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## OUR PATRON

Patron of IPAA WA is the Governor of Western Australia, his Excellency Dr Kenneth Comminos 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.



*His Excellency  
Dr Kenneth  
Comminos  
Michael, AC.*

## 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.



Grahame  
Searle

### Dear Members

This is my first year as President of IPAA WA and it has been a very challenging year for all employed in the public sector.

I congratulate our Committees and the Business Office in shaping another excellent program and all presenters and sponsors who have supported us in our new endeavours.

I am extremely proud of the **professional development program** that IPAA WA delivered this year as we move into **offering new formats and approaches** in the construction of events and broader training activities. The value our members and potential members recognise in our program is reflected in the fact we have had record numbers attending some of our lead events this year.

This year IPAA WA has seen its **corporate membership increase by 13%** which is an indication of the value our members receive and place on our role as the professional body for the public sector. Our membership continues to bring together representation from the three tiers of government as well as academia, the private sector, and not-for-profit sector. The proposed new membership structure and fees for 2007-2008 will effectively offer greater equity, value for money and address the financial shortfalls identified in our previous policy.

We have **received recognition for our role** through increased media interest and general publicity. I believe IPAA WA has now established itself as a leading body for our sector after intense periods of expansion of its scope, size and frequency of activities. This work has been achieved through the hard work of a tightly focused Business Office and enthusiastic group of volunteers, often with limited resources. Like any organisation, growth cannot continue without ensuring that alignment occurs between expansion and effective business operations.

The appointment of Lynn Deering as General Manager has occurred at a time of new beginnings for IPAA WA and has also brought a **different and new fresh approach** to our internal operations and expanding role and activities for members. It is envisaged that over the next 12 months, IPAA WA will become financially stronger and build upon its strategic position as the professional body for the public sector.

IPAA WA has reached a new point in its growth and development as a lead professional organisation, and consolidation of that growth is now the priority. The completion of a range of new systems, programs and positions also brings with it a transition period within the Business Office. Following the transition, the expanded programs and services will form a new framework for our operations and continued achievement.

I acknowledge the hard work of all Councillors and the many volunteers and members who have been actively involved in our activities, events and providing feedback to us over the last year. I thank you and look forward to your continued involvement and support.

We now look towards the upcoming National Conference with confidence and enthusiasm.

Yours truly,

Grahame Searle

President

## Dear Members

I am pleased to contribute to the Annual Report by detailing our operations of the Institute of Public Administration Australia (IPAA) WA Division for the year ended 30 June 2007.

I have been delighted to meet many of you since coming into this position and now take the opportunity to detail my background and the experience that I bring to IPAA WA.

I have held positions across all tiers of the public sector and have operated my own small business for some years, working in the area of organisational improvement and development. I believe IPAA WA offers members the opportunity to come together as a profession, share ideas and be inspired.

Though busy since taking up my position in January, I have been rewarded by:

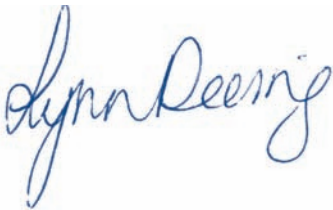
- meeting both corporate and personal members and building relationships with our sponsors;
- the setting up of new systems within the office;
- developing new business strategies to support Council directions and strategic plan; and
- researching and forming future products and services that we may be able to offer our members.

With our team in the Business Office, I am committed to ensuring IPAA WA provides services and products of value to you and that we reflect best practice in all aspects of our operations.

I hope you will take time to read our Annual Report and most importantly continue to contact me with your feedback and ideas to improve our operations and link us with opportunities that matter to the profession.

I look forward to seeing you at our next IPAA WA event!

Yours,



Lynn Deering  
General Manager



Lynn  
Deering

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

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

#### IPAA WA COUNCIL 2006-2007

President	<b>Grahame Searle</b> Chief Executive Officer, Landgate
Vice President	<b>Dr Lynn Allen</b> Professional Fellow, Curtin Business School
	<b>Sandy Clarkson*</b> Finance Manager, Chemistry Centre
Secretary	<b>Marion Seboa</b> Department of Education and Training
Treasurer	<b>Tim Benjamin</b> Benjamin and Associates

\* National Vice President IPAA Council.

#### COUNCILLORS

<b>Joe Calleja</b> The Richmond Fellowship	<b>John Griffiths</b> Department of Corrective Services
<b>Lyn Genoni</b> Department of the Premier & Cabinet	<b>Tami Maitre</b> Gascoyne Development Commission
<b>Sue McCarrey</b> Public Transport Authority	<b>Kyra Nimmo</b> (Chair, Young Professionals, Committee until January 2007) Department of Housing & Works
<b>Dr Jim Rhoads</b> Curtin University	<b>Luke Edwards</b> (Chair, Young Professionals, Committee from January 2007) UWA, School of Environmental Systems Engineering
<b>Dr Garrick Stanley</b> Department of Housing & Works	
<b>Dr Helen Grzyb</b> Helen Grzyb & Associates	
<b>Peta Mabbs</b> WA Police	

## OPERATING COMMITTEES

### **Strategic Programs Committee**

Chair: Sue McCarrey

Responsible for overseeing the annual program of activities - including training, seminars, presentations and workshops - the Strategic Programs Committee meets monthly one week prior to Council meetings.

### **Membership Services Committee**

Chair: Dr Jim Rhoads

Raising awareness and promoting IPAA WA to attract new members, this committee focuses on membership activities, website and promotional material. The Membership Services Committee meets monthly one week prior to Council.

### **Finance and Business Committee**

Chair: Grahame Searle

Advising Council on budget, monthly accounts and the operations of the Business Office, the Finance and Business Committee recommends targets for financial plans and budgets, and adopts a monitoring and stewardship role. The General Manager liaises and reports to this group in relation to matters of an operational nature. The Finance and Business Committee meets monthly prior to Council meetings.

### **National Conference Committee**

Chair: Sandy Clarkson (Vice President of National IPAA)

This volunteer group of IPAA Members is responsible for developing the program for the National Conference, including the marketing, social and construction aspects of this major event. Supported by Debretts Conference organisers, the National Conference Committee meets as required.

## SPECIAL INTEREST GROUPS

### **Young Professionals Network (YPN)**

Chair: Luke Edwards

Formed to focus on the needs of younger members and potential members under the age of 35, the YPN Committee contributes to the strategic aims and directions of the Institute. The YPN Committee meets the first Wednesday of each month.

## SUB COMMITTEES

- Public Sector Fellowship
- W.S. Lonnie Awards
- Oral Histories Project
- Regional Services Project
- Integrated Events Management System (IEMS)

## 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:

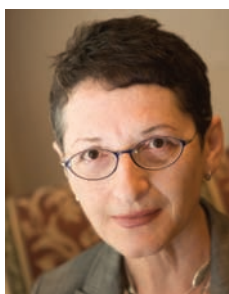
1983	1984	1989	1992
Digby Blight	Bruce MacKenzie	Allan Peachment	Martyn Forrest
Brian Burgess		Michael Wood	Allan Skinner
Gordon Reid			
Ronald Robertson			
1995	1998	2002	2003
Elizabeth Harman	Chris Whitaker	Frank Harman	Dr Geoff Gallop
		Des Pearson	

## HONORARY LIFE MEMBERS

Council may admit as an Honorary Life Member any person who has rendered signal service to the Institute.

