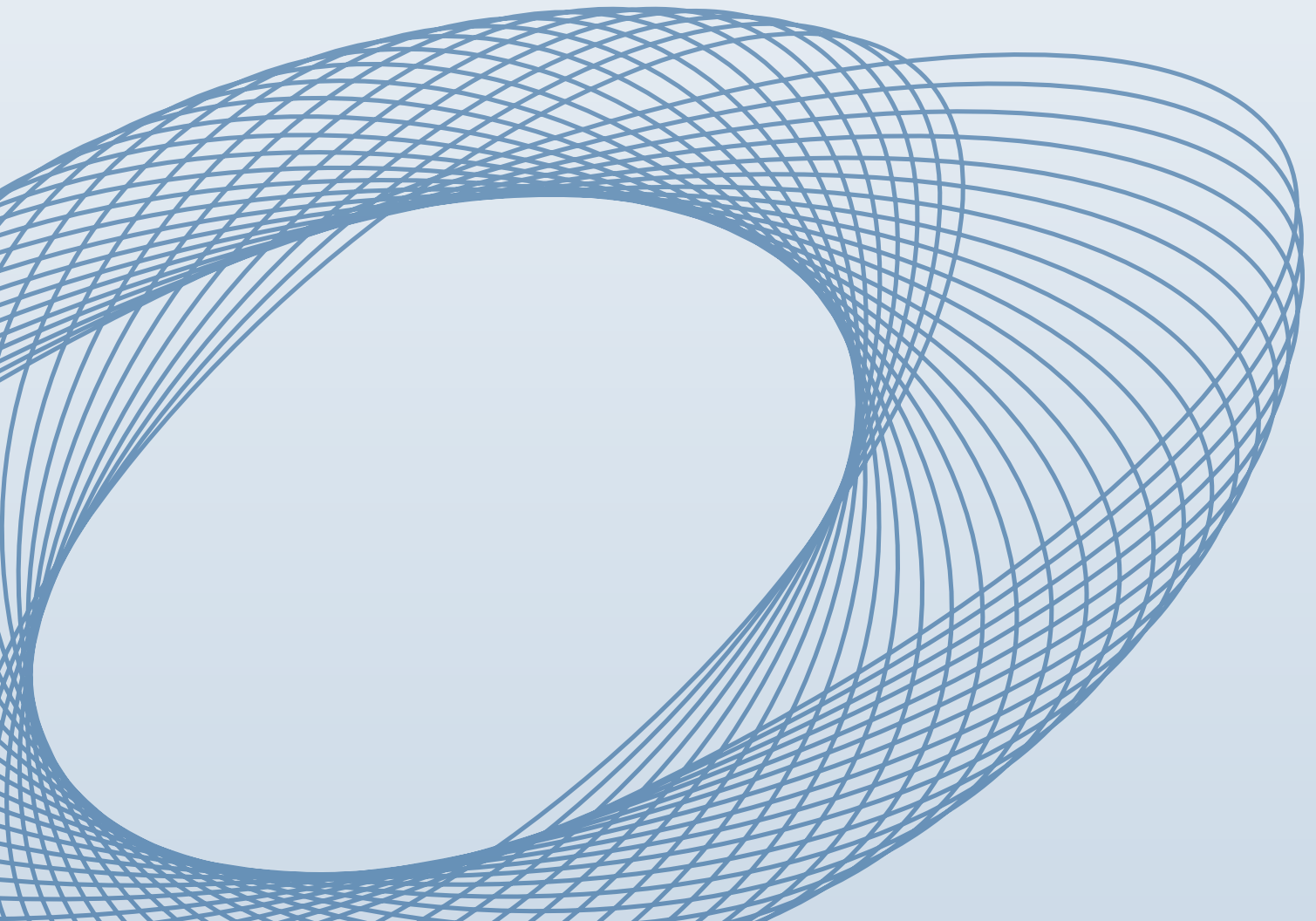


Institute of Public Administration Australia Western Australian Division

Annual Report 2005 - 2006





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Overview of 2005-2006

It is said that 'success is a journey'. The Institute of Public Administration Australia (IPAA) WA Division has come a long way in 60 years and Council is confident that the Institute will continue to be successful and relevant in the future.

In 2005 the Institute celebrated its 60th birthday in Western Australia. 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 worked with Councillors Lyn Genoni and Jan Stuart, and General Manager June Waters and the Business Office to undertake the research.

On 14 November 2005, members and friends of IPAA WA gathered at the Constitutional Centre to join with WA Premier Dr Geoff Gallop in launching the history of IPAA in Western Australia, in the form of a book: *Serving the Servants – Serving the State: A Brief History of the Institute of Public Administration Australia, WA Division 1945 to 2005*. An article about this historic occasion was published in *IPAA News* in December 2005.

The Institute has had another excellent year in 2005-2006. Highlights include:

- Total membership growth of 16% over the past 12 months, and a 200% increase since 2000-2001.
- Individual membership reached a record high of 545 members.
- Young professionals membership increased to 138 (last year 99), and now represents 25% of total Individual members (last year 21%).
- Members equity increased 11% to a record high.
- IPAA WA's profile continued to improve through our professional development program with many partner organisations involved, particularly event series with the John Curtin Institute of Public Policy; Corrs Chambers Westgarth Lawyers; KPMG; and the Office of Citizens and Civics in the Department of the Premier and Cabinet.
- A greater variety of activities and formats in our professional development program was presented to include more forums and opportunities for debate on a diverse range of public sector issues.
- The Young Professionals Committee hosted an expanded program of activities.
- More complimentary seminars in our Twilight program for Individual and Young Professional members were held.
- Two new sponsored awards were added to the WS Lonnie Awards for excellence in State government annual reporting, and presented at the annual dinner and ceremony with 190 representatives of 36 agencies attending.
- A new corporate design was developed, incorporating spirals symbolising the interconnection of the Institute with our members and the wider public sector, and the networks enabled through our activities.

- A new initiative in 2006 was to produce membership certificates, allowing members to show their affiliation with IPAA WA.
- A Training Catalogue was produced for the first time, and made available both as a bound volume and online.
- Planning for the IPAA National Conference to be held in Perth on 18-21 September 2007 continued and is well in hand.
- A review of the Division's Constitution to reflect current practice in keeping with legislative and taxation requirements was completed.
- To better meet our needs and service members, more appropriate leased office accommodation was found with a moving date set for 29 July 2006.

Thanks are due to many including the members of Council, the General Manager and Business Office staff, and the member volunteers who assist with the work of the Committees.

