





Institute of Public
Administration Australia
WA Division

ANNUAL REPORT

2004 - 2005

ADVANCING EXCELLENCE
IN THE PUBLIC SECTOR

2004 - 2005



Institute of Public Administration Australia (IPAA) WA Division Annual Report 2004 - 2005

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President's Message



BUILDING ON SUCCESS in our 60th year in Western Australia

Dr Wally Cox
President, IPAA WA

IPAA WA has had another outstanding year in 2004-2005. Building on last year's results, we have achieved further significant growth in all key areas. I congratulate all involved in this success.

Over the last 12 months:

- total membership has grown 22 per cent to 528
- corporate membership has increased by 40 per cent to 70
- the proportion of individual members who are young professionals has grown to almost 22 per cent
- over 8300 people attended our events - an increase of 66 per cent
- our 123 events is an increase of 30 per cent
- a record 113 speakers presented in our seminar program
- a record 83 training courses were held - an increase of 25 per cent

Many activities took place in 2004-2005. To name a few: with the assistance of many of our members, we made a substantial submission to the Government's review of the public sector; the oral history project was completed; a survey of members was completed, the results of which are being used to help the Council improve our programs and services; and, as part of our 60th year activities, the history of IPAA WA was commissioned. During the first half of 2005, IPAA WA Council began developing a new strategic plan to take us into the next five years.

Thank you to my fellow Councillors, the chairs and members of our committees, and our young professionals. Thanks also to our Honorary Treasurer, and to the General Manager and staff of the Business Office for driving the strategic directions set by Council. A dynamic organisation like IPAA WA is benefited by the involvement of many people.

From humble beginnings in 1945 we are now looking forward to a very bright future in this State.

A handwritten signature in black ink, appearing to read 'Wally Cox', written in a cursive style.

DR WALLY COX
PRESIDENT, IPAA WA

About IPAA WA

OUR VISION

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

OUR MISSION

To advance excellence in the public sector 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;
- providing networking opportunities and a forum for sharing best practice, knowledge and ideas; and
- recognising individuals and organisations achieving the highest standards of professional practice and service.

OUR VALUES

Values are the key 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; and
- customer focus - strong customer focus both internally and externally.

OUR OBJECTIVES

Our objectives 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; and
- promote a positive image of the public sector.

CORPORATE GOVERNANCE

IPAA WA is a membership-based, not-for-profit organisation governed by an elected Council comprising a President, two Vice Presidents, Secretary, Treasurer, ten elected Councillors and several co-opted Councillors. All positions on Council are voluntary and Council members are elected for a two-year term.

As at 30 June 2005, IPAA WA funds a Business Office led by the General Manager. Full-time operational staff are a Senior Professional Development Officer; Events Coordinator; Training Officer; Membership, Marketing & Public Relations Officer; Accounts & Office Administrator; and a part-time Training & Events Assistant.

Four committees oversee key activities of IPAA WA: Finance & Business, Promotion & Membership Services, Professional Development, and Young Professionals.

IPAA WA Council 2004 - 2005

President	Dr Wally J Cox Chairman, Environmental Protection Authority
Vice Presidents	Ms Deirdre O'Donnell Parliamentary Commissioner for Administrative Investigations (Ombudsman)
	A/Professor Christopher Williams John Curtin Institute of Public Policy, Curtin University of Technology
Secretary	Ms Val Marsden (to December 2004) Department of Education and Training
	Ms Robyn Timms (from January 2005) Department of Health
Treasurer	Mr Tim Benjamin Benjamin and Associates
Councillors	Professor Lynn Allen (from December 2004) Curtin Business School
	Dr Chris Berry (to December 2004) WA Local Government Grants Commission
	Mr Sandy Clarkson Chemistry Centre
	Ms Lyn Genoni Department of the Premier and Cabinet
	Ms Susan Kurtjak Australian Public Service Commission
	Ms Sue McCarrey (from December 2004) Public Transport Authority
	Dr Jim Rhoads Curtin University
	Ms Marion Seboa Department of Education and Training
	Dr Garrick Stanley Department of Justice
	Ms Jan Stuart The University of Western Australia
	Ms Ruth Young Department of the Premier and Cabinet

Co-opted

Ms Diane Gilbert
Nyaania Pty Ltd

Mr Shayne Sherman
Department of Education and Training

Mr Joe Calleja (from December 2004)
The Richmond Fellowship of WA

Mr Robert Delane (from December 2004)
Department of Agriculture

Mr Cliff Gillam (from December 2004)
Public Transport Authority

Ms Colma Keating (from December 2004)
Dinkum Results

Ms Kiran Ranbir (from December 2004)
Small Business Development Corporation

Ms Tania Lawrence (to December 2004)
Department of the Premier and Cabinet



Ms Deirdre O'Donnell



Dr Wally Cox

General Manager's Report



Both for our valued members and the wider public sector, IPAA WA seeks to provide a broad range of relevant, topical and interesting awareness seminars and practical skills training appropriate to the public sector. This is the primary role of the IPAA WA Business Office.

This year has been the busiest on record for the Business Office. More members and more events have generated new peaks of activity for our staff. At one point (in August 2004) we held more than 1000 registrations in advance for advertised seminars and training courses. Such is the growing interest in IPAA WA activities.

June Waters
General Manager, IPAA WA

During the year our staff complement has again changed and expanded. It has been continually demanding to train new staff and ensure that each job is understudied by another officer to provide backup and support. Workflow processes have been frequently reviewed and updated as the various jobs have evolved to keep pace with growing needs. Fortunately, we have been able to attract motivated staff with innovative ideas who thrive on activity and the constant challenge of multiple concurrent deadlines.

In early September 2004, Fiona Robinson moved on from her part-time role as Marketing Manager to a position in the Department of the Premier and Cabinet. At that time, part-time Events Assistant Leah Timmins also left us and was replaced by Lauryn Baxter. In late September Lorraine Telfer was employed as Senior Professional Development Officer but three weeks later found a higher level position elsewhere. In December 2004 Christine Duckham joined us in this role.

During March-May 2005 we restructured the Business Office to separate the accounts, office administration and reception functions from the events operational and membership functions. Two new full-time positions were created: Brie Treasure was employed as Accounts and Administration Officer and Steven Waters as Membership, Marketing and Public Relations Officer. Events Officer Jodie Sarginson moved on to a similar role outside the public sector. Sharon White was promoted into the position of Events Coordinator, and Alicia Rinaldi to Training Officer.

The Business Office team continues to work hard to provide the best service possible to IPAA WA members, Council, and our wider public sector audience. The staff deserve high praise for their efforts and dedication to customer service and professionalism. Leading such a cooperative team is a pleasure and I am often rewarded, but not surprised, by their unflagging good humour and spirit.

I extend my appreciation to President Dr Wally Cox, the IPAA WA Council and the Committee Chairs for the support they provide to me. In particular I thank Honorary Treasurer Tim Benjamin for his advice and encouragement during this very busy year.

A handwritten signature in black ink, appearing to read 'J Waters', written in a cursive style.

JUNE WATERS
GENERAL MANAGER, IPAA WA

IPAA WA Staff as at 30 June 2005

Full-time

Ms June Waters
General Manager

Ms Christine Duckham
Senior Professional Development Officer

Ms Sharon White
Events Coordinator

Ms Alicia Rinaldi
Training Officer

Mr Steven Waters
Membership, Marketing & Public Relations Officer

Ms Brie Treasure
Accounts & Office Administrator

Part-time

Ms Lauren Baxter
Training & Events Assistant



Jodie Sarginson

Sharon White

Brie Treasure

Alicia Rinaldi

Steven Waters

Christine Duckham

Lauryn Baxter

Staff roles - see General Manager's Report

Professional Development



ROLE

The Professional Development (PD) Committee is responsible for overseeing the annual program of continuing education activities, including training, seminars, presentations and workshops.

