

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA

WESTERN AUSTRALIAN DIVISION INC.

ANNUAL REPORT 2000/01

This report covers the period of 1 July, 2000 to 30 June, 2001. The year was one of continuing services to members and friends of the Institute.

Services to members are organised under the following headings:

- Administration and Finance,
- Promotion, Marketing and Recognition,
- Research, Publication and Public Comment, and,
- Members Services

Because of the heavy workload placed upon Councillors by their employment the challenges of conducting an organisation such as IPAA depends heavily on their ability to meet early in the morning, late in the afternoon or after normal working hours. This support is willingly given and is the reason that IPAA continues to bring important and interesting services to its members.

ADMINISTRATION AND FINANCE

Office Bearers

Councillors are now elected for a two-year period. Therefore, resulting from the election of officers at the Annual General Meeting of 29 November 2000 the Officer Bearers are as listed below.

| | | |
|-----------------|---------------------|--|
| President | Des Pearson | |
| Vice Presidents | Dr Peter Wilkins | Ms Maxine Murray |
| Secretary | Mr Michael Culmsee | |
| Treasurer | Mr Timothy Benjamin | |
| Councillors | Mr Sandy Clarkson | Ms Lyn Genoni |
| | Ms Diane Gilbert | Centrelink (Ms Nicky Kelly) |
| | Ms Val Marsden | Ms Jan Stuart |
| | Mr Roger Watson | Mr Ray Wyatt |
| | Ms Ruth Young | Education Department (Mr John Nicholas) |

Mr Pearson resigned as President on 30 April, 2001 due to other commitments. IPAA was indeed fortunate in co-opting Professor Wally Cox, Edith Cowan University as President until this Annual General Meeting where he is standing for election.

Mr Les Ozsdolay, Centrelink and Ms Marion Seboa, Department of Planning and Infrastructure were co-opted to assist Council.

Messrs Culmsee and Wyatt are not seeking re-election therefore the positions of President, Vice President, Secretary, Treasurer and five Councillors are declared vacant for 2001-2003 for which nominations have been sought.

Membership

Membership at 30 June 2001 was 205, which is the lowest point for some years. This is of serious concern to Council and a number of initiatives are being planned to redress the situation. Details of membership over the past 5 years are presented below.

| Class | 1997 | 1998 | 1999 | 2000 | 2001 |
|-----------|------|------|------|------|------|
| Life | 4 | 5 | 5 | 5 | 5 |
| Corporate | 31 | 28 | 28 | 42 | 36 |
| Ordinary | 204 | 193 | 194 | 194 | 164 |
| Total | 239 | 226 | 227 | 241 | 205 |

Finance

The Statement of Receipts and Payments as at 30 June, 2001 is shown at **Appendix 1**. The statement also details the position as at 30 June 2000 to provide members the chance to examine changes that have occurred. The financial position has improved considerably, mainly because of the success of the IPAA National Conference 2000 and the introduction of a significantly enhanced training program. The Auditor's Report is attached at **Appendix 2**.

PROMOTION, MARKETING AND RECOGNITION

Publications

Publications are still an important method of keeping members aware of issues that affect them and their organisations. Members receive the following publications.

* **The Division Newsletter**

Members receive four editions of the Division Newsletter each year together with one-page fliers advertising Continuing Education Program and other activities. The Newsletter has been a regular service produced by Councillor Val Marsden with input from other Councillors.

* **Australian Journal of Public Administration**

Members receive this Journal as part of their membership subscription and it is the Institute's flagship in keeping members informed about good governance.

* **Canberra Bulletin of Public Administration**

This Journal became optional in 1997 because of rising costs and an endeavour by Council to provide value-for-money services. Currently 74 corporate and ordinary members receive the Bulletin.

WS Lonnie Awards

The WA Division conducts the WS Lonnie Awards for excellence in accountability through annual reporting by public sector agencies. An independent panel chaired by Mr Roger Stubbs and including Professor Elizabeth Harman, Ms Joy Keane, Dr Liz Constable MLA, Maxine Sclanders and Hon Derrick Thomlinson MLC judged the reports.