Farewell to Dr Wally Cox

In December 2005 we farewelled retiring IPAA WA President Dr Wally Cox who has led Council with distinction since May 2001. Dr Cox continues to participate in the Institute's activities, chairing the review of the Constitution and this year's judging panel for the WS Lonnie Awards.

Strategic Plan

The IPAA WA Strategic Plan 2005-2010 was approved by the IPAA WA Council in November 2005. During 2006 the Council and its Committees have been addressing the strategies outlined in the Plan and beginning to put them into action. This has included considering ways to grow our membership, identifying topics for public policy forums, developing partnerships with other professional organisations, and strategies to improve our efficiency, including an integrated events management system and new premises for the IPAA WA Business Office.

Constitution

Dr Wally Cox chaired a review of the Division's Constitution to reflect current practice in keeping with legislative and taxation requirements. The review was completed in June 2006 and the draft Constitution will be put to members at a Special General Meeting in July. One of the implications of the new Constitution is that the Annual General Meeting will be brought forward from December to be held within four months of the end of the financial year (that is, no later than 31 October).

About IPAA WA

OUR PATRON

Traditionally, the Patron of IPAA WA is the Governor of Western Australia. In October 2005 we thanked our retiring Patron, His Excellency Lieutenant General John Sanderson, AC. In January 2006 we welcomed our new Patron, His Excellency Dr Kenneth Comninos Michael, AC.

OUR VISION

To be the leading professional body for the public sector in 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:

- Service - the capacity to positively support the IPAA WA membership and contribute to excellence in the public sector;
- Independence - thinking and acting for ourselves in matters of opinion and conduct, without being subject to external constraint or authority;
- Innovation - the introduction of creative ideas for positive change in the public sector and provision of leadership for implementing them;
- Collaboration - interdependent co-operation within IPAA and the public sector in response to diverse and changing issues, initiatives and conditions;
- Learning - on-going learning as a means of gaining new facts, approaches and insights into public sector administration and reform;
- Integrity - honesty, openness and accountability in all that we do; and
- Inclusiveness - the richness that a diversity of views, backgrounds and experiences brings to IPAA and 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.

IPAA WA funds a Business Office led by the General Manager.

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

IPAA WA Council 2005 - 2006

President **Dr Wally Cox**
(to Dec 2005)
Chairman, Environmental Protection Authority

Christopher Williams
(from Dec 2005, previously Vice President)
Curtin University

Vice Presidents **Deirdre O'Donnell**
Parliamentary Commissioner for Administrative Investigations (Ombudsman)

Sandy Clarkson
(from Dec 2005, previously Councillor)
Chemistry Centre

Secretary **Robyn Timms**
(to Dec 2005)
Department of Health

Marion Seboa
(appointed Feb 2006, previously Councillor)
Department of Education & Training

Treasurer **Tim Benjamin**
Benjamin and Associates

Councillors **Dr Lynn Allen**
Curtin Business School

Joe Calleja
(from Dec 2005, previously co-opted)
The Richmond Fellowship of WA

Lyn Genoni
Department of the Premier & Cabinet

Susan Kurtjak
(to Apr 2006)
Australian Public Service Commission

Sue McCarrey
Public Transport Authority

Dr Jim Rhoads
Curtin University

Shayne Sherman
(to Nov 2005)
Department of Industry & Resources

Dr Garrick Stanley
Department of the Attorney General

Jan Stuart
The University of Western Australia

Ruth Young
Department of the Premier & Cabinet

Co-opted **Rob Delane**
(to Dec 2005)
Department of Agriculture

Cliff Gillam
(to Dec 2005)
Public Transport Authority

John Griffiths
Department of Corrective Services

Colma Keating
Dinkum Results

Tami Maitre
Gascoyne Development Commission

Kyra Nimmo
(Chair, Young Professionals Committee, from Mar 2006)
Department of Housing & Works

Elaine Olsen
Department of Industry & Resources

Kiran Ranbir
(Chair, Young Professionals Committee, to Feb 2006)
Small Business Development Corporation

Business Office & Staff

General Manager June Waters and her staff respond to the challenge each year of fulfilling the varied roles of the IPAA WA Business Office.

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 Business Office. As the Institute presently relies on our professional development program for more than 90% of its revenue, this role is vital in ensuring the healthy future of our organisation.

Importantly, the Office looks after our members. Feedback is welcomed so that our high standards are maintained and member interests served.

The Office supports the Council and its Committees in their work.

The growth of the Institute in WA is reflected in the history of its Business Office, moving from a home-based organisation for much of its 60-year existence, to occupying a small space loaned by a government agency, to its first leased premises in April 2004, and will move into expanded leased premises in July 2006. We are steadily working towards achieving Council's vision to purchase a strata office and training room, to ensure a stable and long-term base to serve the members of the Institute in this State.

As at 30 June 2006, the Business Office staff were:

Full-Time	June Waters General Manager
	Margaret Stronge Smith Business Development & Events Manager
	Sharon White Events Coordinator
	Kylie Downes Training Officer
	Renee Rowson Events & Administration Officer
	Steven Waters Communications & Memberships Officer
Part-Time	Ljiljana Lemaic Accounts Officer

Professional Development

The Professional Development (PD) Committee is responsible for overseeing the annual program of continuing education activities, including training, seminars, presentations and workshops, which are developed by the General Manager and the Business Office. The Committee seeks input from members and other relevant stakeholders where possible and ensures that continuing education activities are topical, relevant and of a high quality.

SEMINAR PROGRAM

There has been continuing demand for places in our seminar program with 4800 registrations: whilst this is down from last year's record highs, participant feedback continues to be positive. Two thirds of all seminar program registrations (excluding member events) were individual or corporate members, evidence that our program continues to be of value and relevance to our largely public sector audience.

From our member survey by Curtin University students in March 2005 and extensive participant feedback, Committee's focus this year has been to expand the variety and formats of the activities in our seminar program, to include more smaller forums on a diverse range of topics, provide more opportunities for debate on public sector issues, and use a variety of innovative formats to encourage interaction.

Accordingly, we held 29 (last year 28) events with different formats:

- 12 x two-hour late-morning forums;
- 2 x early morning forums;
- 5 x breakfasts with the option of an additional half-day seminar;
- 2 x half-day morning seminars;
- a half-day afternoon seminar;
- a full-day facilitated seminar (limited to 38 participants to encourage interaction);
- a breakfast (with international speaker);
- a luncheon seminar;
- a breakfast and half-day seminar with a videoconferencing demonstration;
- a breakfast with the option of a half-day facilitated workshop (with international speaker);
- a half-day morning seminar including a 'hypothetical'; and
- a facilitated half-day morning seminar where participants (limited to 100) could input their views using hand-held keypads.