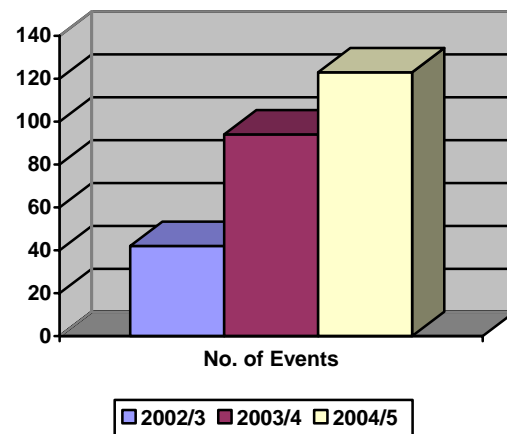
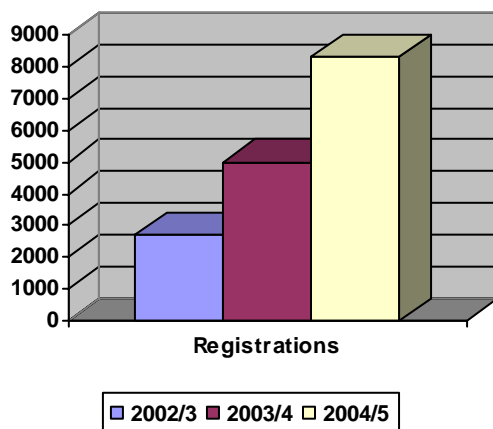
It seeks input from members and other relevant stakeholders where possible and ensures that continuing education activities are topical, relevant and of a high quality.

Deirdre O'Donnell
Chair, Professional Development Committee

ACHIEVEMENTS

There has been continuing strong demand for IPAA WA professional development activities this year.

A record number of 8335 people registered for our 123 events and activities, building on last year's 5012 registrations for 94 events, and the previous year's 2688 for 42 events (see charts below). We believe that this continuing growth in registrations reflects a corresponding increase in IPAA's profile in WA.



Almost two-thirds of all participant registrations for IPAA WA training courses and seminars (excluding member events) were individual or corporate members, evidence that our program continues to be of value and relevance to them.

The revenue derived from the professional development program is significant this year - refer to the Finance & Business Committee report.



SEMINAR PROGRAM

In 2004-2005, IPAA WA provided a stimulating program with diverse formats on a range of topics of interest to the public sector. Feedback from participants continues to be positive.

This year the Business Office developed and organised:

- three breakfast seminars;
- nine breakfast seminars with the option of an additional half-day seminar;
- one breakfast seminar with the option of an additional half-day seminar, and an afternoon tutorial;
- four half-day seminars;
- one two-hour forum; and
- ten forums in our 'Public Sector Legal Briefs' series.

This year we identified and secured 113 (cf last year 63) speakers in the seminar program, including four (cf 1) from overseas and ten (cf 6) from interstate. In addition, there were 26 panellists who contributed in these seminars. Speakers included representatives from all tiers of government, academia, community organisations, law and accounting firms, and other professional bodies. We thank all our speakers and are especially grateful to the many senior government officers who contribute in this way to IPAA WA's professional development program.

IPAA WA continued to partner with other organisations for many of our major awareness seminars and forums. We thank our partners this year who included:

- Australasian Evaluation Society
- Australian Public Service Commission
- Citizens & Civics Unit, Department of the Premier & Cabinet
- Corrs Chambers Westgarth Lawyers
- Department of Indigenous Affairs
- Department of Environment
- Equal Opportunity Commission
- Indigenous Community Volunteers
- IPAA NSW Division
- Office of Equal Employment Opportunity
- Office of Multicultural Interests
- Office of Women's Policy
- The University of Western Australia

Topics for our awareness seminars this year included human resource management, public policy, leadership, community consultation, project management, racism and equality, risk management, volunteering with Indigenous communities, gender-based analysis, contracting, government-business relationships, sustainable behaviour, workforce of the future, corruption and crime, and workplace mobbing.

We partnered with Corrs Chambers Westgarth Lawyers to hold a series of ten seminars titled *Public Sector Legal Briefs*. The series proved to be very popular with almost 1000 registrations, covering legal and regulatory developments affecting the public sector. Topics included government tendering and contracting, functional reviews, memoranda of understanding, service level agreements, performance management, observing natural justice, public sector governance, administrative law and confidentiality. We will continue to partner with Corrs Chambers Westgarth Lawyers in the next year for a new series of seminars of relevance to the public sector.

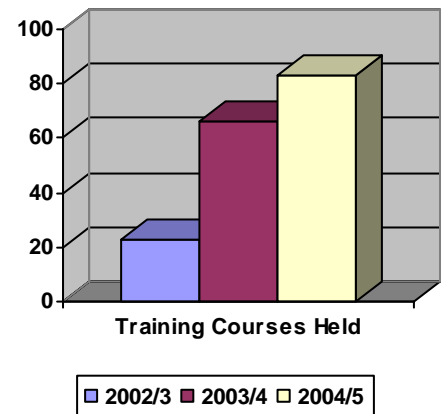
A more detailed summary of our 2004 - 2005 seminar program is at the end of the Professional Development report.

TRAINING PROGRAM

IPAA WA's value-for-money, small-group skills training course program continued to expand in response to feedback, with new topics of relevance to public administration and many more course dates offered to meet the increased demand.

The training program continues to fund a significant proportion of our activities.

The chart to the right shows the growth in the number of training courses held over the past three years, from 23 in 2002/2003, 66 in 2003/2004, to 83 in 2004/2005.



This year, 1573 people registered for 83 courses, of which 39 (47%) were fully booked. Only 10% of courses were held with fewer than optimum numbers (less than 80% full).

Overall participant satisfaction rating was 'very good' to 'excellent'; with 99% saying that they would recommend IPAA WA courses to others.

In June 2005 we greatly improved the design of the program flyers to communicate course aims, outcomes and content in a better manner. Feedback has been positive and we intend to further develop and improve our marketing materials in this way.

The General Manager worked with existing IPAA WA training course facilitators to develop new courses and also identified new facilitators to contribute to our program. Twelve facilitators presented the following 27 topics:

- Advanced Report Writing
- Developing a Policy Framework
- Effective Networking #1
- Skills Set & Process
- Effective Networking #2
- Advanced Techniques
- Effective Oral Communication Skills
- Essential Grammar, Spelling & Punctuation
- Facilitating Effective Meetings
- Financial Statements in the Public Sector
- Gender Analysis - improve services, programs & policies (with the Office for Women's Policy)
- How to Produce Newsletters & Bulletins
- How to Structure an Oral Presentation
- Inside Government: The Legislative Framework
- Introduction to Policy Work
- Key Performance Indicators & Agency Reporting
- Producing Corporate Publications
- Public Sector Policy Development
- Rapid Fire Project Management
- Report Writing
- The Budget Process, Cycle & Preparation
- Writing a Supporting Case
- Writing an Award Winning Annual Report
- Writing for the Ear
- Writing for the Online Environment
- Writing Ministerial Briefings
- Writing Ministerial Letters
- Writing Policy Documents
- Writing Skills for Modern Government



OTHER EVENTS

Elsewhere in this Report are details of the following events organised by the Business Office:

- three member functions in our *Twilight* seminar series;
- three member functions in our *Public Sector Fellow* seminar series;
- Members' Christmas Party (held with the Annual General Meeting);
- three events for young professionals;
- Annual WS Lonnie Awards ceremony and dinner; and
- Annual Reid Oration, in partnership with The University of Western Australia.