**This year IPAA WA Council recognised the contributions of Marion Seboa and Lyn Genoni, who join other IPAA WA Honorary Life Members:**

Tim Benjamin	Mike Culmsee	John Persse	Margaret Stockton
Brian Burgess	Keith Graham	Jan Stuart	Michael Wood
Wally Cox	Barbara Meddin		



*Marion Seboa*



*Lyn Genoni*

IPAA WA has experienced many changes and broken new ground as it moved into its 61st year of operation. These changes have taken place within IPAA WA itself as well as at a national level within our network.

At a local level, changes have occurred in the market context in which our services are delivered through the introduction of common use agreements and new shared services initiatives. Change is also evident in the sector as the forces of federalism interplay in public management.

At a national level, a new step has been taken towards IPAA's building of a coherent national approach for the profession with the appointment by our National Council of our federated network's first national Executive Director, Adrienne Gillam. IPAA WA welcomes Adrienne to her new role.

Through a combined effort of Council, the Business Office, and the active participation of volunteers, IPAA WA has steadily continued to grow its membership services and range of professional development activities. This year IPAA WA instigated new training, seminars and forums and expanded its role and workings. In late 2006, another new turning point for IPAA WA was the completion of a submission in response to the Office of the Public Sector Standards Commissioner's discussion paper, *A Separate Ethical Code for Ministerial Staff?* This is in keeping with Council's strategic intent for IPAA WA; adopting an advocacy role on behalf of members.

A natural progression of any organisation which has achieved continued relative growth and expansion is an expectation for this to continue. To achieve continued growth successfully IPAA WA needs to consider two key aspects; its stage within the business cycle and organisational maturity. As a consequence of reviewing these elements it has been identified that initiatives relating to improving IPAA WA's capacity to support growth and expansion need to be put into place and this suggests changes to future operations, governance and improvements to systems.

This Annual Report heralds the consolidation of IPAA WA operations and the building of longer term capability through the introduction of new technology; by way of functions in our website and the adoption of the Integrated Events Management Systems. Today IPAA WA is a confident professional body and an independent voice of its members and the public sector.

**THE ONE THING WE CAN  
BE CERTAIN OF IS THAT  
CHANGE IS WITH US AS  
A CONSTANT**



**TODAY IPAA WA IS A CONFIDENT PROFESSIONAL BODY AND  
AN INDEPENDENT VOICE OF ITS MEMBERS AND  
THE PUBLIC SECTOR**

## HIGHLIGHTS OVER THE LAST 12 MONTHS

- A swing to corporate membership of 13%, evidence that our growth in membership has been maintained.
- In December 2006, IPAA WA developed a discussion paper in response to the State Government's call for submissions on the Role of Ministerial Advisers.
- In March 2007, IPAA WA hosted a seminar with over 320 people attending the retirement presentation of Commissioner Kevin Hammond. In response to member interest (metro and regionally) the business office initiated a recording of the event. This event also led to publicity and press coverage in the media via local and eastern states papers, TV and radio.



Kevin Hammond

- In May 2007, IPAA WA developed a new communications strategy and initiated fortnightly e-Bulletins.
- In May 2007, the IPAA WA website claimed another first with over 294 hits in a day identified resulting from our new e-Bulletins and flyers.
- Regional delivery of seminars and training were given a boost in October and November 2006, with the delivery of three training programs in Carnarvon and again later in June 2007 with an event in Northam.
- The professional development program was revised and new formats were introduced the Perspective Seminars, Insight Discussion Forums and special interest events hosted by the IPAA WA President.
- IPAA WA hosted the annual dinner and presentation for the W.S. Lonnie Awards for Excellence in Annual Reporting, with over 47 agencies and over 240 attendees making it a very successful evening.

- In June 2007, renovations to the Business Office included improved use of the office space and a new Council meeting room.
- In May 2007, the development of a new IPAA WA brochure which conveys the range of services IPAA WA offers.
- Changes to the IPAA WA website were initiated in October 2006, with development focussing on a new look and feel, with further functionality improvements to follow in late 2007.
- Advancement of the IEMS project has resulted in a new Finance and Administration position being created in the Business Office, due to commence in June 2007.



- The planning of the IPAA National Conference continued, supported by volunteers actively meeting as committees to develop the conference program, marketing and social activities. There has also been strong sponsorship interest to support the event at national and local levels

Jump up and celebrate at the WS Lonnie awards

### STRATEGIC PLAN

The IPAA WA Strategic Plan has guided the Council and Committees over the last 12 months focusing upon the key outcomes that the Council strives to achieve. These are:

- access to quality professional development and training;
- an active and diverse IPAA WA membership base;
- recognition of individuals and organisations achieving excellence in the public sector; and
- knowledge and awareness of public sector issues.

Following discussions held in 2006, the Council identified key performance indicators working through the above outcomes and then structured committees and activities accordingly to report and measure IPAA WA achievements. The strategic plan underpins the operations and all reports of the Council.



## BUSINESS OFFICE & STAFF

### NEW STAFF APPOINTED

A major change to the Business Office this year occurred with the appointment of a new General Manager, Lynn Deering in January 2007. Lynn Deering replaces June Waters, who is credited with progressing IPAA WA to new levels of achievement in the 4 years of her employment. This report acknowledges the enormous contribution June made during her time with IPAA WA in managing and operating the Business Office and forming the programs and services provided to members. June was farewelled in January 2007 at a special Council Meeting.

This period has also seen an increase in staff and the formation of a new transitioning structure and focus. Preparation for the Integrated Events Management (IEMS) system also brought with it changes to roles and responsibilities of the Treasurer, General Manager, and the Business Office; including the creation of a new Finance and Administration Officer position and the introduction of new software and internal processes and procedures.

### NEW IMPROVED FACILITIES AND RESOURCES TO SUPPORT DELIVERY

IPAA WA moved into its current office space in July 2006 and funds were set aside for general office improvements and the purchase supporting equipment and resources. While the office has an excellent central location, there was no discrete meeting room for Council, nor office space for staff to support future expansion. The office renovations have now been completed enabling a meeting room, improved shared facilities and required space for additional staff.

*Councilors Deirdre O'Donnell, Sandy Clarkson, and Marion Seboa sign the lease to the new Business Office premises*



### NEW BROADER ROLE OF THE BUSINESS OFFICE

The primary role of the Business Office has been the development and delivery of events and training, with a division of duties between the Council and the Business Office. Council has agreed that IPAA WA has now grown and with this maturity and gradual formalisation there is a need to adopt new ways of working between Council and the Business Office. Of course, we continue focused upon the delivery of services and looking after members throughout this year.

The movement of financial accounting and recordkeeping into the business office, the introduction of new systems for events management introduction and the appointment of a new General Manager combine to create an opportunity to review operations and in doing so consider both capability and capacity. These two elements have been essential in guiding the focus and role of the business office after January 2007.

Whilst subject to ongoing subtle changes, the General Manager and the Business Office will generally adopt a more active and practical role in the implementation of IPAA WA strategies.

#### AS AT 30 JUNE 2006, THE BUSINESS OFFICE STAFF WERE:

<b>Lynn Deering</b>	General Manager
<b>Margaret Stronge Smith</b>	Business Development & Events Manager
<b>Dominic Denny</b>	Finance and Administration Officer
<b>Elisabeth Goddard</b>	Events Coordinator
<b>Kylie Downes</b>	Training Officer
<b>Renee Rowson</b>	Events & Administration Officer
<b>Steven Waters</b>	Communications & Memberships Officer

Three staff members have left IPAA WA during the period and we take this opportunity to acknowledge their contribution and thank them: **June Waters**, **Ljiljana Lemaic** and **Sharon White**.