Topics included: fraud, staff performance, generational issues, public sector excellence, sustainability, records management, decision making, policy implementation, policy in the media, indigenous issues and challenges, cyber crime, conflict of interest, project management, information technology, volunteering, government tendering, community consultation, organisational culture, ethics, leadership, and career development.

This year we identified and secured 127 speakers and panellists in the seminar program, including two from overseas and 12 from interstate. Speakers included representatives from all tiers of government, academia, community organisations, law and accounting firms, other professional bodies and business. We thank all our speakers, especially the many senior government officers who contribute to IPAA WA's professional development program.

IPAA WA's profile continues to improve through our professional development program with many partner organisations involved. We thank our partners this year who included:

- Australasian Evaluation Society
- Corrs Chambers Westgarth Lawyers
- Office of Citizens & Civics in the Department of the Premier & Cabinet
- Office of E-Government in the Department of the Premier & Cabinet
- Department of Local Government & Regional Development
- Indigenous Community Volunteers
- Integrity Coordinating Group: Corruption & Crime Commission, Office of the Public Sector Standards Commissioner, State Ombudsman, and Office of the Auditor General
- John Curtin Institute of Public Policy
- KPMG
- Department of Indigenous Affairs
- Department of Land Information
- Office for Women's Policy
- State Records Office
- The University of Western Australia

A more detailed summary of our 2005 – 2006 seminar program is at the end of the Professional Development section.

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. Overall participant satisfaction rating was 'very good' to 'excellent'. The program continues to fund a significant proportion of our activities, with 1379 people registered for 80 courses. In addition we provided four courses in-house for agencies on request.

IPAA WA training continues to prove excellent value for members, with a \$50 discount off every registration for staff of Corporate Member agencies and \$100 discount for our Individual and Young Professional Members.

This year, we continued to improve the design of the program flyers to better communicate course aims, outcomes and content. We have also improved our administrative procedures and streamlined processes to enhance our service to participants and their organisations.

Significantly, we have improved our marketing materials by producing a Training Catalogue which contains all the information and fees for our training program. This volume is distributed widely and is also available online from our website.

The General Manager worked with existing IPAA WA training course facilitators to develop new and redesign existing courses in response to feedback, and also identified new facilitators to contribute to our program. Seventeen (last year 12) facilitators presented the following 29 (cf 27) topics:

- Advanced Report Writing
- Budget Process, Cycle & Preparation
- Conducting Investigations
- Demystifying Corporate Governance
- Developing a Policy Framework
- Driving Change
- Effective Oral Communication Skills
- Essential Grammar, Spelling & Punctuation
- Facilitating Effective Meetings
- Financial Statements in the Public Sector
- How to Produce Newsletters & Bulletins
- How to Proofread & Edit
- How to Structure an Oral Presentation
- Improve Your Productivity
- Inside Government: The Legislative Framework
- Introduction to Policy Work
- Key Performance Indicators & Agency Reporting
- Maximising Staff Performance
- Policy Evaluation
- Rapid Fire Project Management
- Report Writing
- Resolving Conflict
- Writing a Supporting Case
- Writing an Award Winning Annual Report
- Writing for the Online Environment
- Writing Ministerial Briefings
- Writing Ministerial Letters
- Writing Policy Documents
- Writing Skills for Modern Government

IPAA WA has provided input to the Department of Treasury and Finance's forthcoming tender for a Common Use Agreement for public sector training. This Agreement will be to organise and supply a range of standardised training courses to public authorities and other approved users, and will be mandatory in the Perth metropolitan region.

OTHER EVENTS

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

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

Seminar Program 2005 - 2006

Date	Event	Hosts	Speakers
20 July 2005	Fraud Control & Prevention Forum Partner: KPMG	Dr Wally Cox, President, IPAA WA Matt Fehon, KPMG	Kevin Hammond, Commissioner, Corruption & Crime Commission; Gary Gill, Partner, KPMG Sydney; Peter Lavender, Detective Inspector, WA Police Service
26 July 2005	Optimising Staff Performance Half Day Seminar	Dr Wally Cox, President, IPAA WA	Meg Somers, A/Executive Director, Strategic Human Resources, Department of Land Information; Cliff Gillam, Executive Director, People & Organisational Development, Public Transport Authority; John Taya, Executive Director Human Resources, Main Roads WA
29 July 2005	Old Workers, New Expectations Half Day Seminar	Dr Jim Rhoads, Councillor, IPAA WA	Dr Jane Figgis, Anne Butorac & Ann Zubrick, Re-Vision
18 Aug 2005	Case Studies in Public Sector Excellence Breakfast & Half Day Seminar	Dr Wally Cox, President, IPAA WA	Susan Hunt, CEO, Perth Zoo; Vinka Zupanovich, A/Director Human Resources, Department of Justice; Daniel Simms, Director, Governance & Strategy and Hazel Smallwood, Manager Marketing, City of Wanneroo; Michelle Conroy, Manager, Organisational Development, Department for Planning & Infrastructure; Kye O'Donnell, Records Team Leader, City of Perth; Carol Hodgen, Project Officer, Department of Sport & Recreation; Patricia Morris, Mayor, & Stuart Jardine, CEO, City of Gosnells
26 Aug 2005	Sustainability Breakfast & Half Day Seminar Partner: AES	Dr Wally Cox, President, IPAA WA; Dr Rick Cummings, President AES	Bill Grace, Member, Premier's Sustainability Roundtable; Charles Mackowski, NSW Department of Primary Industries; Dr Ray Wallis, Manager Policy and Sustainability, Department of the Environment; Dr Peter Wilkins, Executive Director Performance Review, Office of the Auditor General; Mescal Stephens, Senior Sustainability Planner, CSIRO; Rianda Mills, Engineers Without Borders
9 Sept 2005	Maelstroms and Milestones Breakfast & Half Day Seminar Partner: State Records Office	Deirdre O'Donnell, Vice President, IPAA WA; Tony Caravella, Director, State Records Office	Ross Gibbs, Director General, National Archives; Darryl Wookey, Information Commissioner; Des Pearson, Auditor General WA; Dr Karen Anderson, Senior Lecturer Archives & Records Management, Edith Cowan University; Dr Joanna Sassoon, Archivist, State Records Office; Terry Gaston, Manager Information, Legal Aid WA; Kye O'Donnell, Records Team Leader, City of Perth; Shirley Cowcher, Director, Information Enterprises Australia; John Layton, Manager Records Branch, WA Police Service
15 Sept 2005	Decision Making Half Day Seminar incl. Hypothetical Partner: Corrs Chambers Westgarth	Shayne Sherman, Councillor, IPAA WA Adam Handley, Partner, Corrs Chambers Westgarth Lawyers	Nick Ellery, Partner, Corrs Chambers Westgarth; Rae Burrows, Senior Policy Officer, Department of Fisheries; Ken Chinnery, Manager Corporate Services, Rottneest Island Authority; Julian Sher, Partner In Charge, Corrs Chambers Westgarth
22 Sept 2005	Translating Policy into Action Forum	Shayne Sherman, IPAA WA; Maxinne Sclanders, Director, Nexus Strategic Solutions	Peter Verschuer, A/Manager Land Development, Water Corporation; Heather Brown, Deputy Ombudsman WA; Sue McCarrey, A/Executive Director, Safety & Strategy, Public Transport Authority
11 Oct 2005	Policy in the Media Forum Partner: JCIPP	Christopher Williams, Vice President, IPAA WA	Assoc. Prof. Tony Cooke, Chairman, State Occupational Safety & Health Commission; Prof. Mike Daube, Health Policy, Curtin University; Dr Stephan Millett, John Curtin Institute of Public Policy
21 Oct 2005	Answering the Challenge Breakfast & Half Day Seminar Partners: DIA & DPC	Deirdre O'Donnell, IPAA WA ; Dr Christina Gillgren, Executive Director, Office of Citizens & Civics	Cedric Wyatt, CEO, Jigalong Community; Hon. Minister John Kobelke, Minister for Indigenous Affairs; Ray Chamberlain, Superintendent, Community Relations & Work Readiness, Argyle Diamonds Ltd; Fiona Emmett, Portfolio Manager, National Native Title Tribunal; Anthony Galante, A/Assistant Director Regional Management, Department of Indigenous Affairs; Alan Beattie, Nyarla Projects