OUTLOOK

We negotiated two new series of forums, to commence after July 2005:

- in partnership with the John Curtin Institute of Public Policy at Curtin University of Technology; and
- in collaboration with KPMG.

This year we reached new peaks in the professional development program's revenue and participant numbers. To achieve a further significant increase in these figures, it has been agreed by Council that we will need to move from our current single-event, events management software system to an integrated system, as described in the Finance & Business report.

ACKNOWLEDGEMENTS

My thanks go to the Professional Development Committee members who meet each month to review the comprehensive program produced by our General Manager, June Waters. June and her team in the Business Office continue to provide an efficient service and we thank them for their efforts and achievements this year. The continuing growth and relevance of the professional development program augers well for the sustained strength of IPAA in Western Australia.

DEIRDRE O'DONNELL
CHAIR, PROFESSIONAL DEVELOPMENT COMMITTEE

Seminar Program 2004 - 2005

Date	Title of Event
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17/08/04	Emerging Issues in Human Resource Management Breakfast & Half-Day Seminar
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Partner for the Breakfast: Australian Public Service Commission

Hosted by Dr Wally Cox, President, IPAA WA; and Susan Kurtjak, Regional Director, Australian Public Service Commission

Breakfast Speaker: Hon Jeff Kennett, former Victorian Premier and Chairman, *'beyondblue'*: 'Public Servants Under Pressure';
Seminar Speakers: Geoff Hay, Assistant Director General, Public Sector Management Division, Department of the Premier and Cabinet;
Grahame Searle, Chief Executive Officer, Department of Land Information; Reece Waldock, Chief Executive Officer, Public Transport Authority; Dr Jim Limerick, Director General, Department of Industry and Resources; Alan Nankervis, Associate Professor, School of Management, Curtin University of Technology; Dr Ruth Shean, Director General, Disability Services Commission

25/08/04	Evaluating Public Policy Half-Day Seminar
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Partner: Australasian Evaluation Society

Hosted by Rosemary Cant, WA State Coordinator, Australasian Evaluation Society

Speakers: Peter Homel, Australian Institute of Criminology; Brian English, Associate Professor, Edith Cowan University;
Gary Newcombe, Director Policy and Education, Consumer Protection, Department of Consumer and Employment Protection;
Iain Cameron, Executive Director, Office of Road Safety, Department of the Premier and Cabinet

05/11/04	The Discovery Phase - Community Consultation Workshop
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Partner: Citizens & Civics Unit, Department of the Premier & Cabinet

Hosted by Dr Christina Gillgren, Director Citizens & Civics Unit, Department of the Premier and Cabinet; Facilitated by Janice Dudley

Speakers: Antony Missikos, Community and Stakeholder Relationships Manager, Roe 7 Alliance, Main Roads WA; Anne Donaldson, Director Communities First, South West Area Health Service; Rhonda Hardy, Manager, Strategic and Sustainability Development, City of Joondalup

23/11/04	Risk Management in Government Breakfast, Half-Day Seminar & Afternoon Tutorial
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Hosted by Dr Wally Cox, President, IPAA WA; and Christopher Williams, Vice President, IPAA WA

Breakfast Speaker: Karl O'Callaghan, Commissioner of Police, Western Australian Police Service

Seminar Speakers: Michael Vincent, Director, Australasian Risk Management Unit, Monash University; Mino Intini, Executive Director Business Services, Department for Community Development; Sue McCarrey, Director, Policy, Public Transport Authority; Alan Piper, Director General, Department of Justice

Tutorial Speakers: Michael Vincent, Monash University; Jim Hodges, Manager, Risk Management Services, RiskCover WA

08/12/04	Partnerships Work with Indigenous Community Volunteers Breakfast & Half-Day Seminar (Launch)
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Partner: Indigenous Community Volunteers (ICV) WA

Hosted by Dr Wally Cox, President, IPAA WA; Danny Ford, member ICV Board in WA; & Paul Tyrell, Chief Executive Officer, ICV (Canberra)

Breakfast Speakers: Peter Steigrad, Co-Chair of the ICV Board, Canberra; Hon Fred Chaney, Co-Chair of Reconciliation Australia;
Ernie Bridge, Diabetes Management Care Program

Seminar Speakers: Henk Mulder, NSW; Annette Stokes and Pearl Scott, Wangutha Birni Aboriginal Corporation; Benita Cattalini, Manager, ICV in Western Australia

08/03/05	International Women's Day - Equity AND Equality: Bridging the GAP <i>Better planning and policy decisions through gender based analysis.</i> Breakfast & Half-Day Seminar
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Partners: Office for Women's Policy; Office of Equal Employment Opportunity; Equal Opportunity Commission

Hosted by Deirdre O'Donnell, Vice President, IPAA WA (and Ombudsman); Maria Osman, Executive Director, Office for Women's Policy, Department for Community Development; and Yvonne Henderson, Equal Opportunity Commissioner

Breakfast Speaker: Carmen Paquette, Office of Status of Women, Canada: *How the Canadian experience is benefiting WA agencies*

Seminar Speakers: Carmen Paquette, Canada; Dr Joan Eveline, University of Western Australia; Susan Hudd, Department for Community Development; Barbara Etter, WA Police Service; Jeff Radisich, Department of Consumer & Employment Protection; Lynnley McGrath, Department of Health; Virginia Scott, Department of Local Government & Regional Development

15/03/05	Contracting for the Delivery of Community Services - Managing the contractual relationship with the community sector Half-Day Seminar
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Hosted by Dr Wally Cox, President, IPAA WA

Speakers: Josephine Quealy, A/Principal Policy Consultant, State Supply Commission; Lisa Baker, Executive Director, WACOSS;

Simone Bastin, Senior Contract Management Officer, Disability Services Commission; Craig Leatt-Hayter, A/Director Resource Management, Department of Health; Dave Richards, Senior Non Government Policy Officer, Department for Community Development; Di Ritson, Manager, Community Access Information Branch, Disability Services Commission; John Gherardi, Chief Executive Officer, Ruah Community Services; Tony Pietropiccolo, Chief Executive Officer, Centrecare

