

ANNUAL REPORT 2008/09



Advancing
Excellence in the
Public Sector

The Institute of Public Administration Australia, Western Australia is the professional body for the public sector – our representation primarily comes from the Australian Public Sector, Western Australian Public Service, Local Government, the University Sector, and Enterprise-based government corporations.

We strive to provide innovative professional development opportunities to both our members and supporters so that they can be best informed about the major directions in government and public administration, both locally and internationally.

We connect members with the people and ideas that matter.



Patron

His Excellency Dr Ken Michael AC,
Governor of Western Australia

Vice Patron

Hon. Colin Barnett MEd MLA,
Premier of Western Australia

Vice Patron

Hon. Eric Ripper MLA, Leader of the Opposition

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IPAA WA

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From the President



The last twelve months have seen significant changes in the public administration landscape in WA. The election of a new State Government in September 2008 began a wave of change which, combined with the demands of national political agendas and more recently the global financial crisis, has placed enormous

demands on professionals working across the public sector in WA. The pursuit of excellence in public administration has never been more relevant.

The challenge for the Institute is to ensure its continuing relevance and sustainability in pursuing this goal on behalf of our members, and in the public interest.

The Institute's annual general meeting was held in October 2008 which resulted in a change of Council membership. I would like to specifically acknowledge Tim Benjamin whom we farewelled after serving as Treasurer for 26 years. Tim has made an exceptional contribution to the Institute, and we thank him for guiding the organisation on the path towards long term financial stability, by building our reserves during his tenure.

Another significant transition has been the departure of Executive Director Lynn Deering, and the appointment of Alison Petrie, who commenced in March 2009. We thank Lynn for her energy and commitment to the Institute's

work, and her re-shaping of many of the Institute's core programs, during her tenure. We welcome Alison, and have already appreciated her enthusiasm, drive, and focus, particularly in revitalizing our membership structures, sponsorship, and events programs, the necessary ingredients for our continuing viability.

A highlight of the year was the W.S. Lonnie Awards event this year held as a lunch rather than the traditional dinner. Our Patron, His Excellency the Governor, Dr Ken Michael, demonstrated his practical support to the Institute by attending and presenting major awards. The attendance and reviews of the event were very pleasing.

In keeping with our commitment to advancing discussion of key issues in public administration, the Institute, made a submission to and appeared before the WA Parliament's Public Accounts Committee Inquiry into the establishment of the Public Sector Commission by the new government. The Institute's views were widely cited throughout the Committee's final report. I thank my fellow Councillor, Dr Garrick Stanley, for his significant contribution to this endeavour.

We continue to be active in our support for the Institute's national activities, including the national conference and national council meetings. Major national initiatives we have supported have included roundtables on key issues, and moves towards national consistency in membership and sponsorship arrangements.

Our finances persist as a significant challenge, and once again have closed the year with a deficit. We are not immune from the impacts of the global financial crisis. We have experienced a reduction in support

for our professional development programs, as government agencies have cut back on their learning and development budgets in response to government economy measures, in part resulting from a decline in revenues. We urge our stakeholders to take the longer view and position themselves for the future by maintaining their investment in the professional growth of our public sector people so they will flourish in these times of change.

On the financial upside, we are projecting a small surplus in our budget for the year ahead, and I am confident we have in place a set of strategies that will lead to financial recovery and continuing growth in the assets of the Institute. Our approach is twofold, focusing on new and expanded revenue streams, and a renewed focus on our costs.

Finally, I wish to thank the team of new and continuing fellow Councillors for their support through the year as we have faced exceptional times. I also thank our individual and corporate members, and our patrons and supporters who have contributed to the success of the Institute's programs over the past year.

I am honoured to once again serve the Institute as President, and look forward to the year ahead. I thank my predecessor Grahame Searle and the Councillors who retired at the 2008 election and through the year for their hard work and commitment to the mission of the Institute.

Lastly, I thank Alison Petrie and her team, without whose dedication, professionalism, indefatigability and good humour, nothing would come to pass.

Christopher Williams MIPAA
President, IPAA WA

Our Council



IPAA WA would like to thank and acknowledge all of our voluntary Council Members and those who came on board at the 2008 AGM.

The Institute welcomes President **Christopher Williams** MIPAA and thanks **Grahame Searle** MIPAA for his time and commitment with the Institute for the past 2 years.

At the 2008 AGM the following Councillors did not seek re-election or resigned and are acknowledged for their contribution and support.

Former Secretary **Marion Seboa**, Former Treasurer **Tim Benjamin**, and Council Members **David Caudwell** MIPAA, **Peta Mabbs** MIPAA, **Kyra Nimmo** MIPAA, and **Dr Robyn Pilcher** MIPAA.

The Institute would also like to thank and acknowledge Former Vice President **Sandy Clarkson** MIPAA and **Andrew Zell** MIPAA who stood down from Council during the year.