*Lynn Deering*



*Margaret Stronge Smith*



*Dominic Denny*



*Elisabeth Goddard*



*Kylie Downes*



*Renee Rowson*



*Steven Waters*

The Professional Development Program is one of the major services we provide for the sector and our members. Our strategies combine to form a range of opportunities specially customised to include training, events and seminars, and collegial support.

The Strategic Programs Committee (formerly the Professional Development Committee) continued to guide and advise in the formation of the annual program. This year IPAA WA delivered a total of 124 professional development activities and catered for the needs of over 5,300 attendees through a range of professional development activities which includes training, seminars, twilights, discussion forums and regional training.

Events operated by IPAA WA include income generating and non-cost recovery activities. As a professional body, the non-cost recovery activities are undertaken as part of our promotion of the profession of public administration as a service to our members to support networking and collegial recognition. In this way, events are part of our ongoing commitment and contribute approximately \$170,000 in revenue to our annual income.

In early 2007, IPAA WA responded to participant feedback - and member research conducted in 2005 by Curtin University - with a new series of event strategies to allow for increased variety in topics and formats, and smaller forums enabling participate discussion and debate.

In May 2007, IPAA WA launched the Perspectives Seminars, Insight Discussion Forums and Presidents Lunch events, which have received strong support from our members and the sector. IPAA WA continues to build upon our strong relationship with our members and those interested in our events, training and focus upon public management.



Sue  
McCarrey



## EVENTS PROGRAM

This year we delivered 30 events (last year 29) with over 3100 registrations.

Our events program creates a unique opportunity for members and the WA public sector, bringing international, interstate and state expertise to our doorstep. Highlights were provided by a range of presenters who supported the formation of a thought provoking and innovative program. IPAA WA's ability to work across the sector fosters improved partnerships as participants and presenters alike have the opportunity to network and share information in a non political context.

With a variety of formats and locations to improve access for our members and supporters, our events included:

- 6 x two-hour late-morning forums with limited numbers;
- 3 x afternoon forums;
- 7 x breakfast seminars (incl. 2 Young Professionals breakfast seminars);
- 9 x breakfasts with the option of an additional half-day seminar;
- 4 x half-day afternoon seminar (incl. 2 Young Professional half-day afternoon seminars); and
- 1 x luncheon seminar by invitation only with limited numbers.

Additional events organised by the Business Office and mentioned elsewhere in this report include:

- The annual *W.S. Lonnie Award for Excellence in Annual Reporting* dinner and presentation ceremony, a major event for the state public sector
- Six complimentary 'Twilight' member networking functions, with over 270 registrations
- The Reid Oration, a partnered event with the University of Western Australia; a lecture-style presentation with over 100 in attendance
- The Public Sector Fellowship; a partnered program across Federal, State and Local Government with IPAA sponsoring two information sessions with over 80 attendees.

This year gave no exception to IPAA WA's established reputation for high quality events on topical public sector matters. Our International speakers included **Ms Lim Soo Hoon**, Permanent Secretary at the Prime Minister's Office in Singapore. IPAA WA also hosted a range of highly regarded presenters from across the nation including **Bernard Salt**, KPMG, **Prof Kenneth Wiltshire**, University of Queensland, **Dr Linda Handcock**, Deakin University, **David Adams**, Department of Victorian Communities, and **Dr Andrew Leigh**, ANU.



OUR EVENTS PROGRAM CREATES A UNIQUE  
OPPORTUNITY FOR MEMBERS AND THE  
WA PUBLIC SECTOR, BRINGING INTERNATIONAL,  
INTERSTATE AND STATE EXPERTISE TO OUR DOORSTEP

**SEMINAR PROGRAM 2006-2007**

DATE & FORMAT	EVENT TITLE	TYPE*	HOST	SPEAKERS
20 July 2006 <i>Public Forum</i>	Reid Oration	O	Vice-Chancellor Alan Robson	His Excellency Dr Kenneth Comminos Michael, AC Governor of Western Australia
25 July 2006 <i>Twilight</i>	Membership Renewal & Special General Meeting	ME	Sandy Clarkson	Bret Christian, Editor, Post Newspapers; Paul McArdle, Lecturer, WA Wine Industry Association
11 August 2006 <i>Breakfast &amp; Half Day</i>	Political Savvy	S	Jim Rhoads	Geoff Anderson, Flinders University; Bruce Guerin Principal, Public Policy & Management, South Australia; Hon Derrick Tomlinson
17 August 2006 <i>2 Hour Forum</i>	Best Practice Financial Reporting	S	Sandy Clarkson	Robert Kelly, Partner, KPMG; Michael Barnes, Acting Executive Director, Finance, Department of Treasury and Finance; John Doyle, Deputy Editor General, Office of the Auditor General WA
18 August 2006 <i>Breakfast &amp; Half Day</i>	Polymaking	S	Dr Garrick Stanley	Dr Andrew Leigh, Australian National University; Rob Delane, Deputy Director General - Biosecurity & Research, Department of Agriculture and Food; Sue McCarrey, Acting Executive Director - Safety & Strategy, Public Transport Authority; Yvonne Patterson, Assistant Executive Director - Program and Sector Development, Department for Community Development; Graham Brimage, Director - Strategic Policy, Planning and Research Division, Department of Sport & Recreation; Dr Peter Wilkins, Executive Director - Performance Review, Office of the Auditor General for Western Australia
24 August 2006 <i>Twilight</i>	"How are we travelling? Reflections of a departing auditor"	ME	Deirdre O'Donnell	Des Pearson, Auditor General, Office of Auditor General WA
7 September 2006 <i>2 Hour Forum</i>	Gambling – the impact on communities: Dr Linda Hancock	S	Marion Seboa	Associate Professor Linda Hancock, Director, Corporate Citizenship Research Unit
8 September 2006 <i>Breakfast &amp; Half Day</i>	Corporate Social Responsibility - Government & Sustainability	S	Colma Keating & Wendy Campbell (facilitator)	Associate Professor Linda Hancock, Director, Corporate Citizenship Research Unit; Associate Professor Stephan Millett, Director, Curtin University Centre for Applied Ethics and Philosophy; Robyn Sermon, Manager, Community Investment, Rio Tinto WA; Dr Robert Humphries, Sustainability, Water Corporation; Natalie Reilly, Sustainability, Water Corporation; Lisa Scaffidi, Director, Committee for Economic Development of Australia, WA; David Singe, Chief Executive Officer, Wheatbelt Development Commission; Jim Singleton, Director - Environment & Sustainability Program, Department for Planning & Infrastructure; Mike Helm, Principal Policy Officer, Department of the Premier & Cabinet
8 September 2006 <i>2 hour Forum</i>	Evaluation and Democracy - Making sense of this new era	S	Deirdre O'Donnell	Dr Ray, Senior Evaluation Officer, World Bank, Washington, DC
22 September 2006 <i>Breakfast</i>	Mapping Out Your Career (series 1)	YP	Lauren Stone	Dorothy Lavell, Director, Oars Across the Waters Pty Ltd; Karl J O'Callaghan APM Commissioner of Police
29 September 2006 <i>Breakfast</i>	Fresh Perspectives on Indigenous Issues	S	Prof Lynn Allen	Ms Amanda Cattermole, A/Director General, Department of Indigenous Affairs
12 October 2006 <i>Twilight</i>	Public Sector Fellow Forum - Michael Eagle	ME	Jim Rhoads	Michael Eagle, Managing Valuer and Team Leader - Valuation Advisory Services, Australian Valuation Office
12 October 2006 <i>Half Day Seminar</i>	Crafting Operational Policy - Improving the Process	S	Marion Seboa	Grant Speight, Manager - Human Resources Division, Insurance Commission of Western Australia; Cliff Gillam, Executive Director - People & Organisational Development, Public Transport Authority; Sandy Thomson, Assistant Auditor General - Strategy, Policy & Innovation Division, Office of the Auditor General