Date	Event	Hosts	Speakers
26 Oct 2005	Cyber Crime Forum Partner: KPMG	Deirdre O'Donnell, IPAA WA; Matt Fehon, KPMG	Rodney McKemmish, Director Forensics, KPMG Sydney; Tony Davies, Partner, Blake Dawson Waldron Lawyers
9 Nov 2005	Conflict of Interest Forum Partner: Integrity Coordinating Group	Dr Wally Cox, IPAA WA Maxine Murray, Commissioner for Public Sector Standards; Irene Froyland, Director Corruption Prevention, CCC	Narelle George, A/Senior Misconduct Prevention Officer Crime & Misconduct Commission, QLD; Glenn Ross, Manager of Corruption Prevention, Corruption & Crime Commission; Mary White, A/Executive Director Ethics & Human Resources, OPSSC; Heather Brown, Deputy Ombudsman WA; Peter Wilkins, Executive Director Performance Review, Office of the Auditor General; Nick Wood, Executive Manager Corporate Services, WA Local Government Association
2 Dec 2005	IT Project Management Forum Partner: KPMG	Christopher Williams, IPAA WA; Travis McAuliffe, KPMG	Gary Cosgrove, Associate Director, KPMG Information Risk Management; Peter Bennington, Chief Information Officer, City of Stirling; Peter Stampoultzis, Director of Information Services, Department of Consumer & Employment Protection
8 Dec 2005	Opportunities: Volunteer with ICV Breakfast & Half Day Seminar Partner: ICV	Dr Wally Cox, President, IPAA WA	Joseph Elu, Co-Chair National ICV Board; Hon. Minister John Kobelke, Minister for Indigenous Affairs; Sue Gordon, Chair, Prime Minister's Indigenous Advisory Council; Mary G, The Black Queen of the Kimberley; Paul Tyrell, CEO, Indigenous Community Volunteers (ACT); Tony Bart, Lecturer, Challenger TAFE; Benita Cattalini, Manager ICV (WA)
18 Jan 2006	Government Tendering Forum Partner: Corrs Chambers Westgarth Lawyers	Deirdre O'Donnell, IPAA WA	Adam Handley, Partner, Corrs Chambers Westgarth; Stuart Newman, Contracts Administrator, Forest Products Commission; Craig Knox, Contract Manager, Department of Treasury & Finance; Mark Corbett, Manager Contracts & Services, Department of Justice; Craig Masarei, Manager, Legal Services, Water Corporation; John Shaw, Manager Contracts & Services, Department of Housing & Works; John Morrissey, Manager Tendering & Contracting, Department of Health; Adam Blitz, Manager Services, WA Local Government Association
8 Feb 2006	e-engagement Facilitated Half Day Seminar Partners: OCC & Office of e-Government	Sandy Clarkson, Vice President, IPAA WA; Dr Christina Gillgren, Office of Citizens & Civics; Celia Chesney, OEG	Trevor Ayers, Business Development Officer, & Domenic Marzano, Social Planner, City of Bunbury; Gaye Gelok, Public Relations Manager, Clough Limited; Catherine Goldwater, Software Architect & Technical Director, Activ; Roberta Mead (Facilitator)
28 Feb 2006	Organisational Culture Full Day Seminar Partner: JCIPP	Dr Kerry Pedigo, John Curtin Institute of Public Policy	Dr Garrick Stanley, Adjunct Professor, Curtin University; Christine Ginbey, Manager, Strategic Development, Department of Corrective Services; Linley Lord, Director, Graduate Certificate Programs & Des Klass, Program Director, Curtin Graduate School of Business; Dr Neale Fong, Director General, Department of Health
1 Mar 2006	Business Ethics in Leadership Forum Partner: KPMG	Deirdre O'Donnell, IPAA WA; Travis McAuliffe, Partner, KPMG	Dr Attracta Lagan, Director, KPMG Corporate Citizenship & Business Ethics Unit
9 Mar 2006	Leadership Relationships Breakfast & Half Day Facilitated Workshop	Deirdre O'Donnell, IPAA WA	Tony Morrison MBE, Visiting Research Fellow, University of Huddersfield; Kerry Sanderson, CEO, Fremantle Ports; John Langoulant, CEO, Chamber of Commerce & Industry WA; Anne Russell-Brown, Manager, Alcoa World Alumina; Dr Neale Fong, Director General, Department of Health.