Councillors

Alan Abraham MIPAA, Chief Finance Officer, Corruption & Crime Commission

Professor Lynn Allen MIPAA – Professional Fellow, Curtin Business School

Trudi Angwin MIPAA – Assistant Director, Attraction & Marketing, Professional Development, WA Police

Andrew Dunkin MIPAA – Project Officer, Landgate

Dr Helen Grzyb MIPAA – Director, Helen Grzyb and Associates

Tami Maitre MIPAA – Manager, Royalties for Regions and Corporate Services, Gascoyne Development Commission

Dr Garrick Stanley MIPAA – Manager Business Improvement, Department of Housing

Lesley Van Schoubroeck MIPAA – Economic Audit Secretariat

Adrian Warner MIPAA

Executive

President – Christopher Williams MIPAA – Regional Adviser, Australian Public Service Commission

Vice-President – Sue McCarrey MIPAA – Executive Director, Safety & Strategy, Public Transport Authority

Vice-President – Sandy Clarkson – Finance Manager, Chemistry Centre

Secretary – Dr Jim Rhoads MIPAA – Research Manager, National Native Title Tribunal

Treasurer – John Griffiths MIPAA – Lecturer, Murdoch University



Christopher Williams



Sue McCarrey



Dr Jim Rhoads



John Griffiths



Sandy Clarkson



Alan Abraham



Professor Lynn Allen



Trudi Angwin



Andrew Dunkin



Dr. Helen Grzyb



Andrew Zell



Tami Maitre



Dr. Garrick Stanley



Lesley Van Schoubroeck



Adrian Warner

From the Executive Director



This year has been one full of change for IPAA WA and it has manifested itself in many different forms.

The most significant change has been in the team that manages the Business Office. In July Natalie Sandrini joined as Events and Membership Officer and Jason Foo as Corporate Manager. In August Joanne Blayney joined the team as Program Development Consultant and

Stephanie Davis as Assistant Events and Membership Officer. In December Lynn Deering resigned as General Manager and I want to take this opportunity of thanking Margaret Stronge Smith for taking on the role of Acting Executive Director until my appointment in March. During a time of uncertainty she provided leadership and stability to the Business Office.

One of my first tasks was to re-assign roles according to each individual's skills and capabilities and create new job descriptions to more fully service the needs of

our members and customers. We now have a small but highly motivated team that is continuously looking at ways to deliver and improve on our service promise.

We have also looked closely at our current online registration system and feedback confirms that it is not as user friendly or as simple to use as it should be. We will be taking steps to change this, so please be patient as we work through this, the end result will be worth it!

The other significant change was one that touched everybody, the Global Financial Crisis. The public sector was asked to deliver a 3% efficiency dividend and many organisations and agencies chose to cut back on their Learning & Development budgets in trying to achieve this. The consequence is that our registrations have been lower than budgeted and some of our courses had to be cancelled due to lack of numbers. This has placed some pressure on our operational budget, culminating in a loss this year. However, out of adversity comes opportunity, and we have reassessed our core offering and will be creating an exciting, relevant and compelling L&D program for 2009/10 which will attract

a wider audience across all sectors. We have also looked at ways we can assist organisations with their own training needs "In-House" and offer a cost effective service in this area.

In concluding I would like to thank the IPAA WA Council for its guidance during this year of change and management transition. In particular President Christopher Williams, Treasurer John Griffiths and Vice President Susan McCarrey have been extremely supportive to the team and this assistance was invaluable and greatly appreciated.

My first four months have been exhilarating, challenging and above all engaging. I am looking forward to building on relationships we currently have in place and making new ones, whilst providing the IPAA WA team with an environment of stability and growth. Exciting times are ahead!

Alison Petrie
Executive Director



Damien Deering



Jason Foo



Joanne Blayney



Margaret Stronge-Smith



Natalie Sandrini



Nicole Prendergast



Stephanie Davis

Our Membership



This year the Institutes' Corporate Membership grew by 14%, and Young Professional Members rose 6%. New Young Professional Members came to the Institute through public sector graduate programs and enjoyed the member benefits of monthly networking events at Box Deli to meet other likeminded members and hear from a variety of guest speakers.

IPAA WA Members had the opportunity to attend a series of networking *Twilights* throughout the year which presented a variety of topics including *Meet the Integrity Group* featuring guests Auditor General Colin Murphy, Public Sector Standards Commissioner Dr Ruth Shean, Corruption and Crime Commissioner the Hon Len Roberts-Smith RFD QC and Ombudsman Chris Field. IPAA WA Members were able to hear from and ask questions of the group.

Individual Members – 236

Young Professional Members – 94

Retired Members – 11

Student Members – 2

Corporate Members – 104

Corporate Associates – 46,450 (estimate)



Professional Development



During this year's timeframe the Institute expanded the breadth and depth of our Professional Development Program, with exciting new initiatives and learning activities being added to the annual calendar.

We responded to the changing economic climate and delivered professional development events that met the needs of public sector. This included a breakfast seminar and workshop delivered by Glenn Capelli 'Working Smarter in Tough Times', the inaugural 'President's Breakfast' with Andrew Podger, IPAA National President, igniting discussions on '*Is the Economic Climate Changing the Role of the Public Service*'.

As the Institute endeavors to meet the professional development needs of our members, the broader public sector and other stakeholders, the new year will bring the establishment of a new Professional Development Advisory Committee. This Committee will provide a more diverse perspective and contribute new ideas on topical, relevant and quality presenters and topics for the future sustainability of the annual Professional Development Program.