Seminar Program 2004 - 2005

Date	Title of Event
08/04/05	Changing of the Guard - the growing power of young professionals Breakfast & Half-Day Seminar plus a Debate
<p>Breakfast hosted by Dr Wally Cox, President, IPAA WA; Seminar hosted by Kiran Ranbir, Chair, IPAA WA Young Professionals Committee</p> <p>Breakfast Speaker: Andrew Podger, IPAA National President</p> <p>Seminar Speakers: Kirsten Miffing, WA representative to National Youth Week 2005; Alicia Curtis, Winner of a 'Young Achiever' Award; David Etherton, Executive Director, Tourism WA; Joseph Collard, Department for Community Development;</p> <p>Debaters: Chris Richards & Lynsey Warbey, Department of the Premier & Cabinet; Stephen Wright, Department of Justice; Angie Underwood, National Native Title Tribunal; Chris Watts, Main Roads WA; Duncan Ord, Department of Education and Training; debate facilitated by Andrew Podger</p>	
19/04/05	The Imperative for Economic Development - improving government-business relationships Breakfast & Half-Day Seminar
<p>Hosted by Dr Wally Cox, President, IPAA WA</p> <p>Breakfast Speaker: John Langoulant, Chief Executive, Chamber of Commerce and Industry of WA</p> <p>Seminar Speakers: Dr Ruth Shean, Director General, Disability Services Commission; Grahame Searle, Chief Executive, Department of Land Information; Robert Mianich, Director Asset Planning & Management, Department of Treasury & Finance; Ron Edwards, Chairman of Seafood Enterprise Alliance; Dr Jim Limerick, Director General, Department of Industry & Resources; David Parker, Director Policy & External Relations, Chamber of Minerals and Energy; Noel Davies, Chair of the State Waste Management Board</p>	
28/04/05	Fostering Sustainable Behaviour through Community Based Social Marketing Breakfast & Half-Day Seminar
<p>Partner: Department of the Environment</p> <p>Hosted by Dr Wally Cox, President, IPAA WA</p> <p>Breakfast Speaker: Dr Doug McKenzie-Mohr, Canada, founder of Community-Based Social Marketing</p> <p>Seminar Speakers: Mike Mouritz, Executive Director, Department of Planning & Infrastructure; Peter Fitzpatrick, Chief Executive Officer, Motor Trades Association; June Moorhouse, Manager, Culture & Recreation Services, City of Fremantle; Lucy Sheehy, PhD candidate, Murdoch University; Jennifer Riatti, Project Manager, Premier's Physical Activity Taskforce, Department of the Premier & Cabinet; Martyn Glover, Executive Manager Technical Services, Town of Mosman Park; Dr Catherine Baudain, Murdoch University; Karin Stark, Murdoch University; Derek Carew-Hopkins, A/Director General, Department of Environment</p>	
06/05/05	International perspectives on engaging the workforce of the future Breakfast
<p>Partner: IPAA NSW</p> <p>Hosted by Dr Wally Cox, President, IPAA WA</p> <p>Speaker: Peter Scherer, Counsellor to the Director of the Employment, Labour and Social Affairs Directorate at the OECD, Paris</p>	
06/05/05	Policy Roundtable Forum
<p>Hosted by Christopher Williams, Vice President, IPAA WA; and Professor Greg Craven, John Curtin Institute of Public Policy</p> <p>Speakers: Peter Scherer, Counsellor to the Director of the Employment, Labour and Social Affairs Directorate at the OECD, Paris; Dr Christina Gillgren, Director Citizens & Civics Unit, Department of the Premier and Cabinet; Peter Verschuer, Program Manager Policy, Water Corporation; Ian Cowie, Director Strategies and Legislation, Department of Local Government and Regional Development; Graham Brimage, Director Strategic Policy Planning and Research, Department of Sport and Recreation; Theresa Williams, Director Strategic Development, Department of Health</p>	
27/05/05	Corruption & Crime Commission - The Commission and its work Breakfast
<p>Hosted by Dr Wally Cox, President, IPAA WA</p> <p>Speaker: Kevin Hammond, Commissioner, Corruption & Crime Commission</p>	
16/06/05	Women & Workplace Mobbing - an issue for the 21 st century Breakfast
<p>Partners: Office for Women's Policy; Equal Opportunity Commission</p> <p>Hosted by Lynn Allen, IPAA WA Council Representative; Maria Osman, Executive Director Office for Women's Policy, Department for Community Development; and Noela Taylor, Director Equal Opportunity in Public Employment</p> <p>Speaker: Dr Jocelyne Scutt, Anti-Discrimination Commissioner for Tasmania</p>	

Promotion & Membership Services

ROLE

The Promotion and Membership Services (P&MS) Committee is tasked with raising awareness and promoting IPAA WA to attract new members. It also focuses on membership activities to retain existing members, including sponsorship, members' events, website and promotional material.

Christopher Williams
Chair, Promotion & Membership Services Committee

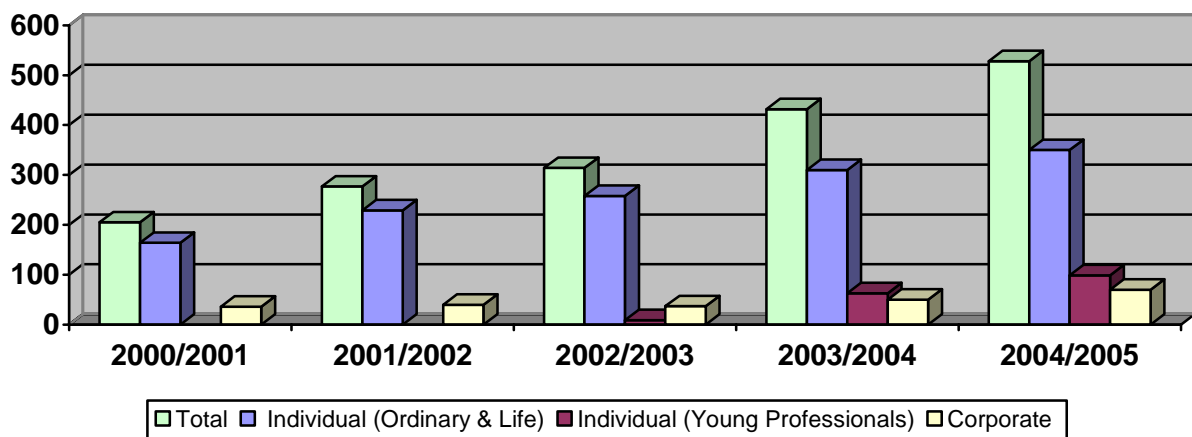


ACHIEVEMENTS

This year we have seen continuing growth in all membership categories and the Committee has worked to provide better service and value for all our members.

The following table and chart shows the steady growth in memberships over the past five years, with a total membership increase of 22% over the past 12 months and a 158% increase since 2000-2001.

	2000/2001	2001/2002	2002/2003	2003/2004	2004/2005
Individual - Ordinary Members	164	229	258	310	350
Individual - Life Members	5	8	10	9	9
Individual - Young Professionals			9	63	99
Corporate Members	36	40	37	50	70
TOTAL Members	205	277	314	432	528



More organisations recognised the benefits of corporate membership of IPAA WA, particularly the value for money represented by the substantial discounts in our training program. There was a 40% increase in corporate memberships from 50 last year to 70 this year, following a 35% increase from 37 to 50 the previous year.

Since the IPAA WA Young Professionals initiative commenced in April 2003, there has been a continuing growth in IPAA YP memberships, with almost 22% of our individual members being young professionals.

New membership renewal forms and processes were developed to make it easier and faster for members to renew. This also significantly reduced the turnaround between the Office receiving and processing a renewal and returning a confirmation to the member. Members expressed their appreciation for the introduction of this new system.

MEMBER EVENTS

Our professional development and member programs provided opportunities for members to participate in question times, discuss contemporary issues in public administration and network with colleagues. We continued to provide value for members by offering individual members complimentary *Twilight* and *Public Sector Fellow* seminars, and giving all membership categories substantial discounts to all other IPAA WA events, particularly training courses.

The annual Reid Oration, a public forum presented by IPAA WA in partnership with The University of Western Australia, saw Dr Anne Summers present on the topic *The Politics of Dissent in an Age of Endangered Democracy*.

We thank our speakers for their contribution to the *Twilight* seminar program:

Sept	Managing Reform and Change in the Public Sector	Allan Skinner, IPAA National Fellow
Feb	Getting serious about tourism - losing the lollipop image	Richard Muirhead, Chief Executive Officer, Tourism WA
April	IPAA - our role and future in public administration	Andrew Podger, IPAA National President

Our Public Sector Fellows presented:

Aug	<ol style="list-style-type: none">1. Determinants to the employment and retention of people with disabilities in the WA public sector2. Reflection as a tool for the transfer of learning	<ol style="list-style-type: none">1. Tulip Penney, WA Equal Opportunity Commission2. Martin Van Der Wall, Australian Bureau of Statistics
Nov	The application of Open Source software to the WA public sector	Michael Pope, Swan TAFE
Feb	<ol style="list-style-type: none">1. Is organisational learning an outcome of the Frontline Management Initiative?2. The loyalty of public sector employees	<ol style="list-style-type: none">1. Eileen McCaffrey, East Metropolitan Health Service2. Troy Fuller, Child Support Agency

PUBLICATIONS

IPAA WA's newsletter, *IPAA News*, was published and distributed to members four times this year, in August, November, April and June. I thank Councillors Susan Kurtjak and Ruth Young who shared the editorial duties with the support of an editorial team.

