

**Institute of Public
Administration
Australia**



**IPAA Western Australia
ANNUAL REPORT**

Year Ending 30 June 2002

2001/2002

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vision, mission, values

Our Vision

To be the leading professional body in public sector management for Western Australia.

Our mission is to

Advance excellence in public sector management by:

- providing quality professional development and training;
- maintaining and developing an active and representative membership base;
- promoting research into and discussion of issues related to public sector management;
- networking and providing opportunities for sharing best practices and knowledge;
- celebrating those individuals and organisations achieving the highest standards of professional practice and service.

Our values are integral to our success.

We value:

- professionalism – professional services and quality products;
- Independence – an independent voice;
- public interest – positive outcomes for the community;
- diversity – active and diverse membership;
- customer focus – strong customer focus both internally and externally.

who we are and what we do

Corporate governance

IPAA is a membership based, not-for-profit organisation governed by an Elected Council comprising a President, two Vice Presidents, Secretary, Treasurer and 10 Councillors. All positions on council are voluntary and Council members are elected for a two-year term. IPAA funds a full-time General Manager and Marketing / Accounts Officer to oversee the development of a continuing professional development program and services to members.

Three Committees oversee key activities for the organisation. These are:

- **Finance**

The Finance and Business Committee advises council on the budget and monthly accounts. In association with the other Committees, it recommends targets for financial plans and budgets and on approval adopts a monitoring and stewardship role on behalf of the Council.

- **Promotion and Membership**

The Promotion and Membership Committee focuses on raising awareness and promoting IPAA to attract new members. It also focuses on membership activities to retain existing members. (Sponsorship, members' events, website, Lonnie Awards and promotional material.)

- **Professional Development**

The Professional Development Committee is responsible for overseeing the annual program of continuing education activities including training, seminars, presentations and workshops. It seeks input from members and other relevant stakeholders where possible and ensures that continuing education activities are topical, relevant and of a high quality.

Our commitment

IPAA is committed to excellence in public sector management. It demonstrates this by:

- Providing quality professional development and training.
- Providing networking opportunities and a forum for sharing knowledge and ideas.
- Promoting research into and discussion of issues related to public sector management.
- Celebrating individuals and organisations achieving the highest standards of professional practice and service.

council 2001/02

President	Professor Wally Cox Faculty of Business & Public Management Edith Cowan University
Vice Presidents	Ms Maxine Murray Commissioner for Public Sector Standards
	Dr Peter Wilkins Office of the Auditor General
Secretary	Ms Diane Gilbert Nyaania Pty Ltd
Treasurer	Mr Tim Benjamin
Councillors	Mr Sandy Clarkson The Chemical Centre Ms Lyn Genoni Department of Premier & Cabinet Ms Nicky Kelly Department of Consumer and Employment Protection Ms Val Marsden Dept of Education Mr Les Ozsdolay Centrelink Ms Marion Seboa Department of Training Ms Jan Stuart University of Western Australia Mr Roger Watson Office of the State Ombudsman Ms Ruth Young Dept of the Premier & Cabinet Mr John Nicholas Dept of Education
Co-opted	Dr Garrick Stanley Dept of Justice Ms Susan Kurtjak Australian Public Service Commission Ms Rosemary Seneviratne Department of Consumer and Employment Protection

our staff

A General Manager was appointed in July 2001 and Marketing / Accounts Officer was appointed in March 2002, giving us greater capacity to deliver more to our members.



Fiona Robinson
General Manager



Andrea Wilson
Marketing / Accounts
Officer

national fellows

The IPAA Fellow is the highest national award bestowed in recognition of an individual's outstanding contribution to the study or practice of public administration as well as to IPAA. Recipients of this prestigious award are entitled to use the Post Nominal FIPAA. We are proud to acknowledge our award winners from Western Australia:

1983

Digby Blight
Brian Burgess
Gordon Reid
Ronald Robertson

1984

Robert MacKenzie

1989

Alan Peachment
Michael Wood

1992

Martin Forrest
Allan Skinner

1995

Elizabeth Harman

1998

Chris Whitaker

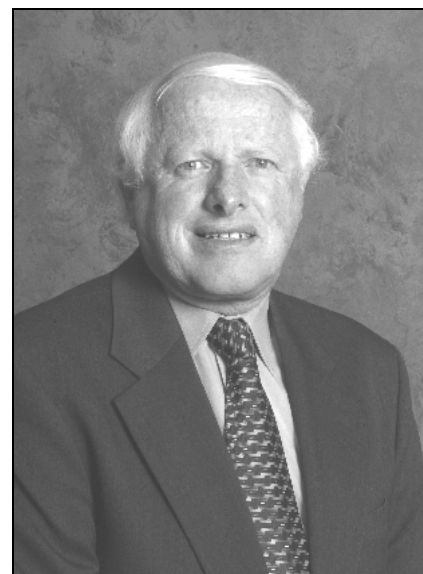
2002

Des Pearson
Frank Harman

president's report

The past year has seen a push in providing more benefits to our members in accordance with our objectives, which are to:

- provide relevant and appropriate services and benefits to members.
- raise the profile of the Institute and ensure 'IPAA' is a name that is recognised and valued.
- strengthen the leadership role of the Institute and have an independent public voice.
- attract and retain a representative membership base.
- provide networking opportunities for sharing best practices and knowledge.
- promote a positive image of the public sector.



*Professor Wally Cox
IPAA President
WA Division*

We have particularly focused on increasing membership and attracting members from all three tiers of government as well as academia and the private sector. I am pleased to report membership has increased since last financial year from 205 to 277 members and this trend is expected to continue into 2002/03.

In order to boost our professional development opportunities and services to members a General Manager and Marketing / Accounts Officer were appointed in Feb 2002. This was in accordance with our newly developed business plan, which led to Council investing in increased resources to further develop and refocus our professional development activities. We have also created three Committees Finance, Promotion and Membership and Professional Development which are charged with overseeing IPAA activities.

This reorganisation of corporate services has been a major transition for IPAA and we are confident this will improve services to members and lift our profile.

The financial position of IPAA WA is sound and we anticipate significant growth in 2002/03. Some of the function highlights for members over the past year have included; 'Beyond Silos: National Research Project Seminar' by Dr Tricia Szirom, reporting on IPAA's National Research Project; 'The Australasian Policing Response to Electronic Crime' by Police Commissioner Barry Matthews, 'Rejuvenating a Valued Public Sector' by the Hon Premier Dr Geoff Gallop and 'Implications of Changing Industrial Relations on Public Sector Employment' by the Hon John Kobelke, Minister for Consumer and Employment Protection.

We have also successfully undertaken joint professional development sessions which we see as a positive opportunity to extend the range of activities available to members and educate wider groups about IPAA's activities.

We are committed to providing value for money to our members and providing discount to members at all of our activities and with the introduction of our twilight networking series early next year we will provide opportunities for individual members to attend quality events and network free of charge.

Challenges ahead for the coming year include:

- The development of a new Committee for young professionals that seeks to provide a different level of access to membership benefits with the opportunity to share ideas, design, develop and implement a range of activities to specifically suit their needs.
- The continuation of a relevant, interesting and sought-after program of functions for our members.
- Development of a CEO forum providing the opportunity for debate and discussion.
- Attracting corporate sponsors to support the continued development of IPAA services to members.

Behind IPAA there is a committed team who are vital to our success. I wish to thank our staff Fiona Robinson and Andrea Wilson for driving our professional development services. My thanks to Peter Wilkins and Maxine Murray for their continued support as Vice Presidents. Also to our Treasurer Tim Benjamin and Secretary Diane Gilbert whose dedication is very much appreciated. Importantly, thanks to our councillors for the energy and enthusiasm they have brought to our activities.