On Wednesday 27 June, 2001 a prestigious ceremony, chaired by the Division President, Mr Des Pearson, was held in the Grand River Ballroom at the Sheraton Perth Hotel. 19 prizes were presented consisting of 3 gold, 7 silver and 9 bronze awards. The WS Lonnie Trophy was awarded to the Fremantle Port Authority. Five special awards were made highlighting areas of reporting that the Panel considered for particular recognition.

The Division wishes to sincerely thank the Award sponsors, the Office of the Auditor General, the Office of the Public Sector Standards Commissioner, the Parliamentary Commissioner for Administrative Investigations and Edith Cowan University for their generous support. A sincere thanks is also offered to the judges for their considerable time, effort and expertise in judging the annual reports.

A special thanks is offered to Councillors Maxine Murray and Roger Watson for their hard work as Co-Convenors of the Awards.

The list of WS Lonnie Award Winners, including the special category winners, is at **Appendix 3**.

RESEARCH, PUBLICATION AND PUBLIC COMMENT

IPAA Home Page

The IPAA WA Division Home Page is located at **www.wa.ipaa.org.au** and, along with all other Divisions, is established under the National Council umbrella located at **www.ipaa.org.au**. As with most Home Pages, it is under continuous review and improvement. Members and friends are able to access information regarding activities for all IPAA Divisions and the National Council as well as National Conferences, research projects and other activities.

National Council

The Queensland Division manages the operations of the National Council. The existence of National Council is an essential part of the Institute's Australian identity and each Division supports and contributes to the national agenda.

IPAA/Academic Forums

This activity is still high on IPAA priorities but for various reasons it was not possible to organise an event during the year. The focus has been changed to IPAA/Academic rather than CEO/Academic Forums. With the support of Professor Cox and another member the first of these events is planned for March 2002.

MEMBER SERVICES

IPAA National Conference 2000

The major event of 2000/2001 was the National Conference that took place from Wednesday 29 November to Friday 1 December 2000 at the Sheraton Perth Hotel. The Conference, which was two years in the planning, was extremely successful in terms of sponsorship, attendance, speakers and topic. The theme "The Getting of Wisdom: Governance for a New Century" attracted considerable positive comment as did the titles of the sub-themes.

The breakdown of paying participants was as follows:

| | | | | | |
|---------------|-----|----------------|----|-----------------|-----|
| Full | 267 | Academ & Pract | 39 | Hot Topics Full | 103 |
| Thursday only | 32 | Friday only | 22 | Hot Topics Half | 21 |

An additional 44 attended the Conference Dinner and 37, the Garran Oration.

Council gratefully received a net profit of just over \$79,000 for the WA Division.

Continuing Education Program

After sponsoring the Continuing Education Program for 18 months Curtin Business School decided to discontinue its support. Council was concerned about the impact of the loss of sponsorship and the need to start charging an amount to cover the expenses that these events incur. However, the fears turned out to be unfounded as members and friends responded to the interesting range of topics and speakers in large numbers.

During the year a diverse number of topical services were provided. These were:

"The WA Government Intellectual Property Policy 2000" On 27 July, 2000 Dr Sue Meek and Peter van Bruchem described the new Government Policy as providing a sound framework for the public sector to manage and, where appropriate, commercialise its intellectual property assets for the benefit of the State.

“2000 Reid Oration” On 24 August the Premier, Hon Richard Court MLA delivered the Oration at a prestigious function at the John Curtin Centre, Curtin University of Technology. His paper addressed future changes in human resource management in the public sector together with rapid development of new technology.

“Commercial in Confidence” This was a joint function with the Western Australian Chapter of the Australian Institute of Administrative Law. It was a panel presentation with Hon Max Trenorden MLA, Mr Paul Murray, Mr Michael Barker QC and Dr Frank Harman. The event, on 7 September stimulated a lively debate during question time.

“The State Election and its likely outcomes for the public sector” This was a lively and stimulating presentation on 27 February 2001 by Professor David Black and Dr Harry Phillips. It focussed on their views of the electoral promises and policies of the newly installed Gallop Government.