Events and Seminars

IPAA WA's extensive events and seminar program offers new ideas, practice and knowledge which reinforce the values of the profession and promote innovative thinking based on National and International best practice.

The Institute regularly undertakes events in conjunction with our Corporate Members, Public Sector Organisations, Key Partners and Sponsors. This year we would like to acknowledge the support of the following organisations:

- Australian Bureau of Statistics
- Australian Public Service Commission
- Coors Chambers Westgarth Lawyers
- Institute of Advanced Studies, UWA
- John Curtin Institute of Public Policy (JCIPP), Curtin University
- KPMG
- Office of the Auditor General
- Transparency International

Event Highlights include COAG – Whip or the Workhorse

Vice Chair of the COAG Reform Council **Dr Geoff Gallop** examined the national reform agenda as it has development since 2004 and the impact for The Commonwealth and State governments, how it differs from the microeconomic agenda of the 1990s, and what the issues of its implementation will be.

3rd Annual Women and Leadership Event

Over 140 West Australian women came to follow some of WA's leading ladies for the IPAA WA 3rd Annual Women and Leadership event "*Women of WA*". The breakfast seminar was lead by Dr Penny Flett, and at the half day seminar participant's heard from Professor Colleen Hayward, Hon. Carol Martin MLA, Dr Julia Lawrinson and Telstra Business Woman of the Year 2008, Leanne Wesche.



Hon. Carol Martin MLA

Professional Development (continued)

All of the presenters spoke of their life journey to date and the steps along the way, exploring their personal meanings, how other peoples stories influenced and encourage them, and how the telling of stories enable the creation of strong leaders in our community through greater knowledge from lessons learnt.

YPN Event – Burning the Brown Cardigans

A highlight for the Young Professionals Network, this event not only drew interest from Young Professionals within the public sector but saw managers and team leaders attending with their team from across the 3 tiers of Government to hear **Professor Peter Shergold** discuss his views on the *“future of the Public Sector”*. **Tim Marney, WA’s Under Treasurer** was the host for the morning and introduced Professor Shergold to over 200 public sector attendees. Entitled **‘Burning the Brown Cardigans’**. Professor Shergold provided an entertaining and knowledgeable discussion on the steps each young professional public sector employee and young leaders alike within the sector can take in

advancing themselves and making their workplace, and ultimately, the public sector, a better place to work.

Hypothetical – The Creation of a Satellite City in the North West

Deb Kennedy, radio and TV presenter, facilitated this event with a star studded panel including President of the Watering Australia Foundation and Unity of First People of Australia **Ernie Bridge OAM**, **Paul Larsen** General Manager for the Westnet Infrastructure Group, **Hon Alannah MacTiernan** Member of Armadale (Former Minister for Planning and Infrastructure), **James Pearson** Chief Executive of the Chamber of Commerce and Industry, **Tony Bonney** General Manager of Perth Theatre Company, and **Dr Melissa Stoneham** Consultant for the Public Health & Government Consultants. The Hypothetical explored the year 2020 and beyond in a newly formed city in the North West of Western Australia in the midst of a commodities crisis. Everything was possible as the “Hypothetical” played out to an audience of over 110 IPAA WA members and friends.

Reflection of a Former CEO Breakfast Series

A new breakfast series, *‘Reflections of a Former CEO’*, was launched this year with 2 successful events. The first saw **Kerry Sanderson**, reflect on her years at the helm of Fremantle Ports in advance of her departure to London to take up the state government role as Agent General for Western Australia. We also heard **Dr Jim Gill**, retired CEO of the Water Corporation, share his presentation entitled **‘Only the Paranoid Survive’**.

Performance Reporting – Errol Price

On a visiting work arrangement with the Office of the Auditor General, **Errol Price, Deputy Auditor General of British Columbia**, provided participants with a unique opportunity to examine the evolution and current status of performance reporting in British Columbia and gave a comparison and contrast with the current situation in WA. **WA’s own Assistant Auditor General, David Gilchrist**, joined Errol to add the local perspective to the discussion.



Professional Development (continued)