Professor Wally Cox
IPAA President
WA Division



promotion and membership services committee

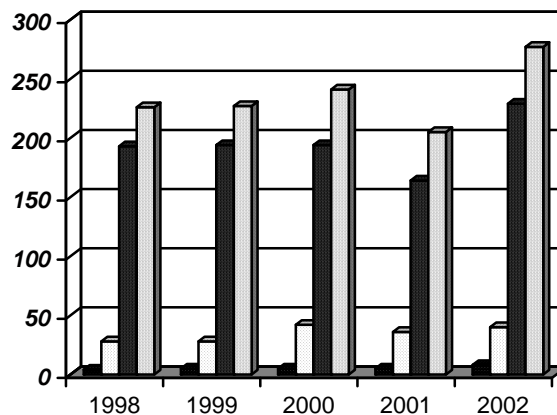
*Dr Peter Wilkins
Vice President
Chair of Promotion & Membership
Committee*

The year in review

Throughout the past year the committee has focused on stimulating membership participation and increasing our membership base by:

- providing free activities and networking opportunities to individual members and discounted prices for our corporate members;
- promoting membership at all IPAA events;
- councillors actively encouraging membership through internal networks;
- undertaking a membership drive targeting State Government Chief Executive Officers and Senior Management;
- instigating a promotional offer in April 2002 offering 3 months free membership if you join now;
- introducing a new layer of affordable membership for corporate organisations with 100 or less staff;
- introducing a 'buddy system' to welcome and to encourage new members to participate in upcoming functions.

Membership Statistics



■ Life	4	5	5	5	8
□ Corporate	28	28	42	36	40
■ Ordinary	193	194	194	164	229
□ Total	226	227	241	205	277

The membership drive and promotional offer proved most successful with membership increasing from 205 last financial year to 277. We have also received anecdotal feedback that the buddy system has been most successful with members appreciating the personal touch. We are pleased we have been able to increase membership and will continue efforts in 2002/03.

IPAA News

Our quarterly magazine, Australian Journal of Public Administration and Canberra Bulletin of Public Administration continued to provide timely and informative coverage of issues and events in public administration.

During the last financial year, IPAA News explored topical public sector issues and developments. Also featured were member functions along with professional development opportunities and member profiles.

An editorial team was established to assist Val Marsden (Department of Education) current editor of IPAA News. Our support team comprises of Les Oszdolay (Centrelink) and Diane Gilbert (Nyaania Pty Ltd). The team is committed to ensuring that *IPAA News* continues exploring possible innovations in content and style.

National Council Research Project 'Working Together – Integrated Governance'

March 2002 saw the successful completion of Working Together –Integrated Governance research project, the project was undertaken by Success Works and overseen by members of the IPAA National Research Project Reference Group. Special thanks goes to Diane Gilbert, Secretary IPAA WA in providing valued comments.

The project explores the range of relationships between governments, within governments and between governments and non government sectors in policy development and service delivery through six case studies based in WA, QLD, VIC, NSW, SA and the ACT.

Awards and Prizes

Each year we present the W.S. Lonnie Awards for excellence in annual reporting for organisations in the Western Australian State public sector. The awards tie in directly with IPAA's goal of celebrating and recognising best practice in the public sector.

This year we separated the two types of government organisations to create a more level playing field. Two Awards categories were developed: one for the general government sector organisations and the other for financial corporations. Gold, silver and bronze awards were awarded in both categories. New trophies were named in honour of two outstanding former public servants. The Allan Skinner Trophy was awarded to the winner of the general government sector which was the Department of Fisheries and the Margaret Nadebaum Trophy to the winner of the financial sector being the Gold Corporation. The Department of Fisheries was the overall winner and was awarded the W.S. Lonnie Award for Excellence.

Student Prizes

We are pleased to reward and encourage students who are studying in the field of public sector management. Prizes to the value of \$250 were awarded to Mr Kingsley Dunstan at Edith Cowan University and Mr Robert Tauru Hiini at Murdoch University.

Peter Wilkins

VICE PRESIDENT

CHAIR OF PROMOTION & MEMBERSHIP



professional development committee

*Maxine Murray
Vice President
Chair of Professional Development
Committee*

The year in review

Throughout the past year the committee has been committed to providing topical and relevant professional development opportunities on issues specific to public sector administration, management and reform. As previously mentioned of particular importance to the Professional Development Program has been the commitment of IPAA to invest in additional resources, giving us greater capacity to deliver more to our members.