Date	Event	Hosts	Speakers
22 Mar 2006	Paths to Achievement Half Day Seminar	Sue McCarrey, Councillor, IPAA WA	Kellie Properjohn, Detective Inspector, WA Police Service; Wayne Mitchell, Manager Human Resources, Australian Customs Service WA; Jacqui Allen, Department of Culture and the Arts; Andrew Robins, Senior Planner, & Margaret Rutter, Student Services Manager, Department of Education & Training; Michael Rowe, Principal Project Manager, Department of the Premier and Cabinet
29 Mar 2006	Work Choices Forum Partner: Corrs Chambers Westgarth	Dr Jim Rhoads, Councillor, IPAA WA	Nicholas Ellery, Partner, & Iain Ross, Partner, Corrs Chambers Westgarth; Cliff Pettit, Principal Labour Relations Adviser, Department of Consumer & Employment Protection
7 April 2006	The Challenge for Consultants Forum Partners: OCC & DIA	Christopher Williams, President, IPAA WA; Vicki Williams, Office of Citizens & Civics	Sherena Bin Hitam, Senior Consultant, Nyaarla Projects Pty Ltd; Evelyn Hargest, Noongar Youth Led Futures, Albany; Tony Calgaret, Department for Community Development
3 May 2006	Policy Analysis Breakfast Partner: Office for Women's Policy	Dr Lynn Allen, IPAA WA Councillor; Mary Gurgone, A/Executive Director, Office for Women's Policy	Dr Mieke Verloo, Lecturer in Political Sciences & Women's Studies, University of Nijmegen, The Netherlands
5 May 2006	Challenged Communities Forum Partners: OCC & DIA	Marion Seboa, Council Secretary, IPAA WA; Joel Levin	Ann Preest, North West Cape Exmouth Aboriginal Corporation; Albert McNamara, Armadale; Kim Collard, Kooya Consultancy
11 May 2006	Successful Outcomes for Major Capital Projects Forum Partner: KPMG	Sue McCarrey, Councillor, IPAA WA; Travis McAuliffe, Partner, KPMG Risk Advisory Services	Lisa Bayakly, Associate Director, KPMG Audit and Risk Advisory; Luke Willcock, Director, Asset Strategy & Commercial Property, Department of Housing and Works
25 May 2006	Connected Government Forum Partner: DLI	Dr Garrick Stanley, Councillor, IPAA WA	Tony Sutherland, SLIP Program Director; Mike Bradford, Enabling Framework Sponsor & Program Manager; Jorg Hiltenkemp, Register of Interest Sponsor & Program Manager; Damian Shepherd, Natural Resource Management SLIP Program Manager, Department of Land Information
1 June 2006	The Cultural Challenge Forum Partners: OCC & DIA	Marion Seboa, Council Secretary, IPAA WA	Sarina Jan, Indigenous Business Institute Ltd, Mary Cowley, Department of Indigenous Affairs; Larry Kickett & Brian Hayes, Woodside Energy Ltd; Andrew Huffer, Facilitator
8 June 2006	Innovation: delivering to the bush Breakfast & Half Day Seminar Partner: DLGRD	Dr Jim Rhoads, Councillor, IPAA WA	Hon. Francis Logan MLA, Minister for Energy, Science & Innovation; Brett Sabien, Manager Telecentre Support Branch, & Jon Underwood, Manager Westlink Satellite Services, Department of Local Government & Regional Development; Paul Nicholls, Director Science Education, Scitech; Sue Robinson, Manager Telehealth, WA Country Health Service; Travis Cacciola, Information Management Officer, Department of Education & Training; Juanita Healy, Manager, WestOne Services
27 June 2006	Executive Thinking Luncheon Seminar	Marion Seboa, Council Secretary, IPAA WA	Professor Leonie Still, Director, Centre for Women & Business, The University of Western Australia

Promotion & Membership Services

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.

MEMBERSHIP

The following table and chart shows the steady growth in memberships over the past five years, with a total membership increase of 16% over the past 12 months and a 200% increase since 2000-2001. Individual membership is now at a record high of 545 members. Young Professionals membership continues to improve with YP membership now 138 (last year 99), representing 25% of total Individual members (last year 21%).

IPAA WA MEMBERSHIP	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06
Individual - Ordinary Members	164	229	258	310	350	398
Individual - Life Members	5	8	10	9	9	9
Individual - Young Professionals			9	63	99	138
Corporate Members	36	40	37	50	70	70
TOTAL Members	205	277	314	432	528	615

The membership database and procedures were upgraded to improve our service to members. Corporate members can now nominate up to three representatives for the various functions of IPAA WA membership. This helps the Business Office direct flyers, information and queries to the appropriate person within Corporate Member organisations, and facilitates broad access to IPAA WA information by their staff.

To encourage new memberships, the popular '15 months for the price of 12' campaign was again offered from April to June 2006.

Current members who renewed their membership early were this year rewarded with an 'Early Bird Event Gift Certificate', entitling them to \$25 off the already discounted member rate to any IPAA WA event held between 1 July and 31 August 2006.

MEMBER EVENTS

Our professional development and member programs provided opportunities for members to discuss contemporary issues in public administration, participate in question times, and network with colleagues.

We continued to provide value by offering Individual and Young Professional members complimentary Twilight and Public Sector Fellow seminars, and giving all membership categories significant 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 Professor Allan Fels present on 'The Regulation of Business and its Public Administration'.

This year's Twilight seminar program included:

Date	Event	Speakers
28 July 05	Why public administrators should be laughing! - an experiential discussion	Grant Stone, Scholarly Resources Librarian, Murdoch University
13 Sept 05	Reform and WA public servants - what difference do we make?	Christopher Williams, John Curtin Institute of Public Policy, and IPAA WA Vice President
14 Nov 05	Launch of IPAA WA's history publication "Serving the Servants"	Hon Geoff Gallop, Premier of WA and IPAA National Fellow, with Dr Wally Cox, President IPAA WA
23 Feb 06	Perspectives on corporate governance	Anne Arnold, Chief Executive Officer, Real Estate Institute of WA and Dr Jeffrey Tompkins, Consultant Paediatrician, King Edward Memorial Hospital, and Chairman, Medical Advisory Committee
10 Mar 06	Promoting confidence in the public sector	Georgina Goodrich, incoming President, IPAA South Australia

PUBLICATIONS

IPAA WA's newsletter, *IPAA News* edited by Councillor Ruth Young, was published and distributed to members three times this year, in October, December and March. *The Australian Journal of Public Administration* and *Public Administration Today* have helped keep members up to date with issues in public sector management.

PROMOTION & MARKETING

In November 2005, Council approved a new corporate design incorporating spirals, symbolising the interconnection of the Institute with our members and the wider public sector, and the networks enabled through our activities. The distinctive design is used with the IPAA WA logo and has improved our profile as the professional association for public sector staff. The spirals have been incorporated into marketing and promotion including the WS Lonnie and other Awards, training and membership certificates, the Training Catalogue, invitations and various other materials.