Seminar Program July 2008 – June 2009

Date	Event Title	Speakers
Friday 4 July 2008	The Whip or the Workhorse – COAG	Dr Geoff Gallop, Anne Nolan – Department of the Premier & Cabinet, David Smith – Department of Treasury & Finance
Thursday, 24 July 2008	Building Capable Organisations	Patricia Faulkner – KPMG National Partner-in-charge
Friday 22 August 2008	Strategic HR Planning	Allan Bandt – Bandt Gatter & Associates, Chris Gill – Veteran Affairs, Helen Heerey – City of Perth
Wednesday 3 September 2008	YPN Membership Drinks	Darren Lomman
Thursday 4 September 2008	Read Oration	Prof Margaret Seares AO, PhD (UWA); MA (UWA), FAICD.
Thursday 18 September 2008	Kerry Sanderson Breakfast	Kerry Sanderson AO
Wednesday 1 October 2008	YPN Launch	Alicia Curtis
Thursday 9 October 2008	October Members Twilight Event	Robert Buratti
Wednesday 15 October 2008	Ethics Launch	Stephan Millett
Tuesday 21 October 2008	Bernard Salt with KPMG	Bernard Salt
Wednesday 29 October 2008	Hypothetical	Hon Alannah MacTiernan MLA, Deborah Kennedy – 6PR.
Thursday 30 October 2008	IPAA WA AGM	Dr Peter van Onselen
Wednesday 5 November 2008	YPN Committee Meeting & Members Networking Event	Alice Nelson – Author of 'The Last Sky'
Thursday 6 November 2008	Mentoring Seminar	Elise Clegg, Michael Heath, Dr Judy MacCullam, Peta Mabbs and Carole Kagi
Thursday 20 November 2008	AJ Brown Breakfast Seminar	AJ Brown
Thursday 18 December 2008	IPAA WA Christmas Party	
Wednesday 4 February 2009	YPN Committee Meeting & Members Networking Event	Ronald Jones
Thursday 19 February 2009	Women in Leadership Event	Penny Flett, Carol Martin, Julia Lawrinson, Leanne Wesche, Prof. Colleen Hayward
Tuesday 24 February 2009	Minds at Work Event	Jason Clarke
Wednesday 4 March 2009	YPN Committee Meeting & Members Networking Event	Nicole Leggert
Thursday 5 March 2009	Performance Reporting Morning Seminar	Errol Price and David Gilchrist
Wednesday 11 March 2009	Summer Twilight Event	Dr Ruth Shean, Colin Murphy, Chris Field and Hon Len Roberts Smith
Wednesday 18 March 2009	Search for Integrity Event	Simon Illingworth, Stephan Millett, Ricky Burges, Matt Fehon and Clem Wright
Wednesday 1 April 2009	YPN Committee Meeting & Members Networking Event	Glen Roth
Friday 17 April 2009	Young Professionals – Burning the Brown Cardigans Breakfast	Peter Shergold
Tuesday 5 May 2009	Refelction of a former CEO – Jim Gill	Jim Gill
Wednesday 6 May 2009	YPN Committee Meeting & Members Networking Event	Matt Hern
Monday 18 May 2009	Oral Histories Project	Leslie McCarrey
Friday 5 June 2009	President's Breakfast	Andrew Podger
Friday 12 June 2009	Working Smarter and Harder in Tough Times	Glen Capelli
Wednesday 17 June 2009	WS Lonnie Awards 2008 presented in 2009	

Learning and Development



The Learning and Development Program provides a range of core training courses. This year the Institute introduced 7 new courses to its core program:

- Grammar and Punctuation Essentials
- Introduction to Ethics
- Presenting to Influence and Persuade
- Influencing Skills
- Interviewing for Investigations
- Statistics for Policy Makers
- Unlock the Potential: The keys to developing strong mentoring relationships.

Throughout the year IPAA WA ran over 65 workshops from its core training program. In addition the Learning and Development Program featured 4 specialised workshops:

- 2 Executive Mentoring workshops conducted on behalf of Department of Premier and Cabinet;
- a Master Class on **'Organisational Diagnosis'** and;
- **'Writing an Award Winning Annual Report Workshop'**, with guest presenters from Department of Environment & Conservation, Department of Corrective Services, Department of Treasury & Finance, Public Sector Commission, KPMG and the Water Corporation.

Learning and Development 'In-House' Training Program

The Institute were pleased to conduct 26 In-House training programs to a cross section of organisations across the public sector, topics including:

- Executive Writing Skills for the Department of Education, Employment and Workplace Relations
- Financial Statements in the Public Sector for Department of Housing and Works
- Crucial Communications for Family, Housing Community Services and Indigenous Affairs
- Mentee Training for National Native Title Tribunal

Training Courses

Annual Workshops & Master Classes

- Writing an Award Winning Annual Report
- MASTER CLASS – Organisational Diagnosis

Core Public Sector

- Accountable and Ethical Decision Making
- Budget Process, Cycle & Preparation
- Financial Statements in the Public Sector
- Inside Government: The Legislative Framework
- Introduction to Ethics
- Introduction to Policy Work
- KPIs & Agency Reporting
- Policy Evaluation
- Statistics and Their Uses
- Statistics for Policy Makers
- Writing Ministerial Briefings
- Writing Ministerial Letters
- Writing Policy Documents
- Writing Skills for Modern Government

Governance & Legal

- Introduction to Conducting Investigations
- Interviewing Skills for Investigations

Management & Leadership

- 5 Quick Moves to Improving Your Teams Effectiveness
- How to Facilitate Effective Meetings – 7 Easy Steps
- Strategic Planning 101

Learning and Development (continued)

Personal & Professional Skills

- Creating Effective Networks
- Effective Oral Communication Skills
- Grammar & Punctuation Essentials
- Grammar basics for those with English as a second language
- How to Produce Newsletters & Bulletins
- How to Proofread and Edit
- How to Structure an Oral Presentation
- Influencing – Why is it so important and how can I use it?
- Presenting to Influence and Persuade
- Report Writing Techniques
- The Essentials of Good Report Writing
- Writing for the Online Environment
- Unlocking the Potential: Finding and Keeping a Great Mentor
- Unlocking the Potential: the Keys to Developing Strong Mentoring Relationships
- Writing a Supporting Case
- Writing at Work for those with English as a second language
- Writing with Style – the Power of Plain English