We have also successfully undertaken joint professional development sessions which we see as a positive opportunity to extend the range of activities available to members and educate wider groups about IPAA's activities. In particular we have undertaken joint activities with the University of Western Australia for the Reid Oration, the Australasian Evaluation Society on 'New Directions in Government-wide Planning and Evaluation: Community benchmarks and the Triple Bottom Line' and the Department of Premier & Cabinet, Citizens and Civics Unit on 'Consulting Citizens – A Sound Investment'. We also commenced a New Technology Awareness breakfast seminar in partnership with the Department of Industry and Technology intended to create awareness of the legislation, policies, standards and guidelines relating to new technologies in information and communications.

We work closely with the Promotion and Membership Committee to ensure we are providing a wide range of events to suit members' different needs including breakfasts, seminars, specific skills training and networking events at affordable prices. We are extremely pleased with the increase in services to members and are confident this will continue into 2002/03.

Summary of Professional Development Activities

The Australasian Policing Response to Electronic Crime

*By Police Commissioner Barry Matthews
– 24 July 2001*

Barry Matthews outlined the nature of the technology environment and the e-crime problem in Australia and New Zealand. He also addressed the Australasian policing response and the challenge e-crime provides as a growing global economic threat that impacts widely across all levels of society.

Dancing on a Moving Carpet – Managing Transition

by Marie Finlay

- 8 August 2001

Explored how best to manage transitions, it was particularly relevant as a number of public sector managers who are involved in agency amalgamations need to consider 'values fit', the integration of staff from smaller agencies and competition for resources. This presentation discussed the stages of transition and some management strategies for each.

New Directions in Government-wide Planning and Evaluation: Community benchmarks and the Triple Bottom Line

by Michael Salvaris and Kate Kent

- 7 September 2001 (In partnership with the Australasian Evaluation Society)

This seminar addressed specific benchmarking of government service delivery as well as considering broader issues such as: how we can improve integrated, long-term, government-wide planning, developing better measures of community wellbeing and progress, incorporating them as outcome goals for government and involving the community in identifying these goals and measures.

Rejuvenating a Valued Public Sector

by the Hon Premier Dr Geoff Gallop MLA

- 14 September 2001

The Premier provided his vision for a rejuvenated, valued public service to deliver the government's commitment to better services to Western Australians. He shared his views on how best to tackle the key challenges to enable the WA public sector to take a central and ongoing role in delivering the Government's policy agenda.

The Reid Oration - Meetings, Parliament and Civil Society

by Dr Judith Brett, La Trobe University

- 11 October 2001 (In partnership with the University of Western Australia)

Dr Brett's lecture discussed the changing relationship between the deliberative procedures of the Parliament and those of the meetings of civil society. Dr Brett suggested that recent changes in the location and the procedures of meetings (from civic life to work places, and from formal to more informal procedures) provide one explanation for the current alienation of Australians from the formal adversarial structures of the Parliament and the political process.

Corporate Services Reform

by Gary Stainton, General Manager, NSW Central Corporate Services Unit (CCSU)

- 22 October 2001

Gary Stainton shared his experiences of the NSW Corporate Services Reform initiatives, which began in the mid 1990s. He spoke about the achievements of the CCSU in reducing the cost of corporate services, increasing economies of scale and improving the quality of services. He also discussed the participation of the CCSU in a Global Benchmarking Project and the performance benchmarks, which helps CCSU demonstrate its benefits to clients.

Implications of Changing Industrial Relations on Public Sector Employment

by the Hon John Kobelke, Minister for Consumer and Employment Protection

- 21 November 2001

The Minister for Consumer and Employment Protection, the Hon John Kobelke discussed plans to re-invigorate the notion of a career public service and improved security of employment for government workers. He discussed how the Gallop Government would work

towards establishing fair and equitable pay and conditions of employment for all occupational groups in the public sector.

Government Record Keeping and the Public Interest

*by Chris Coggin, Director State Records Office
– 26 March 2002*

Chris Coggin provided an overview of the WA's new *State Records Act* and how it provides a framework for the proper management and care of Government records. In addition to the accountability aspects of such legislation, Chris addressed the community's expectations for records of research and heritage value to be preserved, and for access to those records to be facilitated through the new legislation.

