**ANNUAL GOVERNANCE ATTESTATION STATEMENT TEMPLATE FOR HEALTH SERVICE PROVIDER BOARDS**

Background

Health Service Provider (HSP) Boards are required to complete an Annual Governance Attestation Statement as part of good governance practice. Fundamentally, good governance arrangements are essential for an organisation to be able to demonstrate to stakeholders that it can be trusted to do what it is set up to do. Such arrangements assist stakeholders to have confidence that the government agency not only has the competence and expertise required, but that they have also established robust administrative arrangements that enable them to do so efficiently, effectively and ethically.

Completion Instructions

HSP Boards should use the guidance text provided in the ‘Annual Governance Attestation Statement Template*’* (attached)as the basis for completing their Attestation Statement. The Attestation Statement reports retrospectively by financial year.

The Attestation Statement (including any explanatory notes) should be prepared by the Board Chair and tabled at the Board Meeting.

The Attestation Statement is designed to address the key governance principles and elements that are drawn from the WA Public Sector Commission’s overview of good governance for public sector boards and committees. Boards must include within their Attestation Statement all information requested in the template as a minimum. Boards may add information to the Attestation Statement as required. Text requiring insertion is identified as red within the Attestation Statement template.

Where a Board has not implemented or met the requirements identified in the Attestation Statement, a qualification to the Attestation Statement should be made in Section H and the progress made to rectify governance deficiencies identified and remedial action taken should be noted.

Appropriate working papers and records should be maintained to support the content included within the Attestation Statement for audit purposes.

For further information about the content of the Attestation Statement and its completion and submission, please contact the Board Assurance and Support Team, Department of Health at: [BoardSupport@health.wa.gov.au](mailto:BoardSupport@health.wa.gov.au).

**ANNUAL GOVERNANCE ATTESTATION STATEMENT**

***[Health Service Provider]* Board**

The following Attestation Statement was endorsed by the Chair of the *[Health Service Provider]* Board at the Board meeting of *[date]*.

The Board is responsible for ensuring an effective governance framework is in place for *[Health Service Provider]*. This statement sets out board governance practices and controls in operation within the *[Health Service Provider]* for the *[yyyy/yy]* financial year.

A signed copy of this statement was provided to the Minister of Health on *[date]*.

Signed:

*[name]*

BOARD CHAIR Date: *[date]*

The Board has mechanisms in place to gain reasonable assurance that the *[Health Service Provider]* complies with the requirements of relevant legislation, regulations and government policies. The Board has in place compliance management mechanisms to ensure compliance with policy frameworks issued by the Director General.

1. **ROLES AND RESPONSIBILITIES ARE CLEAR AND UNDERSTOOD**

*[Provide a statement attesting to the processes in place to ensure clarity regarding the roles and responsibilities of the Board, individual Board Members, the Chief Executive and the Minister.]*

*[Describe instruments established that describe the responsibilities for the Board collectively and for individual members, conforming to the public sector principles in Part 2 of the Public Sector Management Act 1994.]*

1. **THE BOARD STRUCTURE AND COMPOSITION ENSURES RELEVANT EXPERTISE AND DIVERSITY**

*[Provide a statement attesting that Board Members have the necessary skills, experience and knowledge to enable the Board to collectively fulfil its role.]*

*[Describe mechanisms in place that ensure consideration is given to optimising gender balance and to other forms of diversity relevant to the role and function of the Board and Board Working Groups.]*

1. **THE BOARD HAS STRATEGIC FOCUS**

*[Provide a statement attesting that the Board sets the overall strategic direction of the HSP and monitors performance against the intended outcomes.]*

*[Describe the mechanisms in place which ensure the Board's strategic direction is consistent with the systemwide plans and policy frameworks issued by the Director General.]*

1. **RISKS ARE IDENTIFIED AND MANAGED**

*[Provide a statement attesting that the Board ensures that appropriate systems of risk oversight and internal controls are in place.]*

*[Describe the mechanisms in place which enable the effective identification and management of risk.]*

1. **CONTROL SYSTEMS HAVE INTEGRITY AND SUPPORT ACCOUNTABILITY**

*[Provide a statement attesting that the Board has a system in place to ensure there is a flow of information to the board (and to the HSP) that supports effective policy and coordinated decision making.]*

*[Describe the control systems in place that ensure the Board’s accountability to relevant oversight bodies and to external stakeholders.]*

*[Describe the control system in place to ensure compliance with policy frameworks issued by the Director General.]*

*[Describe the control system in place to ensure effective clinical governance and how the HSP takes responsibility for patient safety and quality of care.]*

*[Describe how the integrity of financial statements and other key reports are safeguarded by the Board.]*

1. **A CULTURE OF RESPONSIBLE AND ETHICAL DECISION MAKING IS PROMOTED.**

*[Provide a statement attesting that the Board, together with the Chief Executive, sets the tone for ethical and responsible decision making throughout the HSP.]*

*[Describe the mechanisms in place which ensure decision making is informed, consistent, balances the requirements of multiple stakeholders and is responsible and ethical.]*

*[Describe how the public interest and the WA Public Sector's Code of Ethics are actively applied as the benchmark for individual conduct and open and accountable governance.]*

1. **THE BOARD OPERATES EFFECTIVELY**

*[Provide a statement attesting that the Board ensures that it manages its business efficiently and effectively, within the limits of the statutory functions and powers of the HSP to enable it to fulfil its role.*

*[Describe the mechanisms in place to ensure the Board undertakes both informal and formal reviews of performance of Board Members on a regular basis and whether an appropriate board succession plan is in place.]*

1. **QUALIFICATION TO ATTESTATION STATEMENT**

*[Use this section to outline any exceptions to the statements made above.]*

**Item:** *e.g.*A.

**Qualification**

*[Provide a brief outline of the qualification.]*

**Progress**

*[Outline any progress made to date.]*

**Remedial Action**

*[Outline any remedial action taken to reduce the associated risk.]*

Signed:

*[name]*

BOARD CHAIR Date: *[date]*