Project/Risk Management

- Rapid Fire Project Management

Working with Communities

- Engaging your Stakeholders: Developing a Framework
- Engaging your Stakeholders: Facilitation Tools & Techniques
- Engaging your Stakeholders: Evaluating the outcomes

Learning and Development Program Moving Forward

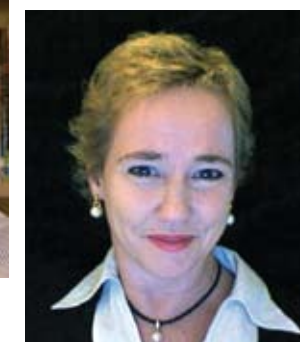
The Learning and Development team looks forward to continual development in 2009/2010. We aim to consolidate our core training program and increase our delivery of in-house and bespoke programs.



Joel Levin



John Harman



Jan Saggars

Our Special Events



Reid Oration with Prof Margaret Sears AO

The Reid Oration was established by the Institute in 1991 to honour Professor Gordon Reid's contribution to public life.

The event has evolved into a joint collaboration with The Institute of Advanced Studies at

UWA and is supported each year by representatives of the Reid family. For this year's Oration, an interested audience gathered at the UWA Club to hear Margaret Sears AO discuss '**Creating a Vision for the Arts and Cultural Sectors in our Capital City**'.

Oral Histories:

The Oral History project is a joint collaboration with the Public Sector Commission. The aim of the Oral History Project is to collect oral histories from long serving public servants about the changes they have observed and experienced in their workplaces over the term of their employment in the Western Australian Public Sector. The histories are intended to provide a rich source of information about the way the public

service has evolved in our parliamentary democracy. Participants are chosen by their diversity of experience and the length of their service and they are individually interviewed by historians to capture their unique stories.

This year the IPAA WA organised an event to honour the most recent cohort of participants, including **Les McCarrey, Dr Jim McNulty, George Cooper and Bruce Beggs**.

Les McCarrey, retired Under Treasurer for Western Australia, spoke at the event reflecting on the challenges of his time, the achievements during his tenure and how he believes things have changed and become more complex for today's public servants as he commented "I know little about the ease of communication between CEOs and Ministers today. I was fortunate to work in an environment of ready access to my Minister and of free and frank discussion."

WS LONNIE AWARDS for Excellence in Annual Reporting 2008

The WS Lonnie Awards were established in 1984 following a bequest from Mrs H.L. Lonnie in memory of her late husband Mr W.S. Lonnie MC CBE MVO. Mr Lonnie had a long and distinguished career in the State public service, culminating in his final post as Under Secretary, Premier's Department during the premiership of Sir Charles Court.

The primary vehicle for accountability in the Public Sector has been the way Public Sector agencies report their performance. The Awards recognise the importance of being accountable and transparent in a succinct and independent way. It encourages and celebrates excellence in annual reporting, which is central to good corporate governance.

IPAA WA organises and hosts these important annual awards which recognise and highlight excellence and improved accountability standards in annual reporting across the WA State Public Sector. This is a mammoth task as all State Agencies and tertiary education institutions are eligible and considered as part of the judging process. Over 120 agencies and organisations had the electronic versions of their 2007/2008 annual report reviewed by the independent judging panel, resulting in a short list of 29 agencies from which this year's award winners were drawn.

An independent panel of leading figures assesses all entrants against the established criteria. Dr Wally Cox, IPAA WA National Fellow and former State Council President has chaired the WS Lonnie Awards Judging Panel for the past four years. He commented on how pleasing it is to see the impact the Awards have had in improving reporting standards across the sector.

WS Lonnie Awards (continued):

Organisations that won major awards were:

The Allan Skinner Trophy

WorkCover WA.

The Margaret Nadebaum Trophy

Bunbury Port Authority.

WorkCover WA was the overall winner receiving the **WS Lonnie Award** and Perpetual Trophy for **'Excellence in Annual Reporting for the 2007/2008 Financial Year'**.

Judges Comments on this year's winner concluded: – *"Excellent report, easy to read, very clear on targets and performance. Has interactive PDF's and makes very good use of appendices. The report included excellent discussion of issues and future objectives. Outstanding report!"*

In a significant change in format this year saw the awards ceremony hosted over lunch and this alternative timing was received positively by members and attendees alike.

A special word of thanks to the organisations who continue to support the Special Awards

- Transparency and Accountability Award – **Office of the Auditor General's**
- Complaint Handling Award – **Office of the Ombudsman**
- Chief Financial Officer of the Year Award – **Institute Chartered Accountants in Australia**
- State Records Award – **State Records Commission**
- Occupational Safety, Health and Injury Management Award – Jointly supported and lead by **Department of Commerce** with **Public Sector Commission, RiskCover** and **WorkCover**.
- Performance Management Award – **Department of Treasury and Finance**
- Good Governance Award – **Office of the Public Sector Standards Commissioner**



WorkCover WA – Jeff McDonough, General Manager Corporate Resources, and Gretta Peachment, Daughter of William Scott Lonnie



"I expect my membership to bear fruit over the years to come. This is a long term investment. Attendance at seminars has improved my confidence when approaching challenges in my work. Seize the opportunity to inform your work by becoming a member and hearing from fellow members what is going on throughout the public sector." – Andrew Dunkin, Project Officer – Landgate

Young Professionals Network



The IPAA WA Young Professionals Network (YPN) had a successful year, which saw the launch of a series of exclusive and free networking events for our YPN members. These were designed to provide an opportunity for members to network with fellow professionals and be informed and inspired by a wide range of speakers.

