevant legislation.
	Ensure employees awareness of our DAIP, relevant policies and strategies.	Outcome 5	Ensure accessibility of OAG's referral system and policy.
	Ensure accessibility to events conducted by, or on behalf of the OAG.	People with disability have the same opportunities as other people to make complaints to the OAG.	Ensure employee capability to support complaints from people with disability.
Outcome 2	Ensure office accessibility is maintained to meet legislative and access standards.		
People with disability have the same opportunities as other people to access the buildings and other facilities of OAG.	Ensure signage is clear and easy to read.		
	Information access options are available.	Outcome 6	
	Parking – close to public transport, parking and taxi stands.	People with disability have the same opportunities as other people to participate in any public consultation we may carry out.	Ensure public consultation processes are available to people with disability, their families and carers.
	Community awareness of information availability in alternative formats upon request.		
Outcome 3	Improve employee awareness of:	Outcome 7	Employment processes are open, transparent and free from bias.
People with disability receive information from OAG in a format that will enable them to access the information as readily as other people are able to access it.	<ul style="list-style-type: none"> • accessible information needs • obtaining information in other formats. 	People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.	Employee needs are assessed and met for episodic and long-term disability.
	Ensure specialist support is available at meetings when requested.		
	Ensure web page design incorporates W3C Web Content Accessibility guidelines.		
	Office receptionists are adequately trained in client service for people with disability.		
	Ensure printed information accessibility for people with disability.		

Table 29: Disability Access and Inclusion Plan 2017-2021

Compliance with public sector standards and ethical codes

Our policies and procedures are designed to meet compliance requirements of public sector standards, public sector code of ethics and public sector standards in human resource management. Our Code of Conduct specifies the standards of employee behaviour considered directly relevant to our unique role and responsibilities. Additionally, our audit employees must adhere to the professional standards required of auditors.

We inform our employees of these standards and requirements at their induction into the Office; publish all documents on our intranet; and present regular information updates for all employees.

Our Human Resources (HR) team provides consultancy and support services in relation to the public sector human resource standards, particularly in recruitment and selection processes, through panel membership, specialist advice and guidance. All applicant correspondence includes details on accessing public sector standards, and all recruitment and appointment processes are independently reviewed to ensure compliance.

There were no breaches of standards lodged in the past year.

Records management

In compliance with the *State Records Act 2000* our Recordkeeping Plan provides an accurate reflection of our recordkeeping systems, disposal programs, policies and procedures. It is currently under review and will be completed by December 2018. The plan acknowledges our responsibility to ensure all employees are aware of their compliance responsibilities and provided with training in these areas.

We run mandatory e-learning courses in Recordkeeping Awareness and instructor-led information management systems training. These courses are now integrated with our HR system making planning for refresher courses more efficient. Once a year, we also run a specialised graduate training program, educating graduates on their recordkeeping responsibilities and how to use our information systems to ensure compliance.

Over the year, our Information Management team received 1,088 internal ServiceDesk requests, which they resolved in a timely manner. We also received and processed 92 new requests for access to our portal from audited entities to download or upload information. By using ServiceDesk we are able to track and report on common issues and implement any required changes to systems. The data also helps us provide focused training sessions, for specific user groups or individuals, on issues or emerging topics.

To complement our formal instructor-led training on recordkeeping requirements, employees have access to interactive online multimedia training presentations, video demonstrations and quick reference guidebooks. Our mix of formal, informal and self-guided training packages has proven to be both effective and appreciated by employees. We regularly review training and support programs to ensure compliance with the *State Records Act 2000*.

Government policy requirements

Occupational safety and health and injury management

Occupational safety and health (OSH) is a priority at all times, in all circumstances. We are committed to providing and maintaining a safe and healthy work environment and are fortunate that our employees work in a low risk environment. We do not take this for granted and all employees receive online OSH training.

We have designated and trained OSH safety officers and all of our practices comply with our legislative responsibilities under the *Occupational Safety and Health Act 1984*, *Workers' Compensation and Injury Management Act 1981* and all policy requirements in Western Australia.

We had 1 OSH incident this year and achieved the target of 80% of managers trained in their OSH responsibilities.

Measure	Actual results		Target
	2015-16 ¹	2017-18 ²	
Number of fatalities	0	0	0
Lost time injury and/or diseases incident rate	0	1	0 or 10% reduction ³
Lost time injury and/or disease severity rate	0	1	0 or 10% reduction ³
Percentage of injured workers returned to work:			
i. within 13 weeks	NA	i. 100%	Greater than or equal to 80%
ii. within 26 weeks			
Percentage of managers trained in occupational safety, health and injury management responsibilities	90%	85%	Greater than or equal to 80%

Table 30: Our OSH performance in 2017-18 against targets

1. This indicator examines a 3-year trend and as such the comparison base is to be 2 years prior to the current reporting period (2015-16).
2. The current reporting year is 2017-18.
3. The reduction may be calculated over a 3-year period.

Statement of commitment

The OAG is committed to ensuring the health and wellbeing of employees, visitors and contractors by providing a safe workplace, eliminating hazards that could result in injury or disease and implementing initiatives to improve employee welfare.

The Office will do this by:

- implementing and maintaining safe systems of work
- undertaking risk management activities to identify, eliminate and/or manage risks in the workplace
- providing and maintaining safe systems for the use, handling, storage and transportation of plant, equipment and hazardous substances
- consulting with employees to enhance the effectiveness of the OSH Management System
- providing all employees with appropriate OSH training, information, instruction and supervision
- providing adequate resources including finances to facilitate our OSH responsibilities
- complying with OSH legislation, regulations and relevant Australian standards.