\* ME - Member Event; O - Other; S - Seminar; YP - Young Professional

## SEMINAR PROGRAM 2006-2007

DATE & FORMAT	EVENT TITLE	TYPE*	HOST	SPEAKERS
19 October 2006 <i>Breakfast</i>	"Working Together - Involving community and stakeholders in decision-making"	S	Sue McCarrey	Hon Tony McRae, MLA, Minister for Disability Services; Citizenship and Multicultural Interests; Minister Assisting the Minister for Planning and Infrastructure; Deirdre O'Donnell, Ombudsman for Western Australia
26 October 2006 <i>2 Hour Forum</i>	Delivering better service to citizens - Singapore's experience	S	Deirdre O'Donnell	Ms Lim Soo Hoon, Permanent Secretary - Public Service Division, Prime Minister's Office, Singapore
31 October 2006 <i>Twilight</i>	IPAA WA AGM	ME		
10 November 2006 <i>2 Hour Forum</i>	Delivering Complex Community Programs - a way through the fog	S	Prof Lynn Allen	Hugo Llopis, Project Director, Clifton Coney Group; Etienne Brits, Manager - Urban Regeneration, City of Gosnells; Bill Adlam, Team Leader - Partnership Development, Department for Planning and Infrastructure; Andrew Montgomery, Program Director Urban Innovations, Department for Planning and Infrastructure
16 November 2006 <i>Later Afternoon</i>	Driving in Wet Weather (series 2)	YP	Kyra Nimmo; Damian Leach	Tim Marney, Western Australia Under Treasurer; Helen Grzyb, Director, Helen Grzyb and Associates; Amalia Burmas, Young Professionals Committee Member, IPAA WA
30 November 2006 <i>Twilight</i>	Cocktail Reception for National President, & Council	S	Sandy Clarkson	Andrew Podger, President, National Council, Institute of Public Administration Australia
1 December 2006 <i>2 Hour Forum</i>	Working away from the Team – practices & policies of working from home	S	Marion Seboa	Dorothy Wardale, Director, Professional Extension Services Pty. Ltd.; Maryam Omari, Course Coordinator - Human Resource Management, Edith Cowan University; Beverley Hill, Manager - Equity and Diversity, The University of Western Australia; Peter Dessent, Coordinator - Employee Services, Department of Treasury and Finance
6 December 2006 <i>Breakfast</i>	Western Australia and the Skills Shortage - A conspiracy of Gen Y and the resources boom?	S	Sue McCarrey	Partner, Risk Advisory Services, KPMG; Bernard Salt, Partner, KPMG
11 December 2006 <i>Twilight</i>	IPAA WA Christmas party	ME		
18 January 2007 <i>Breakfast &amp; Half Day</i>	Complaints Handling - Connecting with customers	S	Sue McCarrey	Bill Dee, Director, Compliance & Complaints Advisory Services Pty Ltd; Deirdre O'Donnell, Western Australia State Ombudsman; Robyn Reilly, Customer Service Benchmarking Australia; Jillian Mercer, Mercer Management Consulting Services
23 January 2007 <i>Breakfast &amp; Half Day</i>	Social Innovation - implications for the public sector	S	Helen Grzyb	Professor David Adams, Specialist Advisor to the Secretary, Department for Victorian Communities; Dr Janette Hartz-Karp, Associate Professor, Institute for Sustainability and Technology Policy, Murdoch University; Lisa Baker, Executive Director, Western Australian Council of Social Service; Bill Adlam, Team Leader - Partnership Development, Department for Planning & Infrastructure; Michael Chappell, Principal Consultant, Pracsys; Dr Shayne Silcox, Chief Executive Officer, City of Belmont; Don Punch, Chief Executive Officer, South West Development Commission
24 January 2007 <i>Late Afternoon</i>	Speed Networking	YP	Luke Edwards	Ron Gibson, Managing Director, Go Networking
7 February 2007 <i>2 Hour Forum</i>	What to do with bad apples - performance management in the public sector	S	Sandy Clarkson	Nick Ellery, Partner, Corrs Chamber Westgarth; Samantha Maddern, Special Counsel, Corrs Chambers Westgarth Lawyers; Peter York, Manager - Performance & Accountability, Organisational Development Division, Department of Industry and Resources; Annemarie Vandeleur, Manager - People management Services, Lotterywest

\* ME - Member Event; O - Other; S - Seminar; YP - Young Professional

**SEMINAR PROGRAM 2006-2007**

DATE & FORMAT	EVENT TITLE	TYPE*	HOST	SPEAKERS
16 February 2007 <i>Breakfast</i>	Women, Leadership & Ethics	S	Lyn Genoni	Barbara Etter, Assistant Commissioner, Corruption Prevention and Investigation Western Australia Police ; Maxine Murray, Commissioner, Office of the Public Sector Standards Commissioner; Lyn Beazley, WA Chief Scientist and Professor of Zoology, UWA; Sarina Jan, Indigenous Business Leader, The Indigenous Business Institute Ltd; Prof Fiona Haslam McKenzie, A/Executive Director, John Curtin Institute of Public Policy; Dr Karin Margolius, Forensic Pathologist, PathWest
22 February 2007 <i>Twilight</i>	Twilight - Geoffrey London, Government Architect of Western Australia	ME	Jim Rhoads	Geoffrey London, Government Architect of Western Australia & Professor of Architecture at The University of Western Australia
7 March 2007 <i>2 Hour Forum</i>	Fraud Risk Management - in the public sector	S	Grahame Searle	Travis McAuliffe, Partner, Risk Advisory Services, KPMG; Matt Fehon, Director, KPMG Forensic; Dr Irene Froyland, Corruption and Crime Commission of WA
20 March 2007 <i>Breakfast</i>	"Corruption, Integrity and the Public Sector"	S	Grahame Searle	Kevin Hammond, Commissioner, Corruption and Crime Commission
22 March 2007 <i>Breakfast &amp; Half Day</i>	Organisational Savvy	S	Peta Mabbs	Kerrie Ashcroft, K. Ashcroft Consulting, South Australia; Mike Daube, Professor of Health Policy, Curtin University
12 April 2007 <i>Breakfast</i>	Putting Yourself on the Map (series 3)	YP	Tom McIntyre	Jason Banks, Acting Chief Executive Officer, Office of Energy; Stuart Smith, Deputy Director General, Department of Industry and Resources
13 April 2007 <i>Twilight</i>	Public Sector Fellow Forum - Lyn McKay	ME	Dr Garrick Stanley	Lyn McKay, Deputy Electoral Commissioner
3 May 2007 <i>Breakfast &amp; Half Day</i>	"Commonwealth State Relations – Improving Service Delivery"	S	John Griffiths	Professor Kenneth Wiltshire AO, J.D. Story Professor of Public Administration, University of Queensland Business School; Wavne Ridders, Director, WA Client Services; Dr Mike Nahan, Consultant, Chamber of Commerce & Industry Western Australia; John Phillimore, Department of the Premier & Cabinet; Professor Alan Fenna, Curtin University
4 May 2007 <i>2 Hour Forum</i>	The Way Forward - Reforming the Politicisation of the Public Service	S	Alan Peachment	Professor Kenneth Wiltshire AO, J.D. Story Professor of Public Administration, University of Queensland Business School; Maxine Murray, Commissioner, Office of the Public Sector Standards Commissioner
4 May 2007 <i>Lunch</i>	CEOs Lunch with Ken Wiltshire	S	Grahame Searle	Professor Kenneth Wiltshire AO, J.D. Story Professor of Public Administration, University of Queensland Business School
10 May 2007 <i>Twilight</i>	Twilight - Dr Vanessa Lawrence, Director General and Chief Executive, Ordnance Survey Great Britain	ME	Grahame Searle	Dr Vanessa Lawrence, Director General and Chief Executive, Ordnance Survey Great Britain
18 May 2007 <i>Breakfast</i>	It is a Question of Balance - How do we get it right in the WA Public Sector?	S	Grahame Searle	Maxine Murray, Commissioner, Office of the Public Sector Standards Commissioner
21 June 2007 <i>Ceremony &amp; Dinner</i>	W.S. Lonnie Awards for 2006 State Government	O	Grahame Searle	Tony Malkovic, Director, Hyde Park Media; Hon Kate Doust MLC