The *Australian Journal of Public Administration* has helped keep members up to date with issues in public sector management. The *Canberra Bulletin of Public Administration* has evolved into a national, quarterly journal, *Public Administration Today*.

This year is IPAA's 60th year in Western Australia. Not only is IPAA WA looking forward, it is also looking back in time to document the history of the WA Division. In April 2005, Council commissioned historian Dr Ian Duckham, through the Centre for Western Australian History at The University of Western Australia, to write a history of the Institute in WA. Dr Duckham is working with Councillors Lyn Genoni and Jan Stuart and the Business Office to undertake the research, and we look forward to the publication of the history at a special launch by the Premier in November 2005.

PROMOTION & MARKETING

IPAA WA's website has been redeveloped this year with the new website going live in February 2005, bringing a greatly improved look and feel to the website, with the same friendly functionality. I thank Councillor Sandy Clarkson and the Business Office for this achievement.

In March 2005 we arranged a survey of individual members, undertaken by marketing students from Curtin University. Almost 130 members responded and the results have been used to improve our programs and services.

The IPAA National Conference will be held in Western Australia on 19 - 21 September 2007. We are well under way in planning to host this major event:

- a steering committee chaired by Councillor Sandy Clarkson was set up by IPAA WA Council in February 2005;
- the steering committee has met several times to begin planning and to identify timelines and themes;
- \$50,000 in seed money was set aside by Council for planning; and
- a Professional Conference Organiser was selected and appointed in June 2005.

Sandy Clarkson, General Manager June Waters and IPAA WA Young Professionals Committee Chair Kiran Ranbir attended the IPAA National Conference hosted by IPAA ACT in Canberra in November 2004.

ACKNOWLEDGEMENTS

I thank my fellow Councillors on the Promotion and Membership Services Committee who provide advice and support for the numerous issues and activities each month.

Thank you also to June Waters and her team in the Business Office. IPAA WA continues to enjoy an increasing profile in WA and the growth in members and member activities reflects this improvement.

CHRISTOPHER WILLIAMS

CHAIR, PROMOTION AND MEMBERSHIP SERVICES COMMITTEE



Participants enjoying an IPAA WA breakfast seminar.

Young Professionals

ROLE

The IPAA WA Young Professionals (YP) Committee was formed by Council to focus on the needs of members and potential members under the age of 35 years.

The Committee meets monthly and its Chair reports to and is part of Council.



Amalia Burmas Marion Seboa Luke Edwards Kiran Ranbir, Chair Kyra Nimmo

The Terms of Reference for the YP Committee are:

- to develop, in consultation with the Professional Development (PD) Committee, a program of professional development activities to meet the needs of young professionals working in the public sector and other young people with an interest in public administration;
- to promote, in consultation with the Promotion and Membership Services (P&MS) Committee, the benefits of IPAA WA membership to young professionals; and
- to facilitate the development of networks amongst young professionals.

The energetic group of individuals that makes up the YP Committee represents a range of agencies from across the public sector. At 30 June 2005, Committee members were:

Kiran Ranbir (Chair)	Small Business Development Corporation
Kyra Nimmo (Secretary)	Department for Community Development
Tania Lawrence (Treasurer)	Department of the Premier and Cabinet
Serena Buckley	Main Roads Western Australia
Amalia Burmas	Department of Health
Luke Edwards	Department of Land Information
Ricky Pena	Department of Culture and the Arts

and IPAA WA Councillors who provide support:

Sue McCarrey	Public Transport Authority
Marion Seboa	Department of Education and Training

ACHIEVEMENTS

IPAA WA young professionals membership as at 30 June 2005 was 99 (last year 63), representing almost 22% (last year 16%) of total Individual members.

The YP Committee, in consultation with the PD and P&MS Committees and with the support of the IPAA WA Business Office, developed and provided a number of professional development activities over the year.

The program of events hosted by the YP Committee covered a range of themes relevant to the needs of young professionals and provided an opportunity for participants to network with fellow public sector young professionals.

The highlight of the young professionals calendar was held in April 2005. When Council invited the new IPAA National President Andrew Podger to Perth to speak at a member Twilight seminar, the Professional Development Committee asked Andrew to speak also at a major awareness breakfast seminar on the topic *Changing of the Guard - the growing power of young professionals*. Taking advantage of this opportunity, the YP Committee hosted a half-day seminar following the breakfast, with four speakers (including a finalist and two winners of Youth Awards), and a debate on the topic *It's not what you know, it's who you know*. This lively event showcased to a wide audience the achievements of young professionals in both the public and private sectors.

The other activities in this year's YP events program were:

Date	Topic and format	Speakers
Sept	Team leadership on and off the field (breakfast seminar)	Ron Alexander, Director General, Department of Sport and Recreation
Nov	Career Development (late afternoon networking seminar)	Michelle Reynolds, Director Employment, Department of the Premier and Cabinet; Ron Gibson, Director, GoNetworking; Paul Wilding, A/Assistant Director Policy & Economic Analysis, Department of Consumer and Employment Protection
Mar	Spending other people's money (late afternoon networking seminar)	Tim Marney, Executive Director Agency Resources, Department of Treasury & Finance

The YP Committee continues to maintain a database of about 150 young professionals and a page on the IPAA WA website specifically for young professionals. The database is used to circulate information of relevance to young professionals about opportunities for career development and networking. The YP web page provides a valuable link between the YP Committee and IPAA WA young professional members and includes information about the Committee and past events. The database and website are helpful in promoting the benefits of IPAA WA membership to young professionals and facilitating the development of networks amongst young professionals outside the public sector.

The Chair of the YP Committee attended the IPAA National Conference in Canberra in November 2004 and met with IPAA young professionals from other IPAA Divisions to exchange program ideas. The YP Committee is represented on Council's steering committee in planning the 2007 IPAA National Conference in Perth.

OUTLOOK & ACKNOWLEDGEMENTS

The IPAA WA Young Professionals initiative continues to grow and gain momentum.

I thank the YP Committee members for their time, effort and dedication to this initiative. My thanks also go to the staff of the IPAA WA Business Office for their continued support for the work of the YP Committee.

I am confident that the role of IPAA WA's Young Professionals will be developed further over the coming year and be an integral part of the Institute's work.

KIRAN RANBIR
CHAIR, YOUNG PROFESSIONALS COMMITTEE

Research, Awards & Recognition

- Public Sector Fellowship Program
- University prizes
- WS Lonnie Awards
- Oral History
- Submission to *People making a difference in the Public Sector*
- National Fellows
- Honorary Life Members

PUBLIC SECTOR FELLOWSHIP PROGRAM

This program is jointly sponsored by IPAA WA, Curtin Business School and the John Curtin Institute of Public Policy (JCIPP), the Department of the Premier and Cabinet, the Australian Public Service Commission and the Department of Local Government and Regional Development.

The program provides Western Australian employees in the Australian, Western Australian and Local Government public sectors with an opportunity to undertake a sponsored 13-week research placement at JCIPP.

Fellows continue to be paid by their home organisation at their substantive salary for the duration of their award and are located on a full-time basis at JCIPP which provides the necessary academic supervision and research facilities. A program of supporting academic activity is arranged and conference attendance may also be funded during the program.

The Semester 2 Fellows in 2004 were Eileen McCaffrey from the Department of Health and Troy Fuller from the Child Support Agency. Eileen's project addressed the question: *Is organisational learning an outcome of the Frontline Management Initiative in the public sector?* Troy studied *Employee loyalty in the public sector: contributing factors, implications and examples.*



Troy Fuller and Eileen McCaffrey receiving their certificates from sponsor agencies.