“Machinery of Government - A CEO’s Perspective” This presentation on 24 April by Dr Wally Cox, Executive Director, Department of Conservation and Land Management was a result of the major public sector review implemented by the new Premier. Dr Cox provided observations of likely changes to agencies in light of the possible outcomes of the review that was due to be completed in June 2001.

“Centerlink’s Balanced Scorecard” This was the topic of a very informative and stimulating presentation by Sue Vardon, CEO of Centrelink on 15 May. She described the methods Centrelink employed to ensure targets were being met and directions were maintained. Sue Vardon is also the National President of IPAA.

“The MOG Task Force Report” The incoming Gallop Government appointed Stuart Hicks in March to Chair the Machinery of Government Taskforce. The role of the Taskforce was to review and recommend on the structure of government in the State and to report to Cabinet within 3 months. On 28 June Stuart Hicks addressed globally, the recommendations that the Taskforce put to Cabinet and the implications of the proposed changes for the future of the State Public Sector.

IPAA TRAINING PROGRAM

An initiative to reach a wider audience and to provide a range of services was the re-introduction of the Training Program. IPAA was fortunate to obtain the services, for two days per week, by way of secondment, of Ms Christine Shervington to develop the program from July 2000. A range of courses were organised including the very popular “Writing for Modern Government” and “Facilitating the Consultation Process”. Both courses were held, back-to-back in Karratha and Port Hedland and the writing course was conducted in Albany as a successful venture into providing local training for country agency staff.

A number of other courses were held, including in-house training, where the courses were tailored to meet agency specific requirements. Ms Shervington was replaced by Ms Elizabeth Bredemeyer who continued to expand the training role and successfully developed, in conjunction with specific agency staff, courses looking at the Constitution, Corporate Governance and Legislative Processes. Most courses were limited to 16 participants to enable the facilitators ample time to provide personal instruction.

IPAA 2001-2002

I welcomed the opportunity of serving IPAA as President for the past few months, and, should I be successful in being elected at the Annual General Meeting, serving for the next two years. I have recently left the public service and am enjoying a career change in academia. I have always recognised the important role of IPAA in advancing the study and practice of public administration and look forward to helping the Institute become the State's major player in public sector human resource development.

Also deserving of considerable thanks are three organisations that, by their support and service, have contributed to easing the burden of management on IPAA. Our sincere appreciation goes to the Department of Premier and Cabinet for providing office accommodation and services for our training co-ordinators enabling the efficient development and delivery of the training program. Thanks also to the Department of Training for contributing with the management and expense of Ms Bredemeyer's secondment. Again, our thanks go to the Office of the Auditor General for allowing the Council and sub-committees the regular use of their meeting room throughout the year.

Finally, I encourage all members to make full use of the services your Institute offers. I also challenge you to become more closely involved with the Council. Ideas and support are always welcomed.

May you all enjoy a relaxing Christmas and a prosperous New Year.



