



## Advancing Excellence in the Public Sector



# ANNUAL REPORT 2009/10

Premier Corporate Members 2009/10



Government of Western Australia  
Public Sector Commission



Government of Western Australia  
Department of State Development



## 2009/10 HIGHLIGHTS

**4686** Registrations

**33** Professional Development Events

**79** Learning & Development Courses

**34** In-Houses Training Courses

**43** Speakers and Facilitators presented our L&D Program

**60** Keynote Speakers, Facilitators and Panel Members presented our Events Program

IPAA WA engaged with over **44,000** public servants through online newsletters like *Bulletin, News Alerts* and social media sites like *twitter*



### **PATRON**

His Excellency Dr Ken Michael AC,  
Governor of Western Australia

### **VICE PATRON**

Hon. Colin Barnett MEdc MLA,  
Premier of Western Australia

### **VICE PATRON**

Hon. Eric Ripper MLA,  
Leader of the Opposition

## VISION STATEMENT

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.

## FROM THE PRESIDENT



The pace of change and the challenges facing the public sector in WA continue in all spheres of government. The State Government has continued its own reforms and has also had to manage the impacts of the extensive agenda of Australian Government, especially in the health, education, and housing

sectors. The threat of the global financial crisis has waned, but the route to achieving excellence in public administration is littered with new hurdles. We in the Institute need to continuously reinvent ways to support our members and stakeholders to maintain our relevance in this environment.

The Institute's annual general meeting in October 2008 saw the election of five new councillors and the re-election of another. I thank those councillors who completed their terms and others who resigned through the year for their work on behalf of the Institute. In particular I acknowledge the contribution of Sandy Clarkson who served the Institute for many years both on the WA Divisional Council and National Council, most recently as National Vice President. I also thank Garrick Stanley, who resigned during the year after long and notable service.

The 25th anniversary W.S. Lonnie Awards event was once again a highlight of the year, with the major awards presented by the Hon Bill Marmion, with our vice patron, the Leader of the Opposition, Eric Ripper also in attendance, along with members of the Lonnie family. The lunch format continued to be a winner, with very positive reviews.

During the year the Council reviewed the Institute's strategic plan, to ensure that we take a long-term view of the future and to ensure that we maintain freshness and flexibility in our pursuit of excellence.

The revised plan complements the strategic goals of the National Council of the Institute. I continued to serve on National Council on behalf of the WA Division, and participated in a number of the National Council's working parties which developed a series of national policy round tables on Indigenous Affairs, and Australian Public Service reform.

A significant achievement during the year has been to bring about a turnaround in our financial health. The challenge now is to continue the good work to ensure sustainability and to build the reserves to provide security and opportunities for the future. We are grateful for the strong support we have received from our members, particularly our premier and gold corporate members, all of whom have contributed to this outcome. We continue to rely on all our stakeholders' maintaining their investment in the professional growth of our public sector people so they will flourish in the face of change.

I thank them and all our supporters for their contributions to our success in the past year.

We are confident our new strategic directions and business plan for the year ahead will position us well in the years ahead. The twofold approach to finance continues, with a focus on new and expanded revenue streams, and a strong attention to our costs.

I thank the team of new and continuing fellow Councillors for their support through yet another demanding, but stimulating year. I also thank those staff members who have left during the year to pursue other opportunities. In particular our thanks go to senior staff member Margaret Stronge Smith who made an invaluable contribution, and helped steer the ship as acting Executive Director during the transition to a new appointment.

Lastly, I thank Alison Petrie our CEO and her team, who have continued to serve the Institute tirelessly with great commitment, professionalism, persistence and creativity and who can take much credit for the significant turnaround in the Institute's fortunes during the year.

This is my last year as President. I wish my successor, the new Councillors, and the Institute well in the years ahead. I have every confidence they will take your Institute to even greater heights in the pursuit of excellence in public administration.

**Christopher Williams MIPAA**



# FROM THE PRESIDENT

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

**Vice-President – Sue McCarrey MIPAA** – A/Deputy Director General, Policy, Planning and Investments, Department of Transport