Further information and advice can be sought from the Program Coordinator:

A/Professor Christopher Williams
John Curtin Institute of Public Policy, Curtin University of Technology
Telephone: +61 8 9266 2849
Email: c.williams@curtin.edu.au

UNIVERSITY PRIZES

IPAA WA continues to provide awards and recognition for academic excellence at university, to students who are studying in the field of public sector administration or management.

We congratulate this year's winners of the IPAA Prize to the value of \$250, who are:

Edith Cowan University - Ms Aurelia Scampoli
Murdoch University - Mr Colin Barnden
The University of Western Australia - Ms Karen Taylor

2004 WS LONNIE AWARDS

State Government agencies based in the State's South West and the Kimberley scored an impressive six out of the nineteen IPAA WA 2004 WS Lonnie Awards, presented at a gala dinner on 23 June 2005. This is noteworthy as about 10% of government agencies are based in the regions and only one non-metropolitan agency has won an award in the last few years.



WS Lonnie Judging Panel
Chairman, Roger Stubbs

The Awards Dinner established new attendance records with almost 200 people from 35 agencies present.

We thank the members of this year's judging panel, particularly Chairman, Roger Stubbs, who will stand down after nine years' service. The other judges were Maxinne Sclanders, Robert Kelly from KPMG and Stuart Smith.

The Hon Eric Ripper, Treasurer, gave the after dinner speech in which he highlighted the role annual reports play in building and maintaining trust between government and its citizens.

For the second year running, all annual reports were assessed. A new procedure identified a shortlist of the best reports by scoring them on how easily clients could find annual reports on agency websites and locate specific information in them.

The WS Lonnie Awards system has four categories of prizes:

- The first category assesses report presentation and the clarity with which agencies describe their annual performance. General Government Sector agencies are categorised according to number of FTEs and gold, silver and bronze awards are presented for each of three groupings. All agencies falling in the Government Enterprise Sector compete against one another for similar awards.
- The second category comprises awards sponsored by individual organisations. This year there were three such awards, for complaint handling, accountability and transparency in reporting, and human resource management.
- The third category consists of special trophies and commendations.
- Finally, the best annual report for 2004 receives the WS Lonnie Award.

IPAA WA is proud to congratulate the 2004 WS Lonnie Award winners for 2003-2004 State Government Annual Reports:

WS Lonnie Award

*The best government agency
annual report*

Office of the Auditor General



Auditor General Des Pearson (centre) and WS Lonnie Award winning team,
with after-dinner speaker the Hon Eric Ripper, Treasurer (right)

Special Awards

Allan Skinner Trophy

The best annual report from the General Government Sector
South West Development Commission

Margaret Nadebaum Trophy

The best annual report from the Government Enterprise Sector
Water Corporation

Margaret McAleer Special Commendation

Awarded to an outstanding report that, in some respect, establishes a benchmark to which others should aspire in annual report preparation and production
Insurance Commission of Western Australia

Agency Categories

General Government Sector

Category 1 (agencies with 100 or less FTEs)

Gold - two winners

Parliamentary Commissioner for Administrative Investigations (Ombudsman)
South West Development Commission

Silver

Office of Public Advocate

Bronze

Kimberley Development Commission

Category 2 (agencies with between 101 - 1000 FTEs)

Gold

Office of the Auditor General

Silver

Zoological Parks Authority

Bronze - two winners

Insurance Commission of Western Australia
Public Trust Office

Category 3 (agencies with more than 1000 FTEs)

Gold

Department of Agriculture

Silver

Department of Conservation and Land Management

Bronze

Department for Community Development

Government Enterprise Sector (Formerly Financial Sector)

Category 4 (all agencies)

Gold

Water Corporation

Silver

Bunbury Port Authority

Bronze

Broome Port Authority

Sponsored Awards

Office of Auditor General, for Transparency and Accountability
Department of Fisheries

Office of Public Sector Standards Commissioner, for Human Resource Management
Department of Land Information

Office of the Ombudsman, for Complaints Handling
Bunbury Port Authority



ORAL HISTORY PROJECT

This joint project between IPAA WA and the Department of the Premier and Cabinet (DPC), which commenced late in 2003, was completed.

Oral histories were collected from five public servants chosen for their diversity and the length of their service in the sector. Guidance was provided by a reference group with knowledge, skills and experience in both the WA public sector and the contemporary practice of historical research. The interviews were fully researched and recorded by qualified oral historians, then transcribed in consultation with the interviewees. The interviews and transcripts were lodged in Battye Library.

Together, the interviews provide a glimpse into the WA public sector over time, through the eyes of some of its long serving members. The project was conceived as a demonstration project and, as such, successfully illustrated the rich possibilities of oral history both as a vehicle for capturing a longitudinal understanding of the contribution of the public sector to the WA community, and of development and change. Indeed, the historian commissioned to write the 60th birthday history of the Institute found the transcripts very helpful in fleshing out his account.

Finalisation of the project included planning with DPC for a celebratory event to be held early in 2006, and discussions towards future oral histories building on the framework, protocols and expertise established through the project.

SUBMISSION TO *PEOPLE MAKING A DIFFERENCE IN THE PUBLIC SECTOR*

In late June 2004, the WA Government announced a public sector renewal initiative *People Making a Difference: The Public Sector*, with the aim of developing a statement of the strategic direction that will encourage and promote a skilled, capable and dynamic workforce committed to the best interests of the community.

IPAA WA decided to make a submission to the review to help give a voice to the opinions of the professionals who work in the government sector. To do this we needed to get the views of those people on what has helped them in their careers and what they considered needed to happen to enable them to perform at their best in the future. Members were invited to complete a questionnaire and/or to participate in a couple of workshops to supplement the data from the questionnaire.

Eighteen people participated in the two workshops and 282 responded to the questionnaire.

Many strengths of the public sector were identified. It was clear that, despite delivering more with much less, public servants remain committed to the provision of quality services and believe they are making a difference to the communities they serve. However, 58 per cent of respondents to the questionnaire said their overall satisfaction with their job had declined over the last five years. Possible causes identified for this decline included a lack of coordinated and cohesive human resources leadership in the sector, the distraction of restructuring, the impact of shared corporate services and the lack of investment in the development of staff.

The IPAA WA submission made a number of recommendations regarding, for example, re-investing in people, measuring the quality of people management, resourcing, creating a healthy environment and communicating directions and encouraging thinking.

IPAA WA Council thanks all members who contributed to the submission. A special thanks to Marie Finlay who facilitated the workshops, Jan Saggars who prepared our submission and Paul Wilson who managed the technical aspects of the questionnaire.



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 also proud to acknowledge our previous award winners from Western Australia:

2003
Geoff Gallop

2002
Frank Harman
Des Pearson

1998
Chris Whitaker

1995
Elizabeth Harman

1992
Martyn Forrest
Allan Skinner

1989
Alan Peachment
Michael Wood

1984
Bruce MacKenzie

1983
Digby Blight
Brian Burgess
Gordon Reid
Ronald Robertson

HONORARY LIFE MEMBERS

Council may admit as an Honorary Life Member any person who has rendered signal service to the Institute. We are proud to acknowledge our Honorary Life Members:

Tim Benjamin

Mike Culmsee

Barbara Meddin

Jan Stuart

Michael Wood

Brian Burgess

Keith Graham

John Persse

Margaret Stockton

Finance & Business

ROLE

The Finance and Business (F&B) Committee, chaired by the President, advises Council on the budget and monthly accounts and the operations of the Business Office. It recommends targets for financial plans and budgets and adopts a monitoring and stewardship role on behalf of the Council.