\* ME - Member Event; O - Other; S- Seminar; YP - Young Professional

### EVENT COLLABORATIONS AND PARTNERSHIPS

IPAA WA values the relationships we have developed with a variety of partners and collaborators in recent years. The successful delivery of a range of collaborative events has added breadth to the Professional Development Program, drawing together and combining expertise and resources.

Such events aim to provide our members and wider audiences with profiling issues, leading insight and knowledge, as well as up to the minute research and sound best practice.

IPAA WA's ongoing relationships confirm Council's objectives through our partner's active contribution and support of seminars and forums on a regular basis throughout the year.

We acknowledge and thank our collaborative partners for 2006/2007:

- Australasian Evaluation Society
- School of Accounting, Curtin University
- KPMG
- Corrs Chambers Westgarth Lawyers
- Office of Citizens and Civics (Closed Dec 06)
- John Curtin Institute of Public Policy (JCIPP), Curtin University
- Western Australian Local Government Association
- Gascoyne Regional Development Commission
- Institute of Advanced Studies, University of Western Australia
- Department for Planning and Infrastructure
- Australian Public Service Commission
- Department of the Premier and Cabinet
- Corruption and Crime Commission
- Office of the Public Sector Standards Commissioner
- Office of the Auditor General
- State Ombudsman's Office
- Institute of Chartered Accountants in Australia
- State Records Commission of WA

## LEARNING AND DEVELOPMENT PROGRAM

IPAA WA has a strong reputation for delivery of a quality core training program for members and the wider public sector. For over 4 years, IPAA WA has continually expanded in response to feedback and developments occurring within the sectors.

Our program continues to and has broadened in format, range and topics. IPAA WA is now able to cater for members newly appointed to government through to those operating at senior levels via workshops, master classes, specialised programs with professional streams and communities of practice strategies.

All courses are grounded in public sector practice, have currency, and are customised for the profession; they strive to reinforce best practice.

Course ratings have been maintained with overall participant satisfaction rating being 'very good' to 'excellent'. Statistics indicate a slight drop in numbers to 1283 (last year 1379) registered for 85 courses (last year 80 courses). This includes an increase to 19 in-house courses (last year 4) for agencies on request, and 4 regional courses. With approximate revenue of \$274,000, the program consisted of 29 topics and continues to fund other IPAA WA activities and services provided to members.

As in previous years the General Manager worked with existing IPAA WA training course facilitators to revise the program and redesign existing courses and also identified new facilitators.

### This year, 16 facilitators presented the following 29 topics:

- Advanced Report Writing
- Budget Process, Cycle & Preparation
- Conducting Investigations
- Demystifying Corporate Governance
- Developing a Policy Framework
- Effective Networking: Skills Set & Process
- 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 and 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
- Problem Solving Through Teamwork
- Rapid Fire Project Management
- Report Writing
- Resolving Conflict in Workgroups
- Writing a Supporting Case
- Writing for the Online Environment
- Writing Ministerial Briefings
- Writing Ministerial Letters
- Writing Policy Documents
- Writing Skills for Modern Government

### Our facilitators included:

- Andrew Huffer
- Dorothy Lavell
- Dorothy Wardale
- Helen Grzyb
- Jan Saggars & Maxine Sclanders
- Judith Morrisey
- Keith Chilvers
- Mark Kelly
- Peter Robinson
- Phil Hancock
- Rachel Robertson
- Rick Cummings
- Ron Gibson
- Tim North
- Tony Malkovic

The Membership Services Committee (formerly the Promotion and Membership Services Committee) continued its role in raising awareness and promoting IPAA WA to attract new members. The Committee also focused on membership activities to retain existing members, including sponsorship, members' events, website and promotional material.

This year, over 270 registrations were received for IPAA WA's six 'Twilight' member networking events.



Jim  
Rhoads

In preparation for the new-look website and IEMS, the Business Office undertook a review of IPAA WA membership benefits and services in early 2007. Existing benefits were assessed alongside planned services to determine appropriate value to ensure that IPAA WA, as a not-for-profit organisation, would be able to cover associated costs and continue to meet the high demand for services. The "value for money" of our membership became clearly evident in comparative research conducted across other state membership based organisations and between the interstate IPAA networks. In May 2007, it was determined and approved by Council that membership fees would increase for 2007-2008, the first change of IPAA WA membership fees in four years. These new fees will be introduced as part of the renewal process.

In April 2007, IPAA WA again offered new members "15 months for the price of 12", which has been a popular promotion in previous years.

## MEMBERSHIP

The following table and chart provides an indication of membership changes over the past five years. In the last year personal membership has decreased by 74 (13%) whilst corporate membership has increased by 9 (13%) indicating a swing to corporate membership.

One reason of explanation has been identified through advice from some non-renewing personal members who cited the adoption of corporate membership by their agency as their reason for ending their personal membership this year.

Our membership growth is an indication of the cost effectiveness and value our training, events and services hold for corporate members.

IPAA WA MEMBERSHIP	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07
Personal - Ordinary Members	229	258	310	350	398	347
Personal - Life Members	8	10	9	9	9	12
Personal - Young Professionals	-	9	63	99	138	122
TOTAL INDIVIDUAL MEMBERS	237	277	382	458	545	471
Corporate Members	40	37	50	70	70	79

## IPAA NEWS & QUARTERLY JOURNALS

In early 2007, the IPAA WA Business Office introduced the new fortnightly e-Bulletins. With a fresh newsletter format and direct links to points of interest on the IPAA WA website, the new 'Bulletins' were designed to be clearer, and more efficient and effective at communicating our services to members and supporters. Feedback continues to aid the ongoing development of the Bulletins, and this enables IPAA WA to improve the quality of our communications.

Members may be familiar with the "IPAAnews" publication, a hardcopy quarterly newsletter last produced for us in October 2006. Since 1998, this publication has served to keep members well informed on IPAA-related news and activities. IPAA WA would like to thank Ruth Young for her dedication as both Council Member and Editor of the "IPAAnews" publication for the past two years, and for her contribution to ensuring the highest quality that made the newsletter such an enjoyable and well-received read.

It is intended to conduct research into appropriate and improved ways of keeping our members informed, which will be simple to orchestrate with the new improved website and new proposed membership portal; due in October in 2007.