A new initiative in 2006 was to produce membership certificates, allowing members to show their affiliation with IPAA WA. Displaying the member's name and the month and year in which they joined, the certificates have been well received.

IPAA NATIONAL CONFERENCE

The IPAA National Conference will be held in Western Australia on 18 – 21 September 2007. We are well under way in planning to host this major event:

- The steering committee chaired by Vice President Sandy Clarkson met a number of times through the year;
- A program sub-committee chaired by Councillor Dr Lynn Allen was established and is identifying speakers;
- The professional Conference Organiser continued to work with the steering committee to produce a conference budget;
- Burswood Convention Centre was selected as the venue for most conference activities.

Councillor Sandy Clarkson and General Manager June Waters attended the IPAA National Conference hosted by IPAA Tasmania in Hobart in November 2005.

Young Professionals

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. The Committee contributes to the strategic aims and direction of the Institute and is represented on the 2007 IPAA National Conference steering committee.

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.

YP Committee members represent a range of public sector agencies. At 30 June 2006, members were:

Kyra Nimmo (Chair) - Department of Housing and Works

Amalia Burmas (Deputy Chair) - Department of Health

Luke Edwards (Treasurer) - Department of Land Information

Brad Boyle - Australian Government Solicitor's Office

Ben Derecki - Department of Land Information

Damian Leach - Department of Industry and Resources

Tom McIntyre - Department of the Premier and Cabinet

Lizanne Rego - Department of Health

Lauren Stone - Small Business Development Corporation

and IPAA WA Councillors who provide support:

Sue McCarrey - Public Transport Authority

Marion Seboa - Department of Education and Training

IPAA WA Young Professionals membership continues to improve. As at 30 June 2006 YP membership was 138 (last year 99), representing 25% of total Individual members (cf 21%).

The YP Committee, in consultation with the PD and P&MS Committees and with the support of the IPAA WA Business Office, developed and hosted a program of professional development activities during the year, covering a range of themes and providing an opportunity for participants to network.

A highlight was a breakfast seminar in March 2006, with two speakers sharing their experiences on how they have learnt from others throughout their careers. Both speakers - Jack Busch and Patti Chong - discussed various learning techniques such as mentoring, coaching and identifying role models, and were also interviewed on stage by members of the YP Committee.

Activities in this year's YP events program were:

Date	Event	Speakers
6 Sept 05	Work / Life Balance & Career Development	Norman Robinson, Chief Executive Officer, Sentinel Stockbroking; and Ronnie Hurst, Director Programs & Services, Department of Sport & Recreation
13 Oct 05	An Extraordinarily Different Leadership Opportunity!	Ron Alexander, Director General, Department of Sport & Recreation
1 Dec 05	Innovation & Creativity	Alan Dodge, Director, Art Gallery of Western Australia; and Ben Derecki, Policy Officer, Department of Land Information
17 Mar 06	Learning from Others - interviews with people of influence	Patti Chong, Crown Prosecutor, State Director of Public Prosecutions Office; and Jack Busch, Chair, Care for Children and Young People Advisory Committee
26 May 06	Building Strong Relationships in the public and private sectors	Reece Waldock, Chief Executive Officer, Public Transport Authority and Commissioner of Railways; and Leeanda Paino, Chief Executive Officer, Sealanes Pty Ltd.

The Committee maintains a database of about 100 young professionals and a YP page on the IPAA WA website. The database is used to circulate information about opportunities for career development and networking. The YP web page provides a link between the Committee and IPAA WA young professional members and includes access to the YP mailing list. The database and website help promote the benefits of IPAA WA membership to young professionals and facilitate networking with young professionals outside the public sector.

The current Committee Chair (then Secretary), Kyra Nimmo, and the winner of the 2005 YP Competition, Ben Derecki, attended the IPAA National Conference in Tasmania in November 2005 and met with IPAA Young Professionals from other IPAA Divisions to exchange ideas and share information.

IPAA WA's Young Professionals continue to thrive, with an expanded program of initiatives and activities planned for next year.

Research, Awards & Recognition

PUBLIC SECTOR FELLOWSHIP PROGRAM

This program is jointly sponsored by IPAA WA, John Curtin Institute of Public Policy (JCIPP), Department of the Premier and Cabinet and the Australian Public Service Commission. It provides Western Australian employees in the Commonwealth, State and Local Government sectors with an opportunity to undertake a sponsored 13-week full-time research placement at JCIPP, which provides the necessary academic supervision and research facilities. Fellows are paid by their home agency at their substantive salary for the duration of their award. A program of supporting academic activity is arranged and conference attendance may also be funded.

The 2005 Semester 2 Fellows were Bev Johnson, Department of Shared Services, and Michael Eagle, Australian Valuation Office. Bev's project addressed 'Strategies for successful joined up government initiatives', and Michael's project addressed 'Outsourcing and contracting out of professional services in the public sector'.

An information session is held each year and further information and advice can be sought from JCIPP, Curtin University of Technology.

PRIZES SPONSORED BY IPAA WA

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 – Robert Alan Walker

Murdoch University – June Marie Hatwell

The University of Western Australia – Richard Leong

We also congratulate Leslie Ramsay, Andrew Robins and Elsie Tompkins as recipients of the IPAA WA Award for Academic Excellence in the Department of the Premier and Cabinet's Public Sector Management Program. They were awarded with a certificate and a complimentary annual membership of IPAA WA.

2005 WS LONNIE AWARDS

Dr Wally Cox chaired the Lonnie judging panel this year, commenting that annual reporting continued to improve. The 2005 Awards Dinner, held on 22 June 2006, established a new attendance record with almost 200 representatives of 36 agencies present. The Deputy Premier, the Hon Eric Ripper MLA, gave the after dinner speech in which he highlighted the role annual reports play in building and maintaining trust between government and its citizens.

Councillor Dr Jim Rhoads coordinated the judging and sponsorships this year. Two new sponsored awards were presented: The Institute of Chartered Accountants in Australia's Award for Chief Finance Officer of the Year; and the State Records Commission Award for Recordkeeping.

The 2005 WS Lonnie Award winner was the Fire and Emergency Services Authority. A full article about this year's Awards, including all the winners, was published in *IPAA News* of July 2006.

ORAL HISTORY PROJECT

Based on the 2003-2005 joint project between IPAA WA and the Department of the Premier and Cabinet (DPC), the parties have agreed to continue collecting oral histories from long-serving public servants.