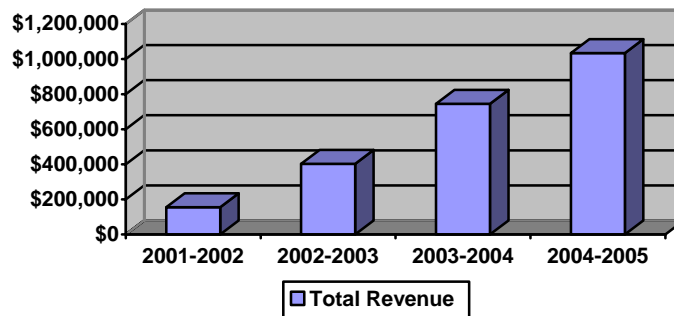
The General Manager monitors Business Office activities and their impact on staffing, systems, equipment and accommodation and advises the F&B Committee with recommendations for its consideration.

ACHIEVEMENTS

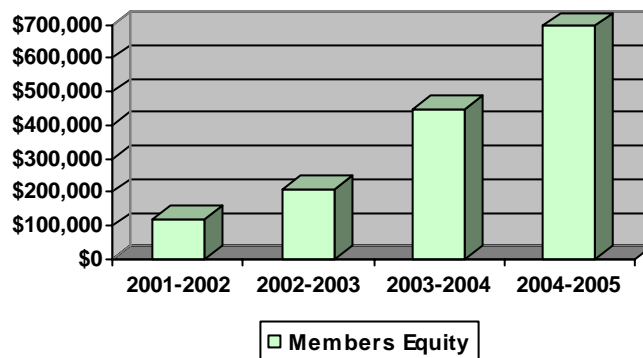
Finance

Council's objectives to maintain a secure financial foundation and a consistent revenue base from membership and particularly our professional development program have been achieved as we progress towards Council's vision to purchase our own premises.

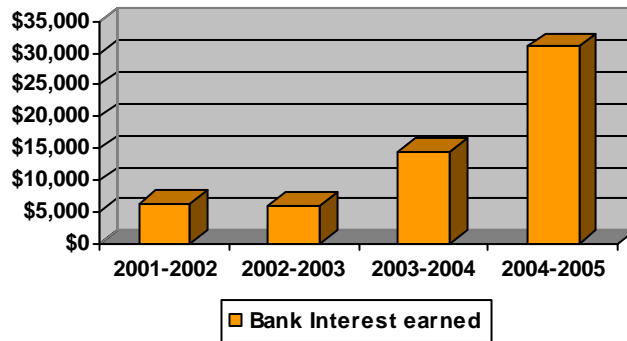
For the first time, Total Revenue has exceeded one million dollars (\$1m) in a single year, as shown in the following chart. The growth to \$1,033,856 in the year to 30 June 2005 from \$744,785 in 2003-04 represents a 38% increase, following a 85% increase from \$402,216 in 2002-03.



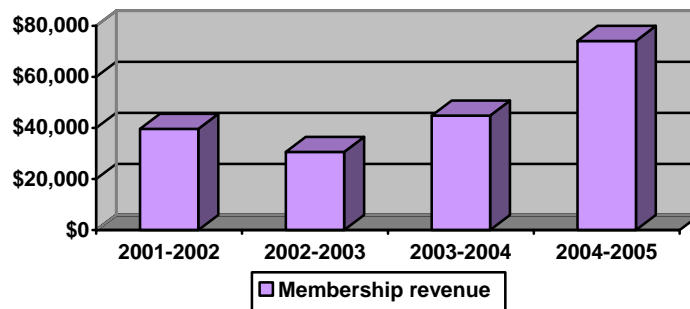
The continuing increase in Members Equity is shown as follows. The growth to \$696,729 in the year to 30 June 2005 from \$450,275 in 2003-04 represents a 54% increase, following a 114% increase from \$209,574 in 2002-03.



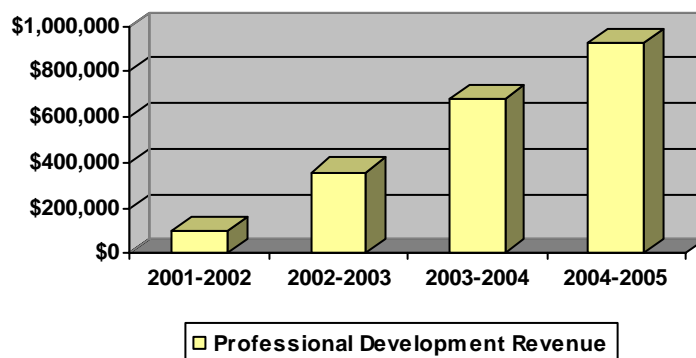
Over the same period, Bank Interest earned on our investments is shown as follows. The growth to \$30,979 in the year to 30 June 2005 from \$14,591 in 2003-04 represents a 112% increase, following a 145% increase from \$5,949 in 2002-03.



Membership Revenue continues to improve, as shown in the following chart. This reflects the value for money that IPAA WA membership provides, with our annual fees still noticeably lower than those of other professional organisations. The growth to \$74,082 in the year to 30 June 2005 from \$44,829 in 2003-04 represents a 65% increase, following a 46% increase from \$30,582 in 2002-03.



Revenue from our Professional Development program also shows healthy improvement. The growth to \$928,795 in the year to 30 June 2005 from \$680,556 in 2003-04 represents a 36% increase, following a 89% increase from \$359,767 in 2002-03.



To increase these figures next year, we will need to move from our current single-event, events management software system to an integrated system. This will give us the capability to accept event registrations and payments online, and make available staff resources to undertake new projects, such as investigating the possibility of extending some of our professional development activities into regional Western Australia.



Review of finance processes

A key aspect of the F&B Committee's role is to check that the governance arrangements are appropriate. In August 2004, consultants from PriceWaterhouse Coopers (PWC) were again contracted to examine the financial procedures in the Business Office and recommend any improvements.

The PWC report found that the financial processes in the Business Office continued to be generally satisfactory and recommended several refinements which were implemented.

Staffing

Staffing the Business Office to enable a high standard of service to members and provide an expanding program of professional development activities has been reviewed and restructured several times over the course of the year, with several new positions created to meet our needs. The General Manager's report provides further information.

In January 2005 the General Manager's position was reviewed by an independent consultant and consequently upgraded by Council to recognise the changed nature of the role. The current General Manager's secondment from the Department of the Premier and Cabinet was extended for a third year to January 2006.

In April/May 2005, Council commissioned an independent human resources consultant to review all staff contract positions, develop new duty statements and align the positions and their salaries with similar positions in other organisations. Council considered and approved the recommendations, and all contracted staff signed their new contracts in June 2005.

Business Office operations - systems, equipment, accommodation

Additional information technology and telephone equipment was acquired to meet the needs of extra staff, together with associated cabling and fit-out.

In July 2004 a data projector was purchased, saving audiovisual hire costs and set-up time, and two display stands for improved access to our flyers at events.

A major improvement to Business Office efficiency was made in February 2005 by the General Manager's development and installation of a low-cost automated email marketing system. This enables fast update of our email lists for advertising and saves hours of effort each week.

Accounting software was purchased in March 2005 for the Business Office and several staff are being trained to use it in liaison with the Treasurer.

The present leased accommodation in St Martins Tower has reached capacity and its physical arrangement now falls a little short of optimum with regard to workflow and event preparation.

OUTLOOK

During the first half of 2005, IPAA WA Council worked through a process to review our mission, values and objectives and to explore our strengths, weaknesses, opportunities and threats, as a basis for developing a strategic plan to take us into the next five years. This included input from the member survey. When complete, the new strategic plan will be considered by Council, placed on our website, and reflected in next year's annual report.