Members continue to receive quarterly editions of Public Administration Today and the Australian Journal of Public Administration to ensure they are kept up to date on issues in the public sector.



The IPAA WA Young Professionals Network (YPN) Committee has continued its efforts to meet the interests and needs of IPAA WA members and potential members under the age of 35. This year, the YPN Committee held four events, with 252 registrations.



Luke Edwards

YPN Committee Chair Luke Edwards acknowledges the work of his colleagues in the delivery of a varied and relevant program of opportunities during the year:

*We have had a busy and interesting year with the YPN Committee, as we have completed our Strategic Plan, launched our new Banner and contributed to the Steering and Marketing Committees of the IPAA National Conference. I have also enjoyed reporting to the IPAA WA Council to keep them updated on the ongoing activities of the YPN Program which included a series of events on "Mapping your Career" and our innovative "Speed Networking" event which was held in January.*

*I think the Committee has been fantastic in their commitment and enthusiasm, coming up with ideas and directing the program of events for this growing and important segment of the IPAA WA membership and indeed the Public Sector. As a group we are very grateful for the interest and support which the Under Treasurer, Mr Tim Marney, has lent to our planning and development for the Young Professionals Network.*

YPN Committee members represent a range of public sector agencies. At 30 June 2007, members were:

- Luke Edwards (Chair) - UWA School of Environmental Systems Engineering
- Amalia Burmas (Deputy Chair) - Department of Industry and Resources
- Tom McIntyre - Department of Treasury and Finance
- Lizanne Rego - Department of Health
- Damian Leach - Department of Industry and Resources
- Lauren Stone - Small Business Development Corporation and IPAA WA Councillors who provide support:
- Kyra Nimmo - Department of Housing and Works



The Committee would like to take the opportunity to acknowledge the active and enthusiastic contribution of Ben Derecki, Rottneest Island Authority during his time on the YPN Committee.

## YPN COMMITTEE ACTIVITIES AND EVENTS

The YPN Competition to win attendance at the 2006 IPAA National conference in Alice Springs was won by Amalia Burmas. Amalia provided her fellow YPN members with a detailed and entertaining report on her experiences at the conference during a presentation in April.

The YPN Committee is looking forward to delivering new events and providing improved services to current and new members. They are committed to their aim of supporting and advancing excellence in the sector, particularly for the under 35 age bracket.

DATE	EVENT	SPEAKERS	FORMAT
September 06	Mapping Out Your Career	Carol Callaghan, Chief of WA Police; Dorothy Lavelle, Consultant	Breakfast Seminar
January 07	Speed Networking	Ron Gibson, Consultant	Late Afternoon Seminar
April 07	Putting yourself on the map	Tim Marney, Under Treasurer; Helen Gzrib, Consultant	Late Afternoon Format
November 06	Driving in Wet Weather	Jason Banks CEO Office of Energy; Stuart Smith, A/Director General DOIR	Breakfast Seminar

## PUBLIC SECTOR FELLOWSHIP PROGRAM

This innovative program aims to encourage and facilitate applied research in public policy and public management leading to a better understanding of contemporary issues for public sector organisations. Operating since 2003, the essence of the program is an alliance which exists between IPAA WA, John Curtin Institute of Public Policy (JCIPP), Department of the Premier and Cabinet and the Australian Public Service Commission. The program 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 is supported by academic supervision and access to first class 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 with conference attendance being funded; if required. Effectively the program supports:

- the development of academic skills and executive development of the individual,
- the undertaking of research of current relevance and value to the sector and the individual's agency and
- the guiding and formation of improved sector practices and local research case studies and publications

This year we congratulate and recognise that 2006 State Public Sector Fellow is Lyn McKay from the WA Electoral Commission who researched the topic of **The Decline of the Franchise and the Rise of the I-Generation, a Western Australian perspective** which resulted in an insightful and up to date examination of voting participation in WA which can be found on our website. Lyn McKay gave an extremely entertaining and informative presentation to over 60 members at a well remembered Twilight event in May 2007.



*Dr Garrick Stanley*

The 2006 Federal Public Sector Fellow been announced as Amanda Kirkwood from the Child Support Agency. Her area of research is **Employing People with Disabilities in the Australian Public Service; an exploration of staff attitudes and the effect of training.** We wish Amanda the very best with her research and look forward to hearing a presentation of her findings in the coming months.

An information session was held in March which was well attended and a new Fellow was selected for 2007. The program continues each year and further information and advice can be sought from JCIPP, Curtin University of Technology.

**Councillor Dr Garrick Stanley is lead Project Convenor for this initiative.**



*Lyn McKay*

THE PROGRAM 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

### PRIZES SPONSORED BY IPAA WA

IPAA WA recognises academic excellence at a university level by 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:

- **Peta Mabbs** - Curtin Business School / John Curtin Institute of Public Policy - Public Administration
- **Bruce Needham** - Edith Cowan University - Graduate Certificate of Business in Management
- **Carter Ng** - Murdoch University - Public Policy Analysis
- **Yi Fei Gong** - The University of Western Australia - Performance Measurement & Evaluation

We also congratulate **Catherine Doherty** and **Ken Kingwell** 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.



Tony  
Malkovic

### 2006 W.S. LONNIE AWARDS

IPAA WA President Grahame Searle as well as members of our staff and Council were delighted to celebrate achievement in annual reporting with more than 240 representatives from over 47 agencies attending at this prestigious dinner and ceremony. The opportunity for so many agencies to come together and share as a sector or for agencies to recognise their team's effort is a key feature of the W.S. Lonnie Awards.

Since 1985, IPAA WA has organised and hosted this important occasion which recognises and awards excellence and improved accountability standards in annual reporting across the WA State Public Sector. This is a mammoth task by IPAA WA's volunteer judges as all state government agencies and tertiary education

institutions are eligible and automatically considered as part of the judging process. Over 120 agencies and organisations had the electronic versions of their 2006/2007 annual report reviewed by the independent judging panel, resulting in a short list of 32 agencies from which the award winners were drawn.

As always, members of the Lonnie Family attended and the winner of this year's highest accolade was given special mention as Gretta Peachment spoke of her father's special relationship with the Perth Zoo. Delegates enjoyed their meal and the presentations set amidst a magical theme; listening with excited anticipation through the announcement of the various award winners leading to the presentation of the major trophy recipients:

- **W.S. Lonnie Trophy - Zoological Parks Authority**
- **Margaret Nadebaum Trophy - Water Corporation**
- **Alan Skinner Trophy - Office of Public Sector Standards Commissioner**
- **Margaret McAleer Commendation - Department for Planning and Infrastructure**

In addition to the award presentations, participants enjoyed performing magicians, heard an encouraging contribution from the Hon Kate Doust MLC, and laughed uproariously with Tony Malkovic in his discussion of "The Magic of Words". It was truly 'A Night of Magic'!

In addition there were five separate sponsored prizes awarded on the night.

- **Office of the Auditor General - Accountability & Transparency**  
*Awarded to the **Department for Planning and Infrastructure***
- **Ombudsman Western Australia - Complaint Handling**  
*Awarded to the **Department of the Attorney General***
- **Office of the Public Sector Standards Commissioner - Human Resource Management**  
*Awarded jointly to the **Office of the Public Sector Standards Commissioner and Main Roads WA***
- **The Institute of Chartered Accountants in Australia - Chief Financial Officer of the Year**  
*Awarded to **Mr Trevor James, Chief Financial Officer at Synergy***
- **State Records Commission of Western Australia - State Records Award**  
*Awarded to **Central West TAFE***

IPAA WA Councillor Dr Jim Rhoads is the Project Convenor for this initiative.