Consulting Citizens A Sound Investment facilitated

*by Dr Janette Hartz-Karp
– 24th April 2002 (in partnership with the Dept of Premier & Cabinet, Citizens & Civics Unit)*

The workshop explored how community consultation to assist policy or service development is becoming standard in the public sector. It also emphasised that engaging communities in consultation and participation processes is 'good business' which can lead to community ownership of outcomes and community strengthening. The workshop further considered how effective consultation has become increasingly difficult and how in such an environment it is crucial to maximise the success of consultation. This was explored through an overview of recent consultation initiatives and also a panel discussion on the issues and finally an open forum.

Beyond Silos: More Dynamic & Flexible Approaches to Integrated Governance

*by Dr Tricia Szirom
-- 14th May 2001*

Dr Tricia Szirom led the Success Works team who completed the IPAA national research project, Working Together – Integrated Governance. For the first time case studies from around Australia, and a review of international experience, document the forms of integration taking place within Australian governments. Dr Szirom identified the key features that emerged from the case studies and considered the effectiveness of service delivery and integration via partnerships agreements and joined-up government.

Electronic Transactions Bill Breakfast / Seminar

*by the Attorney General, Minister for Justice and Legal Affairs, the Hon Jim McGinty;
Department of Justice CEO, Alan Piper; Software Engineering (WA) Ltd CEO Stuart Hope;
and ECU Senior Lecturer Arthur Wilson
– 19 June 2002 (in partnerships with the Department of Industry and Technology)*

Attorney General, Minister for Justice and Legal Affairs, the Hon Jim McGinty spoke on the importance and impact of this legislation for the State. Chief Executive Officer, Department of Justice, Alan Piper provided an overview of the Bill and its impact on the public sector in Western Australia. At the seminar key speakers Mr Stuart Hope, CEO of Software Engineering (WA) Ltd gave an industry perspective on how e-transactions are working, cost benefits, and how government and business can do things better. Mr Arthur Wilson, Senior Lecturer, School of Computer and Information Science at Edith Cowan University spoke about the opportunities and risks in relation to this legislation.

Training

IPAA also continued to provide specific skills development in the area of public sector management. Courses included:

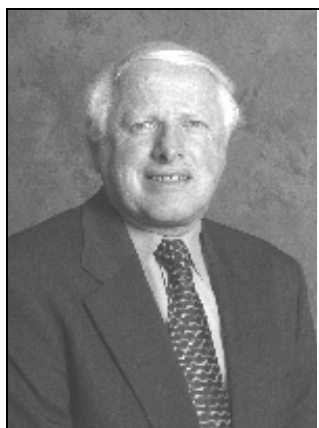
- Introduction to the Constitution and Government
- Getting a grip on time
- Writing Ministerials
- Report Writing
- Writing for Modern Government
- Attract and Select the Right People – recruitment techniques that fit the job and your organization
- Corporate Governance for Advisory Boards
- Complying with Confidence
- Innovative Recruitment
- Performance Management
- Facilitation Skills
- Consulting Citizens – A Sound Investment
- Legislative Seminar
- Making the shift to Public Sector Management
- Introduction to Public Policy
- Current issues in Accountability

Maxine Murray

VICE PRESIDENT

CHAIR OF PROFESSIONAL DEVELOPMENT COMMITTEE

finance committee



*Professor Wally Cox
President & Chair of
Finance Committee*

The year in review

The Committee focuses on ensuring the sound financial management of IPAA. A major consideration for the Finance Committee this year was the investment in additional resources, which increased our expenditure. We were mindful that there may be some lag time to establish services and products to generate the required income. We are pleased to report that as a result of increased services our income increased to support this development.

The Profit and Loss Statement is prepared on a cash basis and indicates a loss of \$20,505.18 in 2001/2002. This is largely due to timing of expenditure and income. The balance sheet shows net assets of \$115,095.08.

The Committee has agreed to the introduction of accrual accounting for 2003/2004 and is also considering adopting on-line payments to streamline our processes.

The Committee thanks Tim Benjamin, the Treasurer, for his thorough approach to presenting Monthly and Annual Accounts.

Professor Wally Cox
PRESIDENT
CHAIR OF FINANCE COMMITTEE



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