Challenges for next year include:

- completing and commencing the implementation of the 2005-2010 Strategic Plan;
- establishing new sources of revenue, such as sponsorship of the Institute that is independent of individual events;
- working with the Treasurer, IPAA Queensland staff and contracted consultants towards electronic integration of our financial and events management systems, enabling online registration, membership applications and renewals, and payments;
- further planning for hosting the IPAA National Conference in WA on 19-21 September 2007;
- investigating the possibility of purchasing independent premises;
- reviewing the Division's Constitution to reflect current practice in keeping with legislative and taxation requirements;
- reviewing the duties of senior staff who assist the General Manager to reflect Council's increasing focus on strategic marketing and membership;
- retaining and developing the investment in our staff assets by monitoring workloads and staffing requirements; encouraging staff development; and responding to recommendations on accommodation, furniture and equipment; and
- continuing to ensure good governance in all that we do.

ACKNOWLEDGEMENTS

I take this opportunity to thank my fellow Committee members for their support and advice during the year: Vice Presidents Deirdre O'Donnell and Christopher Williams and Councillors Sandy Clarkson and Cliff Gillam.

The committee is supported by General Manager June Waters and I again acknowledge her persistence and professionalism in moving us forward to modernise IPAA's presence in Western Australia. The continuing outstanding financial results are a credit to June's business skills and energy.

My special thanks to Honorary Treasurer Tim Benjamin for his input and effort over more than 23 years, and the significant support that he has given the Committee and myself this year. Tim's workload has increased many-fold, particularly over the past three years as we have reached new peaks of achievement, and he is especially deserving of Council's appreciation.



DR WALLY COX
CHAIR, FINANCE & BUSINESS COMMITTEE

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA
(WA DIVISION) INC.**

STATEMENT BY MEMBERS OF THE COMMITTEE


The Committee has determined that the Institute is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the financial report:

- (i) Presents a true and fair view of the financial position of the Institute of Public Administration Australia (WA Division) Inc. and its performance for the year ended 30 June 2005.
- (ii) At the date of this statement, there are reasonable grounds to believe that the Institute of Public Administration Australia (WA Division) Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with the constitution of the Institute of the Public Administration Australia (WA Division) Inc. and is signed for and on behalf of the Committee by:

Dr Wally J Cox (President)..... 

Mr Tim Benjamin (Honorary Treasurer)..... 

Dated this 30th day of November 2005

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

***Independent Audit Report to the members of the Institute of Public
Administration Australia (Western Australian Division) Inc.***

I have conducted an independent audit of the financial records of the Institute of Public Administration Australia (Western Australian Division) Inc. in order to express an opinion on it to the members of the Institute for the year ended 30 June 2005.

The Institute's Committee of Management is responsible for the financial report and have determined that the accounting policies used are consistent with the reporting requirements of the Institute's constitution. However, no opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The attached financial report, comprising the Statements of Income and Expenditure and Balance Sheet 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 Australian Accounting Standards and other professional reporting requirements.

The audit opinion expressed below has been formed on the above 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 2005, satisfactorily detailing the sources and nature of the income and the nature and purposes of expenditure.



Wing T. Leung, B.Econ. (UWA) 28.11.05
HONORARY AUDITOR

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA
WESTERN AUSTRALIAN DIVISION INC.**

**BALANCE SHEET
AS AT 30 JUNE 2005**

<u>2003/2004</u>		<u>2004/2005</u>
\$		\$
	Current Assets	
29,465	Cash At Bank	14,964
146	Petty Cash Float	246
11,000	IPAA BankWest Visa Card (Security Deposit)	11,000
14,175	Trade Debtors (Accounts Receivables)	15,200
429,868	Term Deposits - Bankwest	<u>695,641</u>
<u>484,654</u>		737,051
	Non-Current Assets	
	Fixed Assets:	
43,375	Plants & Equipments	48,190
-2,101	Less:Accumulated Depreciation	-13,431
1,430	Furniture & Fittings	3,812
-15	Less:Accumulated Depreciation	<u>-493</u>
<u>42,689</u>		38,078
	Current Liabilities	
19,495	Trade Creditors (Accounts Payables)	0
1,092	Goods and Services Tax (GST)	9,802
3,852	PAYG Withholding Payable	13,760
5,533	Superannuation Payable	330
	2005/2006 Revenue in Advance:	
9,200	Individual Membership Subscriptions	17,945
15,500	Corporate Membership Subscriptions	18,545
22,396	Professional Development Program	<u>18,018</u>
<u>77,068</u>		78,400
<u>450,275</u>	Members Equity	<u>696,729</u>

**STATEMENT OF INCOME AND EXPENDITURE - SUMMARY
FINANCIAL YEAR 2004/2005**

744,785	Operating Revenue	1,033,856
<u>504,084</u>	Operating Expenses	<u>787,402</u>
240,701	Operating Surplus (Deficit)	246,454
209,574	Retained Earnings at beginning of Financial Year	450,275
<u>450,275</u>	Retained Earnings at end of Financial Year	<u>696,729</u>

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA
(WESTERN AUSTRALIAN DIVISION, INC.)

STATEMENT OF INCOME AND EXPENDITURE - DETAILED
FOR THE YEAR ENDED 30 JUNE 2005

<u>2003/2004</u>		<u>2004/2005</u>
<u>\$</u>		<u>\$</u>
	<u>INCOME</u>	
44,829	Membership Subscriptions	74,082
14,591	Bank Interest and Interest Earned from Investments	30,979
680,556	Professional Development Program	928,795
4,723	Staff Professional Development Program	0
86	Other Income	0
<u>744,785</u>	TOTAL INCOME	<u>1,033,856</u>
	<u>LESS EXPENDITURE</u>	
8,725	AJPA and Capitation Fee (National)	11,741
5,029	National Journal (ACT Division)	10,728
1,892	IPAA Newsletter (WA Division)	1,190
11,175	PS Fellowship Program	5,530
4,178	DPC/IPAA (WA) Oral History Project	3,220
0	PS Renewal Submission Project	3,100
0	History of IPAA (WA Division)	13,629
5,093	Staff Professional Development	9,256
1,000	University Prizes	500
215	Marketing, Promotion and Advertisement	40
3,572	AGM and Annual Report	4,994
212,620	Professional Development Program	298,477
83	Young Professionals Committee	1,945
8,160	Printing and Stationery (General)	12,530
2,424	Telephone and Fax	7,974
2,574	Computer Software & Parts	899
3,455	Internet Expenses and IPAA WA Web Page	4,964
15,322	Bank Fees and Amex Charges	13,752
1,033	Insurance	2,003
3,153	Lease Premises (Rental)	34,962
5,654	Installation/Maintenance/Repairs	5,581
2,459	Postage/Courier/Mailing (General)	11,827
187,967	Salaries, Wages and Annual Leave	273,044
11,329	Contributions to Employee Superannuation Plans	32,022
2,240	Consultancy and Management Fee	9,545
1,079	Legal Fees	0
1,537	Office Expenses (General)	2,142
2,116	Depreciation	11,807
<u>504,084</u>	TOTAL EXPENDITURE	<u>787,402</u>
<u>240,701</u>	OPERATING SURPLUS/(DEFICIT)	<u>246,454</u>



**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA
(WA DIVISION) INC.**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2005**

Note 1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (WA). The Committee has determined that the Institute is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act (WA)

(a) Income Tax

The Institute of Public Administration Australia (WA Division) Inc. is exempt from income tax.

(b) Plants and Equipments and Office Furniture and Fittings

These are carried at cost less accumulated depreciation. Depreciation is calculated on the prime cost basis to write off the assets over its estimated useful life to the Institute of Public Administration Australia (WA Division) Inc.