An example of the great range of inspirational speakers included;

- Darren Lomman – CEO of Dreamfit
- Alicia Curtis – Alicia Curtis Leadership
- Alice Neilson – Author
- Kylie Matheison – CEO of Emergeone
- Glen Roth – Executive Producer for 92.9FM – Em and Sam Mac Show
- Matt Hern – Certified Financial Planner, FINDRE
- Ronald Jones – iVEC – the hub of advanced computing in WA

I would like to thank the IPAA WA Business Office and the rest of the committee for their dedication and effort during the year and acknowledge all the people that helped me in my role of chair. I enjoyed guiding the YPN to become a more relevant group for young professionals in the public sector and would like to wish the new chair, Andrew Dunkin, good luck. I know that he will continue to ensure that the YPN grows and develops the range of services and exciting events it provides to its members.

Luke Edwards

Young Professionals Network Chair



“IPAA has given me networking opportunities that have been very beneficial to my career...I can say with confidence that IPAA has made my job a lot easier...” – Luke Edwards, Marine Information Officer – iVEC

Awards



Each year, IPAA WA acknowledges the important and distinctive high achievements of university students studying in the fields of public administration. Acknowledging and valuing excellence is a central part of the Institutes' mission in advancing excellence within the public sector.

Awards were bestowed to a number of individuals from a variety of different areas and in 2008/2009 the Institute was pleased to award the following students:



Syed Zulfigar Hussain – Edith Cowan University for the Most Outstanding Student in Business Management



Katherine Bryant – Murdoch University for Best Academic Performance in the unit Public Policy and Management



Rebecca Hamilton – Curtin University for Best Student in Public Administration



Michael Demiris – University of Western Australia for Best Graduate in Performance Management and Evaluation

The Institute also awards the highest academic achievers in the **Public Sector Management Program**. The PSM Program is a national strategy driven to deliver first-class public sector management training and is a joint venture of Commonwealth, State and Territory Governments. This year IPAA WA awarded three participants for excellent achievements:

- **Caroline Roper, South Metropolitan Area Health Service**
- **Jacinta Dunn, Child Support Agency**
- **Mark Ninyett, WA Police**

“IPAA has been a gateway for meeting influential, inspirational and charismatic people in the Public Sector. IPAA’s training and network events have been beneficial to both my career and capacity to perform in my everyday work life. Getting involved with IPAA is definitely and eye-opening experience and has showed me how the Public Sector interacts and communicates with one another.” – Gareth Saunders, Project Engineer – The Water Corporation

Financial Report



The financial outcome for the year was a deficit of \$241,000.

The result was due to a shortfall in budgeted revenue with the main areas being:

1. Membership – \$14,000 below projected
2. Training – \$100,000 below projected
3. Sponsorship – \$100,000 below projected

The shortfalls reflected the continuation of a declining trend over the past 2 years, which was exacerbated in 2008/9 by the effects of a general economic downturn and:

- election and change in government (which affected both the number of events held and participation in events and professional development)
- a key unforeseen competitor emerging from within government
- exclusion from government professional development preferred providers under its CUA
- and the 3% efficiency dividend drive on agencies.

After being elected at the October 2008 AGM the new Council was confronted with the challenges of a difficult economic environment, compounded by a new finance system which had only been partially implemented.

Priority was given to implementing the new system as the financial reports provided were unreliable. The system was satisfactorily implemented by the end of December 2008 and the financial reports then indicated an operating deficit of \$195,000 year to date.

A comprehensive midyear review of office operations, programs and services was held in January/February 2009 to establish the likely outcome for 2008/9 and identify any actions that may improve the situation.

The office immediately implemented efficiency measures where practicable. These included efficiency measures in office operations and cost savings measures with future events and programs.

Upon her appointment in March 2009 the new Executive Director Alison Petrie undertook a comprehensive review of all programs and operations to produce a 2009/10 budget which indicates a small surplus outcome. This was supported by a robust business plan which called for some significant changes in how IPAA WA goes about its business.

Key budget initiatives include an increase in membership fees for both individual and corporate segments; concerted effort to attract sponsorship revenue; reduction in the number of “free” events; more cost effective approaches to events and professional development programs; proactive marketing including personal contact with agencies, local governments and the tertiary sector, in particular.

With the support of Council and the IPAA membership the surplus result for 2009/10 is considered achievable.

Arthur John Griffiths
Treasurer



Statement by Members of the Committee

In the opinion of the Committee the accompanying financial report:

1. present fairly the financial position of Institute Of Public Administration Australia Western Australia Division Incorporated as at 30 June 2009 and the results of the Institute for the year ended on that date in accordance with applicable Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards.
2. at the date of this statement, there are reasonable grounds to believe that Institute Of Public Administration Australia Western Australia Division Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



Christopher Williams
President



John Griffiths
Treasurer

Dated this day of August 2009
22 August 2009

Independent Auditor Report

to the members of Institute Of Public Administration Australia Western Australia Division Incorporated

Scope

The special purpose financial report and Committee' responsibility.