As demonstrated by the initial project, when properly researched and recorded by qualified oral historians, and transcribed in consultation with the interviewees, these oral histories capture fascinating inside glimpses of the WA public sector over time. The stories give a human side to the 'official' history of the sector, and as they build up, have the potential to provide a longitudinal understanding of the contribution of the public sector to the WA community, and of the ever-increasing pace of development and change.

The inaugural interviewees were invited to a special afternoon tea on 1 June 2006. Dr Geoff Gallop, former WA Premier, National IPAA Fellow and history enthusiast, spoke and made presentations.

For the future, building on the framework, protocols and expertise established through the original project, DPC will facilitate a small number of oral histories each year, and IPAA WA will host a similar function to mark their completion. The interviews and transcripts will continue to be lodged in Battye Library.

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 previous award winners from Western Australia:

2003 - Geoff Gallop

1992 - Martyn Forrest & Allan Skinner

2002 - Frank Harman & Des Pearson

1989 - Alan Peachment & Michael Wood

1998 - Chris Whitaker

1984 - Bruce MacKenzie

1995 - Elizabeth Harman

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

Keith Graham

Jan Stuart

Brian Burgess

Barbara Meddin

Margaret Stockton

Mike Culmsee

John Persse

Michael Wood

Finance & Business

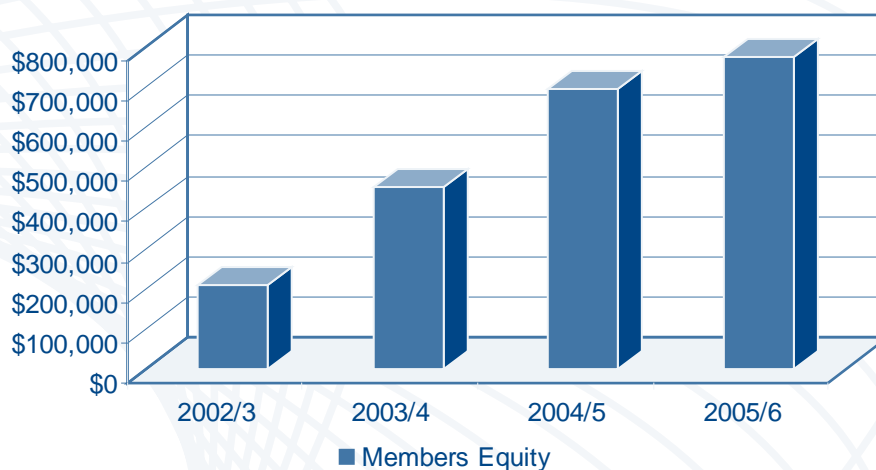
The Finance and Business (F&B) Committee advises Council on the budget and monthly accounts and the operations of the Business Office. It recommends targets for financial plans and budgets and adopts a monitoring and stewardship role on behalf of the Council.

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.

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.

Members equity is now \$773,601, representing an 11% increase from \$696,729 last year.



Professional Development revenue is down from last year's record high, but with a corresponding decrease in costs. Council decided, as a result of the member survey by Curtin University students in March 2005 and participant feedback, to provide a more balanced program this year with a greater variety of activities with more member benefits and less emphasis on raising a surplus in the short term.

The growth to \$40,020 in bank interest earned on our investments in the year represents a 29% increase.

Individual Membership revenue continues to improve, increasing from \$29,186 last year to \$33,927 at 30 June this year. This reflects the value for money that IPAA WA membership provides, with our annual fees still noticeably lower than those of other professional organisations and other IPAA Divisions. Council's decision to maintain membership fees at the same rate for another year has been helpful in attracting the record membership numbers.

As stated in last year's Annual Report, the leased accommodation in St Martins Tower continued to pose problems this year in terms of space and physical arrangement for workflow and event preparation. The potential for purchasing IPAA's own strata office (with or without a training room) was investigated by Council in late 2005. It was agreed that our financial position is not yet sufficient to pursue this option, particularly with the current resources boom in WA and associated high prices for office space in and around the city.

Accordingly, in late May 2006 Council instructed the General Manager to locate new accommodation for lease, to better meet our needs for the next five years. Finding appropriate accommodation proved very difficult, but was eventually located on floor 15 of Septimus Roe Square at 256 Adelaide Terrace, Perth, with the move set for 29 July 2006.

The new premises, whilst being almost double the space including a meeting room for Council and Committees, is located in a building with a lower cost-size ratio, providing us with more accommodation at relatively less cost. More office space involved the purchase of some furniture and equipment, but savings were found in securing a number of second-hand items, including an upgraded telephone system, and the new premises needed little fit-out to meet our needs. The new accommodation will facilitate greater efficiency in terms of workflow, event preparation, access to resources, and interaction between staff, and visitors including members and Councillors.

OUTLOOK

Challenges for next year include:

- continuing 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 event registration, membership applications and renewals;
- further planning for hosting the IPAA National Conference in WA on 18-21 September 2007;
- retaining and developing the investment in our staff assets by monitoring workloads and staffing requirements and encouraging staff development; and
- continuing to ensure good governance in all that we do.

STAFFING

Staffing the Business Office to enable a high standard of service to members and provide a greater variety of professional development activities has been reviewed and restructured several times over the course of the year. Training and developing all our staff is a continuous process as we strive to maintain our high standards. Workflow processes have been reviewed and updated to keep pace with changing needs.

Senior Professional Development Officer Christine Duckham returned to her previous agency in September 2005. With the change in focus in the PD program, Council decided to upgrade this position to Business Development and Events Manager. After a considerable search for a suitable person, Margaret Stronge Smith joined us in this role in June 2006; Margaret has professional development experience at the Institute of Public Administration in Ireland.

Long-serving Training Officer Alicia Rinaldi departed in April 2006. We had recruited Kylie Downes in October 2005 to take over from Brie Treasure in Accounts and Administration, and on Alicia's departure, moved Kylie into Training. Restructuring the events area to provide better backup, we recruited Renee Rowson in May 2006 as the Events and Administration Officer. At this time we separated the accounts function to a dedicated half-time role: Ljiljana Lemaic joined us in June 2006. Part-timer Lauren Baxter finished her studies in December 2005 and departed for full-time work. Sharon White continued as Events Coordinator and Steven Waters' role evolved into Memberships and Communications to provide an improved service to our growing membership base.

In July 2005 new staff contracts were developed as a result of two-months' work by an independent human resources consultant. This further moved our staffing arrangements onto a professional basis. It is noteworthy that IPAA WA's first 'real' employee joined us as recently as late 2003 – directly employed as distinct from seconded or paid by honorarium.

In November 2005 the General Manager, June Waters' secondment from the Department of the Premier and Cabinet was extended again, for three years to January 2009 (from a beginning in January 2003). In March 2006 June visited IPAA NSW to attend the semi-annual meeting of her fellow State Executive Directors.