Accountability

Auditor General

The Auditor General has responsibility for the implementation and review of our OSH policy; delegation of OSH management responsibilities; and the provision and allocation of appropriate resources.

Executive Management

The Executive Management Group has responsibility for ensuring their areas of responsibility are compliant with relevant legislation, regulations, standards and OSH plans and policies.

Assistant Auditor General Business Services will ensure:

- sufficient resources are available to meet the OAG's OSH commitment
- safe systems of work are implemented and used
- OSH issues are addressed as they arise
- OSH consultative and communication mechanisms are established
- appropriate resources are available to meet the OAG's OSH responsibilities
- compliance with relevant OSH legislation regulations and standards
- all employees undertake the required OSH induction training.

Supervisors and managers will:

- ensure work area(s) are without risk to employees' health and safety
- ensure all employees adhere to OSH policies and safe work procedures
- ensure all hazards and incidents are reported in accordance with legislative requirements; and timely corrective actions are implemented
- ensure resources are available to meet the OAG's OSH responsibilities
- ensure their areas of responsibility comply with relevant OSH legislation, regulations and standards.

Employees

All employees are responsible for ensuring their work area is without risk to the health and safety of themselves and others; they complete their work in the safest manner possible; they adhere to OSH policies and procedures; hazards and incidents are reported as they are identified; and they complete all training in OSH as required.

Visitors and contractors

Visitors and contractors to the Office should take reasonable care to protect the safety and health of themselves and others. They should report all accidents and incidents to security or supervisors as soon as possible and in the event of an emergency follow the emergency evacuation procedures.

Contractors are required to comply with all applicable legislation and the Office's OSH policies and procedures; are responsible for taking reasonable care while on our premises and cooperating with actions taken to protect the health and safety of themselves and others.

Strategic goals

Table 31 shows our annual strategic goals, targets and indicative results for OSH and injury management performance.

Outcome	Deliverable	Target	2017-18 Indicative Results*
Systems of work: The Office of the Auditor General will have systems, policies, procedures and practices that ensure the health and well-being of employees, visitors and contractors.			
1. effective OHS System	<ul style="list-style-type: none"> system records incidents and accidents and is fit for purpose 	<ul style="list-style-type: none"> 100% incidents and accidents recorded for analysis 100% incidents and accidents addressed 	<ul style="list-style-type: none"> 100% incidents and accidents were recorded for analysis 100% incidents and accidents were addressed
2. appropriate policies, procedures and plans	<ul style="list-style-type: none"> review policies, procedures and plans 	<ul style="list-style-type: none"> all reviewed biennially + at need 	<ul style="list-style-type: none"> 100% relevant policies, procedures and plans were reviewed as required
Consultation, communication and training: The Office of the Auditor General will involve employees in OSH to ensure mutual commitment and understanding of workplace health and wellbeing.			
3. engaged Office Consultative Committee	<ul style="list-style-type: none"> regular meetings of representative members 	<ul style="list-style-type: none"> quarterly scheduled + at need 	<ul style="list-style-type: none"> quarterly meetings held
4. notifications through regular communication channels	<ul style="list-style-type: none"> PD Day sessions, Intranet announcements 	<ul style="list-style-type: none"> at least quarterly notices 	<ul style="list-style-type: none"> notices published regularly – at least quarterly
5. employee awareness and training	<ul style="list-style-type: none"> OSH Awareness training for employees OSH for supervisors and managers 	<ul style="list-style-type: none"> 100% of employees trained appropriately for role(s) 	<ul style="list-style-type: none"> 80% of employees trained
6. ergonomic employee set-ups	<ul style="list-style-type: none"> better practice ergonomic practices 	<ul style="list-style-type: none"> 100% new employee preventative assessments specialist assessments as required 	<ul style="list-style-type: none"> 100% new employees assessed 49 assessments conducted as intensive one-off
7. visitor and contractor safety	<ul style="list-style-type: none"> visitors and contractors supervised for OSH and managed for evacuations 	<ul style="list-style-type: none"> 100% visitors and contractors supervised for OSH and managed for evacuations 	<ul style="list-style-type: none"> 100% visitors and contractors supervised for OSH and managed for evacuations
Compliance: The Office of the Auditor General will ensure compliance with relevant legislation, regulations and standards.			
8. reporting compliance	<ul style="list-style-type: none"> reporting to ARMC reporting to PSC and PSLR 	<ul style="list-style-type: none"> quarterly ARMC reports bi-annual and annual mandatory reporting 	<ul style="list-style-type: none"> quarterly ARMC reports delivered mandatory reporting delivered
9. safe and hazard free workplace	<ul style="list-style-type: none"> workplace hazard inspections 	<ul style="list-style-type: none"> annual inspections 	<ul style="list-style-type: none"> annual inspection conducted
10. appropriate resourcing	<ul style="list-style-type: none"> assessment and provision of resources 	<ul style="list-style-type: none"> quarterly assessment of and for resourcing 	<ul style="list-style-type: none"> assessment conducted

Table 31: Our annual strategic goals, targets and results for OSH and injury management performance

* Executive approved the OAG OSH and injury management statement of commitment and annual strategic goals in July 2018. However, we are able to provide indicative results against these new goals as we have maintained a long term commitment to OSH and injury management. We will report on these goals annually.