The special purpose financial report comprises the balance sheet, income statement, accompanying notes to the financial statements and the statement of the Committee for Institute Of Public Administration Australia Western Australia Division Incorporated for the year ended 30 June 2009.

The Committee are responsible for the preparation and the true and fair presentation of the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the Associations Incorporations Act (WA) and are appropriate to meet the needs of the members. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The special purpose financial report has been prepared for distribution to members for the purpose of fulfilling the Committee' financial reporting requirements under the Associations Incorporations Act (WA). 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.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the Institute. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the Institute's financial position, and of its performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.

Independent Auditor Report

to the members of Institute Of Public Administration Australia Western Australia Division Incorporated
continued

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of the significant accounting estimates made by the Committee.

While we considered the effectiveness of the management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of Institute Of Public Administration Australia Western Australia Division Incorporated presents a true and fair view in accordance with the accounting policies described in Note 1 to the financial statements, of the financial position of Institute Of Public Administration Australia Western Australia Division Incorporated as at 30 June 2009 and the results of its operations for the year then ended.



Ray Woolley Pty Ltd

Ray Woolley

Registered Auditor No 16396

22 August 2009

19 Bayport Circuit
Mandarie WA 6030

Income Statement

For the Year Ended 30 June 2009

		6/30/2008
Income		
Members Subscriptions		
Young Professionals Network	84,629.09	94,118
Interest Received	5,292.64	7,273
Professional Development Program	22,351.94	42,998
National Conference	705,414.09	718,786
Sponsorship	0.00	69,110
Other Income	24,278.73	15,949
Total Income	13,113.31	9,553
Expenditure		
Professional Development Program	855,079.80	957,787
Salaries & Wages		
Depreciation	330,905.35	308,621
National Conference Expenses	475,352.31	418,408
Young Professionals Network Expenses	13,219.90	21,208
AJPA & Capitation Fees (National)	9,222.59	48,544
Public Admin Today (ACT Division)	2,693.54	716
Superannuation	13,045.09	13,163
IEMS Project Expenses	11,927.53	2,646
Office Expenses	40,458.47	26,417
Marketing, Promotion & Advertising Expenses	15,410.00	8,704
Insurance Costs	97,306.16	134,316
Bank Charges	5,532.97	16,591
Staff Recruitment Costs	5,817.10	5,099
Accounting & Consultancy Fees	10,229.77	13,105
Other Expenses	15,470.00	8,665
Total Expenditure	21,124.77	16,678
Loss from Ordinary Activities for the year	1,096,056.70	1,069,512
Retained Earnings Brought Forward	-240,976.90	-111,725
Accumulated Surplus Carried Forward	548,732.60	660,457
	\$307,755.70	\$548,732

The accompanying notes form part of these Financial Statements

Balance Sheet

As At 30 June 2009

	6/30/2008	
Current Assets		
Cash at Bank	81,167.24	46,957
Cash in Hand	85.15	300
Fixed Term Investments	383,369.08	593,638
Trade Debtors	7,789.92	26,225
Prepaid Deposits	3,750.00	0
Sundry Debtors	2,588.92	0
Total Current Assets	478,750.31	667,120
Non-Current Assets		
Plant & Equipment	100,719.94	88,657
Accumulated Depreciation	-68,958.90	-57,404
Furniture & Fittings	31,761.04	31,253
Accumulated Depreciation	11,103.00	11,103
	-5,843.00	-4,178
	5,260.00	6,925
	37,021.04	38,178
Total Non-Current Assets	515,771.35	705,298
Total Assets		
Current Liabilities		
Trade Creditors and Accrued Expenses	65,678.31	15,122
GST Payable	14,152.14	11,340
PAYG Withheld Liability	17,892.85	15,109
Superannuation Payable	11,956.30	11,197
Income In Advance	84,958.57	85,290
Employee Entitlements	13,377.48	18,508
	208,015.65	156,566
Total Current Liabilities	\$307,755.70	\$548,732
Total Net Assets		
Equity		
Accumulated Surplus Carried Forward	307,755.70	548,732
	\$307,755.70	\$548,732
Total Equity		

The accompanying notes form part of these Financial Statements

Notes to and forming part of the Accounts

For the year ended 30 June 2009

Note 1: Statement of Accounting Policies

This financial report is a special purpose financial report in order to satisfy the reporting requirements of the Associations Incorporations Act (WA). The Committee have determined that the Institute is not a reporting entity. The financial report has been prepared in accordance with the requirements of the Associations Incorporations Act (WA) and the following Australian Accounting Standards:

AASB 1031	Materiality
AASB 110	Events after the Balance Sheet Date
AASB 117	Leases

No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial reports have also been prepared on an accruals basis and based on historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Institute in the preparation of the financial statements.

(a) Income Tax

The Institute is exempted from Income Tax.

(b) Fixed Assets

The depreciable amount of all fixed assets are depreciated over their useful lives.

The carrying amount of fixed assets is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to the present values in determining the recoverable amounts.