BUSINESS OFFICE OPERATIONS - SYSTEMS, EQUIPMENT, ACCOMMODATION

We are moving towards the purchase and implementation of an integrated events management system (IEMS), expected to come into operation in 2007. This will provide the capability to accept event registrations and member applications and renewals online, and make available staff resources to undertake new projects. Council appointed an IEMS Steering Committee in February 2006, chaired by Vice President Sandy Clarkson and appointed an external project manager to work with the contractors and IPAA QLD.

The first stage of this extensive re-structure of our finance and business operations involves developing the financial capability of the Business Office and aligning the Treasurer's role. This will relieve the Treasurer to focus on strategic issues. Council expects to appoint an independent accountant to assist with this change and oversee its implementation to ensure appropriate governance throughout each stage.

**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 2006.
- (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:

Ms Deirdre O'Donnell (A/President).....

Mr Tim Benjamin (Treasurer).....

Dated this 31st day of October 2006

Horwath Audit (WA) Pty Ltd

ABN 79 112 284 787

Chartered Accountants

A member of Horwath International

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Facsimile (08) 9380 8499

**Independent audit report on the financial report
to members of Institute of Public Administration
Australia (Western Australia Division) Inc.**

We have audited the accompanying financial report, being a special purpose financial report, of the Institute of Public Administration Australia (Western Australia Division) Inc. ("the Institute") for the year ended 30 June 2006. The financial report comprises the balance sheet at 30 June 2006, and the income statement and the summary of significant accounting policies and other explanatory notes, and the Statement by Members of the Committee for the year then ended.

The Institute's Committee of Management's Responsibility for the Financial Report

The Institute's Committee of Management is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the needs of the members and for the purpose of fulfilling their financial reporting requirements under the Institute's constitution. The Committee of Management's responsibility also includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Auditing Standards in Australia. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the trustees, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Institute's financial reporting requirements under the constitution. We 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 for any purpose other than that for which it was prepared.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

We are independent of the Institute, and have met the independence requirements of Australian professional ethical pronouncements.

Qualification

It is not practicable for the Institute to establish controls over professional development fees and membership fees prior to their entry into the accounting books and records, nor is it practicable for us to perform auditing procedures to satisfy ourselves that all fees have been received and recorded. Accordingly, our audit procedures relating to fee income was limited to the amounts recorded in the accounts.

Auditor's Opinion

In our opinion, except for the effects on the financial report of such adjustments, if any, as might have been required had the limitation on our audit procedures referred to in the qualification paragraph not existed, the financial report presents fairly in all material respects, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of the Institute of Public Administration Australia (Western Australian Division) Inc. as at 30 June 2006 and the results of its operations for the year then ended.

Dated the 31st day of October 2006.

HORWATH AUDIT (WA) PTY LTD

HORWATH.
Glyn O'Brien

GLYN O'BRIEN
Director

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2006**

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.

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

**BALANCE SHEET
AS AT 30 JUNE 2006**

<u>2004/2005</u>		<u>2005/2006</u>
\$		\$
	Current Assets	
14,964	Cash At Bank	69,594
246	Petty Cash Float	200
11,000	IPAA BankWest Visa Card (Security Deposit)	11,000
15,200	Trade Debtors (Accounts Receivables)	13,817
695,641	Term Deposits - Bankwest	754,514
<u>737,051</u>		<u>849,125</u>
	Non-Current Assets	
	Fixed Assets:	
48,190	Plants & Equipments	48,990
-13,431	Less: Accumulated Depreciation	-25,612
3,812	Furniture & Fittings	3,812
-493	Less: Accumulated Depreciation	-1,066
<u>38,078</u>		<u>26,124</u>
	Current Liabilities	
0	Trade Creditors (Accounts Payables)	12,486
9,802	Goods and Services Tax (GST)	7,025
13,760	PAYG Withholding Payable	8,726
330	Superannuation Payable	5,276
	2006/2007 Revenue in Advance:	
17,945	Individual Membership Subscriptions	20,126
18,545	Corporate Membership Subscriptions	23,250
18,018	Professional Development Program	24,759
<u>78,400</u>		<u>101,648</u>
<u><u>696,729</u></u>	Members Equity	<u><u>773,601</u></u>

**STATEMENT OF INCOME AND EXPENDITURE - SUMMARY
FINANCIAL YEAR 2005/2006**

1,033,856	Operating Revenue	873,853
<u>787,402</u>	Operating Expenses	<u>796,981</u>
246,454	Operating Surplus (Deficit)	76,872
450,275	Retained Earnings at beginning of Financial Year	696,729
<u><u>696,729</u></u>	Retained Earnings at end of Financial Year	<u><u>773,601</u></u>

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

**STATEMENT OF INCOME AND EXPENDITURE - DETAILED
FOR THE YEAR ENDED 30 JUNE 2006**

<u>2004/2005</u>		<u>2005/2006</u>
<u>\$</u>		<u>\$</u>
<u>INCOME</u>		
74,082	Membership Subscriptions	62,064
30,979	Bank Interest and Interest Earned from Investments	40,020
928,795	Professional Development Program	762,881
0	National Council Recoup	2,706
0	Young Professionals Committee	6,182
<u>1,033,856</u>	TOTAL INCOME	<u>873,853</u>
 <u>LESS EXPENDITURE</u>		
11,741	AJPA and Capitation Fee (National)	17,622
10,728	National Journal (ACT Division)	9,007
1,190	IPAA Newsletter (WA Division)	3,760
5,530	PS Fellowship Program	3,030
3,220	DPC/IPAA (WA) Oral History Project	0
3,100	PS Renewal Submission Project	0
13,629	History of IPAA (WA Division)	20,875
0	National Council Expenses	11,730
9,256	Staff Professional Development	4,224
500	University Prizes	750
40	Marketing, Promotion and Advertisement	3,452
4,994	AGM and Annual Report	2,234
298,477	Professional Development Program	277,216
1,945	Young Professionals Committee	4,114
12,530	Printing and Stationery (General)	6,479
7,974	Telephone and Fax	8,001
899	Computer Software & Parts	4,195
0	Office Move and Accommodation	1,000
0	National Conference 2007	1,325
4,964	Internet Expenses and IPAA WA Web Page	1,662
13,752	Bank Fees and Amex Charges	11,617
2,003	Insurance	2,858
34,962	Lease Premises (Rental)	49,538
5,581	Installation/Maintenance/Repairs	608
11,827	Postage/Courier/Mailing (General)	7,487

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