*W.S. Lonnie Award winners for their 2005-2006 Annual Report – the Zoological Parks Authority*

## ORAL HISTORY PROJECT

The Oral Histories project committee has agreed to continue this initiative from the 2003-2005 arrangement between IPAA WA and the Department of the Premier and Cabinet.

Building on the framework, protocols and expertise established through the original project, the Department of the Premier and Cabinet 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.

These oral histories capture fascinating inside glimpses of the WA public sector over time. These stories give a human side to the 'official' history of the sector, and 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. It is envisaged that a process for instigating regular transcriptions and interviews will be formulated in late 2007 to ensure the project does not lose momentum.

IPAA WA Councillor Lyn Genoni is Project Convenor for this project.

The Finance and Business Committee continued its role advising Council on budget and monthly accounts and the operations of the Business Office. This committee monitors activities of the Business Office and their impact upon staffing, systems, equipment and accommodation and works closely with the General Manager.

The Committee had a particularly busy year overseeing a range of new initiatives which included the adoption of financial systems within the Business Office, guiding the new General Manager and working through the financial and operational implications for the office of the IEMS project.

## FINANCE

The Council's objective - to maintain a secure foundation and consistent revenue base from professional development and membership services - remains an essential objective at the forefront of its work and role. This year there has been a need to allocate funds for future gain and return through projects such as the National Conference, Integrated Events Management and Office renovations and equipment upgrades; largely one-off expenditure.

Members Equity is down from \$773,601 last year to \$660,457 this year. This is mainly attributed to expenditure on the National Conference of just over \$100,000 with returns from this event due to occur in 07/08. This expenditure supported the Conference Committee to enable the employment of Debretts Conference organisers.

Income from the professional development program was \$693,680 which is approximately \$70,000 less than last year which can be attributed to the efforts put into improving the capacity of IPAA WA through the new program development, web, new IEMs system and developments toward the National Conference. The potential benefits of the broadened program of professional development is not evident at this stage of the financial year as many of the new courses had yet to be delivered.

Expenditure clearly reinforces that the focus has been building the longer term capability of the Business Office. This outlay will lead to longer term efficiencies within the office and provide a return for IPAA WA at a later date.

This year the income from membership subscriptions are up by just over \$27,000 from last year. The Business Office identified that while membership fees have remained constant for the last four years that IPAA WA was heavily subsidising the quarterly publications and it was no longer practical to do so. This has now been rectified and the new membership fees and structure will cover such gaps for 2008.

## STAFFING

The Business Office is required to provide a high standard of service to members and ensure the delivery of an innovative, high quality and relevant program of events and training. This has certainly been achieved over the year.

The IPAA WA Business Office staff changes this year include: long-serving General Manager June Waters returned to the Department of Premier and Cabinet; in January 2007, Events Coordinator Sharon White took up the position of Event Manager with Burswood Convention Centre in July 2006, and Elisabeth Goddard replaced Sharon in her role as Events Coordinator. Part time accounts officer Ljiljana Lemaic left in late May 2007.

**Margaret Stronge Smith** as Business Development and Events Manager has successfully managed events staff and several different activities of the Business Office during 2006-2007. Her ability to bring events together, her attention to detail and flair for constructing high quality events has supported IPAA's strong attendance rates. Margaret has made a significant contribution toward improved member services and products development and the success of the YP's events program through her sound relationship building skills and enthusiastic approach.

**Elisabeth Goddard** as Events Coordinator looks after and has contributed towards the success of the W.S. Lonnie Awards evening and she has brought into the IPAA WA office additional expertise towards the events area.

**Renee Rowson** continued throughout the year as Events and Administration Officer and contributed to the events program, particularly through her technical support for presentations, creative flair and innovative abilities, adding that bit extra to all activities that she has worked on. Through her corporate role with Council, Renee has built up a strong rapport with all Councillors and has supported the smooth professional running of monthly Council meetings and the distribution of information.

**Kylie Downes** as Training Officer ran the training program for IPAA WA effectively and with smooth precision, ensuring the presenters were well supported and the program did not miss a beat. Kylie's sound administrative background enabled her to respond to training requests from agencies, register the numerous participants and ensure efficient operations.

**Steven Waters** as Membership and Communications Officer has provided members with publications, information and responded to their calls and requests. Responsible for communications, Steven has produced much of the promotional material required to attract and publicise IPAA WA's events. He has been instrumental in the design work behind the e-Bulletin, new-look website and the new IEMS system. Steven's ability to translate ideas and our IPAA WA discrete look and feel has been appreciated by the Council and the team.

A new role of Finance and Administration Officer was advertised and filled by **Dominic Denny** who had only just completed his studies at Notre Dame in accounting and has come to work with the Office in May 2007.

## IPAA WA'S NEW-LOOK WEBSITE

In November 2006, the Business Office initiated a redevelopment of its website. This was undertaken internally and resulted in improved communications with our members.

In March 2007, as part of further improving members access to information and supporting regional members by way of improved functionality, and updating IPAA WA's profile and image.

In May 2007, IPAA WA engaged a consultant to build a new Content Management System (CMS). This initiative will allow staff to manage and update website information, as well as provide new features for members to take advantage of including a News area, Search tool, and Publications archive. The new-look website allows IPAA WA to present our information with superior formatting, graphics and useability; including streaming of presentations and IPOD downloads.

As at 30 June 2007, the website is under internal testing and live deployment is expected later in the year.

## THE INTEGRATED EVENTS MANAGEMENT SYSTEM (IEMS)

In March 2007, IPAA WA brought renewed enthusiasm to the Integrated Events Management System project as it recognised that the installation of this system will provide considerable efficiencies for the office and improved services to the membership. Through the support of the Queensland IPAA Office, IPAA WA has been able to view the software and receive advice in establishing the system within the Business Office. The IEMS system offers to members ease of access to information and the ability to search and register for events and training courses online, as well as update their information and access exclusive material.

This system will also improve IPAA WA's ability to provide a more customised and responsive communications strategy to members. It allows members to nominate their interests, qualifications and preferences, guiding the Business Office in areas of member needs and in improving membership services.

As at 30 June 2007, internal testing is underway as staff members are familiarising with the system, and the online component is expected to go live within the next few months.

## 2007 IPAA NATIONAL CONFERENCE

IPAA WA is excited to host the annual IPAA National Conference, to be held 18-21 September 2007 in Perth, Western Australia. Expected to attract hundreds of delegates from regional, national, and international sectors, the final touches are being made to the Conference Program.

IPAA WA Council would like to thank the National Conference Steering Committee, as well as members of the sub-committees, for their ongoing effort and hard work which will ensure a successful, interesting and insightful conference experience. Leading the development of the Conference Program Covenors Lesley Van Schoubroeck and Professor Lynn Allen have recently finalised the program which is expected to bring a range of international and interstate thought leaders to Perth. Mr Sandy Clarkson has been active in accessing sponsorship for the conference and the Social and Marketing committees are meeting regularly shaping details around the event.

As part of the marketing for the conference, the Business Office has developed a two-page 'Keeping You Posted' newsletter, with the first of several fortnightly editions to be released in early July.

As the date of the Conference draws near it is envisaged that the Business Office will become more actively involved in supporting the marketing of the conference and additional activities that may be required. A Twilight Networking Event has also been planned for early August to launch the final Conference Program.