**WALLY COX
PRESIDENT**

3 December, 2001

APPENDIX 1

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE, 2001**

| 2000 | | 2001 |
|-------------|---|-------------------|
| 19,016.07 | OPENING BALANCE as at 1 July, 2000 | 26,542.36 |
| | <u>RECEIPTS</u> | |
| 34,711.00 | Members subscriptions | 33,066.00 |
| 599.29 | Bank Interest earned | 17.69 |
| 21,913.00 | Continuing Education Program | 35,112.90 |
| 1,697.00 | Taxi Council of WA | -- |
| 3,230.00 | 1999 WS Lonnie Awards | -- |
| 23,755.00 | 2000 WS Lonnie Awards | 2,070.00 |
| -- | 2001 WS Lonnie Awards | 25,857.00 |
| -- | Training Program | 106,884.00 |
| 3,375.00 | Mailing Recoup | 550.00 |
| -- | 2000 IPAA National Conference | 79,150.79 |
| -- | Australian Tax Office GST Refund | 3,156.00 |
| -- | Miscellaneous | 173.92 |
| 89,280.29 | | 286,038.30 |
| 108,296.36 | TOTAL RECEIPTS | 312,580.66 |
| | <u>LESS PAYMENTS</u> | |
| 5,445.25 | AJPA and Capitation (National Office) | 8,108.95 |
| 5,829.36 | Canberra Bulletin (ACT Division) | 5,106.21 |
| 1,573.98 | IPAA Newsletter | 940.93 |
| 5,471.48 | 1999 WS Lonnie Awards | -- |
| 15,437.38 | 2000 WS Lonnie Awards | 272.28 |
| -- | 2001 WS Lonnie Awards | 1,558.90 |
| -- | 2000 IPAA National Conference | 6,768.64 |
| 200.00 | Student Prize | 200.00 |
| -- | Annual General Meeting | 157.45 |
| 11,031.15 | Continuing Education Program | 12,833.17 |
| -- | Training Program | 79,857.32 |
| 3,296.60 | Printing and Stationery | 3,315.15 |
| 2,168.50 | Telephone/Fax | 3,207.85 |
| 1,876.60 | Computer/Fax and Accessories | 6,314.99 |
| 800.00 | IPAA WA Division Home page | 794.75 |
| 1,299.88 | Bank charges | 3,274.89 |
| 1,049.47 | Postage and Packaging | 858.89 |
| 18,000.00 | Business Manager (Contract) | 28,000.00 |
| 8,000.00 | Honorarium (Secretary and Treasurer) | 8,000.00 |
| -- | Australian Tax Office GST Liability | 2,784.89 |
| 274.35 | Miscellaneous | 365.00 |
| 81,754.00 | TOTAL PAYMENTS | 172,720.26 |
| 26,542.36 | CLOSING BALANCE AT 30 JUNE, 2001 | 139,860.40 |

1 Differences in expenditure and income between 2000 and 2001 were largely the result of conducting the 2000 National Conference and the Training Program.

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA
(WESTERN AUSTRALIAN DIVISION)**

AUDITOR'S REPORT AND FINANCIAL STATEMENT

Independent Audit Report

I have conducted an independent audit of the financial records of the Institute of Public Administration Australia (Western Australian Division) in order to express an opinion on it to the members of the Institute for the year ended 30 June 2001.

No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

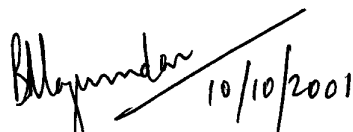
The financial statement has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's reporting requirements under the Institute's constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or any purpose other than that for which it was prepared.

The auditing procedures included examination of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the cash basis of accounting whereby revenue is recorded when it is received, expenses are recorded when they are paid, and no assets or liabilities, other than cash and bank balances, are recorded.

Accounting standards and other professional reporting requirements (UIG Consensus Views) are not applicable to the cash basis of accounting adopted by the Institute.

The audit opinion expressed in this report has been formed on that basis.

In my opinion, the financial report presents fairly in accordance with the requirements of the Institute's constitution in respect of the year ended 30 June 2001, satisfactorily detailing the sources and nature of the income (including income from members) and the nature and purposes of expenditure.

 10/10/2001

**B. MAZUMDAR
HONORARY AUDITOR**

2001 WS Lonnie Awards Winners

WS Lonnie Trophy Fremantle Port Authority

Gold

Disability Services Commission
Fremantle Port Authority
Fisheries Western Australia

Silver

Agriculture Western Australia
Department of Land Administration
Fire and Emergency Services Authority
Government Employees Superannuation Board
Office of the Auditor General
Valuer General's Office
Water and Rivers Commission

Bronze

Department of Minerals and Energy
Edith Cowan University
Gold Corporation
Insurance Commission of WA
Legal Aid Commission
Main Roads Western Australia
Ministry of Justice
Swan River Trust
Western Power

Margaret McAleer Special Commendation

Education Department of Western Australia

Auditor General's Commendation for Accountability and Transparency

Insurance Commission of WA

Commissioner for Public Sector Standards Commendation for Human Resource Management Reporting

Disability Services Commission

Ombudsman's Commendation for Complaint Handling

Office of the Public Advocate

Edith Cowan University Commendation for Corporate Governance

Fire and Emergency Services Authority