(c) Employee Benefits

Provision is made for the institute's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

Contributions are made by the Institute to an employee superannuation fund and are charged as expenses when incurred.

Note 2: Related Party Transactions

None of the committee receive any remuneration for their services to the Institute.

Moving Forward



We have some very exciting plans for 2009 and 2010 which will be of immense benefit to Personal and Corporate Members.

The Institute is delighted to be working in partnership with a number of organisations including the Australian Public Service Commission, Public Sector Commission, Murdoch University and Department of Premier and Cabinet to name just a few.

Collaborations will provide benefits to all IPAA WA Members and include:

Topical and Informative PD events

- Access to a wide range of well known, experienced and highly regarded speakers
- A Learning & Development Program that will appeal to Commonwealth, State and Local public sector employees
- A program geared towards encouraging and capitalising on Thought Leadership

In addition we are introducing a new category of personal membership – **IPAA WA Fellows**. A limited number of public servants will be invited by our President to become Fellows based on their experience, knowledge and standing in the public sector community.

We will also introduce a new service available to Corporate Members only – **Event Administration**.

This service will be invaluable to organisations and agencies that convene symposiums, workshops or public events and require efficient and transparent event administration but do not have the staff with the experience to do it or the required infrastructure to manage registrations and receipt monies (if applicable).

We can provide a very cost effective service that will include taking care of online registrations, receipting monies, communicating effectively with all participants, providing reports to the agency involved, managing the onsite registration requirements including name badges. If you want to know more please contact us at www.wa.ipaa.org.au.

Finally, our hope is that, through strategic planning and listening to and acting on feedback from our membership, we are providing what our members want and need in abundance and that each participant at one of our breakfasts, workshops or training events comes away satisfied with the content and eager to learn more.

“A key focus for Australia is a connected Government that understands what each sector is doing in driving sustainable continuous improvement. As part of the University Sector, the Insititute provides me with the professional networks, programs and services that keeps me connected.” – Brian Yearwood, Director Facilities and Services – Edith Cowan University.

“I have been a member of IPAA WA for over 25 years and during this time I have accessed many developmental presentations and attended several seminars on topical and relevant subjects. I have always enjoyed the friendship and sharing with likeminded members at social funstions held at various times throughout each year” – Graeme Ferguson, Executive Manager – Supreme Court of WA.

2008/2009 Corporate Members

Armadale Redevelopment Authority
Australian Bureau of Statistics
Australian Electoral Commission
Bayswater Extended Community Help Organisation
Builders Registration Board
Building & Construction Industry Training Fund
Bureau of Meteorology
Central TAFE
Centrelink
Chamber of Minerals & Energy WA
City of Belmont
City of Gosnells
City of South Perth
Commissioner For Children & Young People
Community & Public Sector Union/Civil Service
Corruption & Crime Commission
Curriculum Council of Western Australia
Curtin University (Asset Management, Properties)
Department for Child Protection (Country Services)
Department for Communities
Department for Planning
Department of Agriculture & Food
Department of Commerce
Department of Corrective Services
Department of Culture & The Arts
Department of Education & Training

Department of Education, Employment and
Department of Education Services
Department of Families, Housing, Community
Department of Fisheries
Department of Health & Ageing
Department of Health (Director General's Division)
Department of Health (Mental Health)
Department of Housing
Department of Indigenous Affairs
Department of Industry & Resources
Department of Local Government & Regional
Department of Mines and Petroleum
Department of Racing, Gaming & Liquor
Department of the Attorney General
Department of the Premier & Cabinet
Department of the Registrar (WA Industrial Relations)
Department of Treasury & Finance
Department Of Water
Director of Public Prosecutions (WA)
Disability Services Commission
Drug and Alcohol Office
East Perth Redevelopment Authority
Economic Regulation Authority
Edith Cowan University – Professional Development
Estill & Associates
Fire & Emergency Services Authority

Forest Products Commission
Fremantle Ports
GP Down South
Hays Accountancy & Finance (Perth)
Healthway
Heritage Council of WA
Horizon Power
Independent Market Operator
Institute of Chartered Accountants in Australia
John Curtin Institute of Public Policy
KPMG
Landgate
Lotterywest
Main Roads WA
Metropolitan Cemeteries Board of WA
Midland Redevelopment Authority
National Archives of Australia
National Native Title Tribunal
Nurses & Midwives Board of Western Australia
Office for Women's Policy
Office of Aboriginal Health
Office of Energy
Office of Health Review
Office of the Auditor General
Office of the Information Commissioner
Office Of The Inspector Of Custodial Services
Office of the Public Sector Standards
Parliament House WA

Performance and Review
Perth Zoo
Public Sector Commission
Public Transport Authority
REBA/SASB
Rottneet Island Authority
Small Business Development Corporation
South Metropolitan Public Health Unit
South West Development Commission
Swan River Trust
Tourism WA
University of Western Australia (Vice-Chancellery)
WA Council of Social Service
WA Country Health Service
WA Electoral Commission
WA Police
West Coast College of TAFE
Western Australian Ombudsman
Western Australian Technology and Industry
Wheatbelt Development Commission
WorkCover WA
Working with Children Screening Unit



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