## FUTURE DIRECTION

This year has been a period of change and time of new beginnings as IPAA WA builds its capacity and longer-term capability. The new systems we have introduced shift our focus from events towards training and more importantly towards the membership and improving the services we provide. The introduction of these new systems will allow members to register online, exchange more information between each other, form special interest groups and allow the office to work closer and more responsively with our members. This in turn will enable the Business Office to consult better with our membership and thereby identify and improve our services that will assist in forming and contributing to improvements within the professional development program. Additionally the office will be able to better utilise information it is obtaining as well as improve our market intelligence. The systems bring efficiencies, improved quality of service, and opportunities to improve our effectiveness, strengthen accountability and expand the role of the Business Office.

Challenges for next year include:

- hosting the 2007 National Conference in WA between 18-21 September 2007;
- continuing the implementation of the 2005-2010 Strategic Plan;
- improving sponsorship and expanded joint venture opportunities across the sectors and with our interstate counterparts,
- expanding the events and training programs into regional areas;
- developing a framework for our operations that better supports our strategic directions and reflects best practice governance; and
- adoption by the Business Office of a broader and longer term business strategy that supports improved sustainable operations and improved business outcomes.

The focus for IPAA WA is over the next 12 months is consolidation, followed by a transition into new levels of strategic business operation. IPAA WA will be underpinned by a more strategic focus, greater levels of accountability and consolidation of activities.

**THIS YEAR HAS BEEN A  
PERIOD OF CHANGE AND  
TIME OF NEW BEGINNINGS**



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**INDEPENDENT AUDITOR'S REPORT  
 TO THE MEMBERS OF INSTITUTE OF PUBLIC ADMINISTRATION  
 AUSTRALIA WESTERN AUSTRALIAN DIVISION INCORPORATED**

We have audited the accompanying financial report, being a special purpose financial report, of Institute of Public Administration Australia Western Australian Division Incorporated, which comprises the balance sheet as at 30 June 2007, and the income statement, statement of and statement of income and expenditure for the year then ended, a summary of significant accounting policies, other explanatory notes and the Members of the Committee declaration.

**The Responsibility of the Members of the Committee for the Financial Report**

The Members of the Committee of the entity are 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 financial reporting requirements of the constitution and are appropriate to meet the needs of the members. The Members of the Committee responsibility includes establishing 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 Australian Auditing Standards. These Auditing 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 judgement, 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 Members of the Committee 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 Members of the Committee financial reporting 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**

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

BDO Kendalls is a national association of separate partnerships and entities



**Auditor's Opinion**

In our opinion, the financial report presents fairly, in all material respects, the financial position of Institute of Public Administration Australia Western Australian Division Incorporated as of 30 June 2007 and of its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

**BDO Kendalls Audit & Assurance (WA) Pty Ltd**

**Glyn O'Brien**  
Director

Perth, Western Australia  
Dated this 29<sup>th</sup> day of October 2007

**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 2007.
- (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:

Mr. Grahame Searle (President)

Mr. Tim Benjamin (Treasurer)

Dated this 15th day of October 2007

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007**
**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.

**BALANCE SHEET AS AT 30 JUNE 2007**

2005/2006		2006/2007
\$		\$
	<b>CURRENT ASSETS</b>	
69,594	Cash At Bank	29
200	Petty Cash Float	200
11,000	IPAA BankWest Visa Card (Security Deposit)	11,000
13,817	Trade Debtors (Accounts Receivables)	10,887
0	Prepaid Conference Expenses	51,113
<u>754,514</u>	Fixed Term Investments	<u>697,736</u>
<b>849,125</b>		<b>770,965</b>
	<b>NON-CURRENT ASSETS</b>	
	Fixed Assets:	
48,990	Plants & Equipments	52,533
-25,612	Less:Accumulated Depreciation	-37,861
3,812	Furniture & Fittings	11,103
-1,066	Less:Accumulated Depreciation	<u>(2,513)</u>
<u>26,124</u>		<b>23,262</b>
	<b>CURRENT LIABILITIES</b>	
12,486	Trade Creditors (Accounts Payables)	27,812
7,025	Goods and Services Tax (GST)	260
8,726	PAYG Withholding Payable	6,307
5,276	Superannuation Payable	9,569
	2006/2007 Revenue in Advance:	
20,126	Individual Membership Subscriptions	13,782
23,250	Corporate Membership Subscriptions	23,591
0	Leave Entitlements	15,793
<u>24,759</u>	Professional Development Program	<u>36,656</u>
<b>101,648</b>		<b>133,770</b>
<b>773,601</b>	<b>Members Equity</b>	<b>660,457</b>

STATEMENT OF INCOME AND EXPENDITURE - SUMMARY FINANCIAL YEAR 2006/2007

873,853	Operating Revenue	827,643
<u>796,981</u>	Operating Expenses	<u>922,687</u>
<b>76,872</b>	<b>Operating Surplus (Deficit)</b>	<b>-95,044</b>
696,729	<b>Retained Earnings at beginning of Financial Year</b>	773,601
0	Opening Balance Adjustment	-18,100
<u>773,601</u>	<b>RETAINED EARNINGS AT END OF FINANCIAL YEAR</b>	<u>660,457</u>

STATEMENT OF INCOME AND EXPENDITURE - DETAILED FOR THE YEAR ENDED 30 JUNE 2007

2005/2006		2006/2007
\$		\$
	<b>INCOME</b>	
62,064	Membership Subscriptions	89,230
40,020	Bank Interest and Interest Earned from Investments	40,147
762,881	Professional Development Program	693,680
2,706	National Council Recoup	3,161
6,182	Young Professionals Committee	0
0	Staff Professional Development Recoup	1,425
<u>873,853</u>	<b>TOTAL INCOME</b>	<u>827,643</u>
	<b>LESS EXPENDITURE</b>	
17,622	AJPA and Capitation Fees (National)	13,455
0	Employee Entitlement	15,793
9,007	Public Admin Today (ACT Division)	16,284
3,760	IPAA Newsletter (WA Division)	1,035
3,030	PS Fellowship Program	7,094
20,875	History of IPAA (WA Division)	40
11,730	National Council Expenses	5,907
0	Council Expenses (IPAA WA)	124
4,224	Staff Professional Development	6,386
750	University Prizes	1,000
3,452	Marketing, Promotion and Advertisement	1,427
2,234	AGM and Annual Report	5,131
277,216	Professional Development Program	283,454
4,114	Young Professionals Committee	2,636
6,479	Printing and Stationery	7,357
8,001	Telephone and Fax	6,281
4,195	Computer Software & Parts	4,562
1,000	Office Move and Accommodation	20,483
1,662	Internet Expenses and IPAA WA Web Page	4,040
11,617	Bank Fees and Charges	9,730
2,858	Insurance (including Public Liability & Workers Compensation)	4,393
49,538	Lease Premises (Rental)	55,496
608	Installation/Maintenance/Repairs	650
7,487	Postage/Courier/Mailing	2,958
309,354	Salaries, Wages and Annual Leave etc.	367,234
17,509	Contributions to Employee Superannuation Plans	25,993
1,307	Consultancy and Management Fees	5,681
3,272	Office Expenses	3,740
0	Accounting Services (Horwath)	15,318
0	IEMS Project	15,310
12,755	Depreciation	13,695
<u>795,656</u>	<b>TOTAL EXPENDITURE</b>	<u>922,687</u>
<u>76,872</u>	<b>OPERATING SURPLUS/(DEFICIT)</b>	<u>-95,044</u>