**Vice President – Dr Kim Schofield MIPAA** – Deputy Commissioner Capability and Development, Public Sector Commission

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

**Treasurer – John Griffiths MIPAA** – Lecturer, Murdoch University

## COUNCILLORS

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

**Dr Lynn Allen MIPAA**

**Professor David Gilchrist MIPAA**, Assistant Auditor General Standards & Quality, Office of the Auditor General

**Dr Yvonne Haigh MIPAA** – Lecturer, Murdoch University

**Susan Hunt PSM MIPAA**, Director General, Perth Zoo

**Susan Kurtjak MIPAA**, Chief Executive Officer, Australian Public Service Commission

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

**Richard Sellers MIPAA**, Director General, Department of Mines & Petroleum

**Lesley van Schoubroeck MIPAA** – Director, Organisational Reform, Mental Health Commission

**Willow Warren MIPAA**, Science Officer, Department of Health



Christopher Williams



Sue McCarrey



Dr Kim Schofield



Dr Jim Rhoads



John Griffiths



Alan Abraham



Susan Hunt



Susan Kurtjak



Willow Warren



Dr Yvonne Haigh



Dr Lynn Allen



Tami Maitre



Lesley van Schoubroeck



Professor David Gilchrist



Richard Sellers



## FROM THE CHIEF EXECUTIVE OFFICER

*One must never lose time in vainly regretting the past or in complaining against the changes which cause us discomfort, for change is the essence of life. – Anatole France*

### **This year has been one of change for IPAA WA.**

We closely scrutinised our finances and implemented strategies to arrest the loss of revenue. We ambitiously prepared, and worked to, a budget that was designed to turn around the negative financial results experienced in 2007/08 and 2008/09. This meant implementing cost reduction strategies which included working with minimum staff numbers; reassigning job deliverables to allow for this; working diligently on reducing expenses and increasing revenue.

All whilst never losing sight of delivering training and events that our members identified was important to career development. As you will see when you read the Financial Report, our strategy was successful.

We initiated some changes to Membership including introducing a discount for Regional Members. Corporate Members have continued to support the Institute in WA and we are grateful and appreciative of that. We introduced two higher levels of corporate membership with a range of benefits designed to offer cost efficiencies in professional development as well as higher brand recognition. This was a new initiative and we were delighted with the organisations that came on board at this level.

During the year we did experience a fair amount of churn in staff. I believe that has now settled down and the team is working together well and the culture is a positive one. This is due to a few factors but I believe the improved financial situation has attributed considerably to staff morale.

It's going to be a big year ahead as we consolidate on some of last year's initiatives and work on new ones. I want to thank my team who have been patient, enthusiastic and tireless workers through a busy and dynamic year. I also want to thank Christopher Williams our President and acknowledge the Council which has been most supportive of the strategies and measures we have had to implement for organisational sustainability. I would also like to offer a special thanks to Sandy Clarkson who stepped into the breach when we needed some finance expertise and support .

Margaret Stronge Smith, who was with IPAA WA for over 3 year and many of you would know, gave birth to Cora in May. Congratulations Margaret and Kieran.

Finally a big thank you to you, our members. We appreciate and value your continued support and look forward to being of service to you in the coming years.

**Alison Petrie**  
Chief Executive Officer



L to R: Karan Nagrani, Natalie Sandrini, Alison Petrie, Michelle Bye, Joanne Blayney, Michelle Jenkins.

# MEMBERSHIP



## INDIVIDUAL

Following on from the financial loss sustained in 2008/09 the Institute conducted an audit on all income streams including Membership. We found that, across all membership categories, the fee unfortunately did not cover basic membership benefits. This was particularly so in the case of the Young Professional Membership fee which was being heavily subsidised by the Institute.

Unfortunately some hard decisions had to be made as the Institute knew its members wanted to stop the depletion of funds. This meant increasing the membership subscription fees across all categories and reassessing some of the complimentary membership inclusions.

This did have an impact and we saw a significant reduction in the number of Individual Members. However, many members did renew and we attracted new ones. We want to thank the Individual Members that continue to support the Institute during these challenging times. We are most appreciative and value your patronage.

For those of you that did not renew we urge you to take another look at the many benefits of membership:

- You always pay the **lowest registration fee** for any Professional Development Seminar, Workshop, Learning & Development Course or Special Event we run.

- **Relevant and important information** in the form of the *Australian Journal of Public Administration* (AJPA) and *Public Administration Today* (PAT) every quarter.
- Opportunity to **network with your peers** and those at levels you aspire to at no additional cost
- Opportunity to **nominate for the IPAA WA Council**, and if elected, to become part of this important and influential group.
- Many opportunities throughout the year to **meet some of the most senior members** of the public sector.
- Register for the **IPAA National Conference** at Individual Member rate.
- For the **2010/11 membership year** we have introduced an IPAA WA Membership Card. Show your Membership card at these specially selected partners and gain instant benefit in the form of:

### LUNA PALACE CINEMAS

\$2.50 off every full priced ticket

### BOFFIN BOOKSTORE

10% discount on all full priced books\*

### TRAVEL EYES

20% off travel insurance;

### TRENCH HEALTH & FITNESS

10% – 20% discount on a range of services\*

\*Some terms and conditions apply, see [www.wa.ipaa.org.au](http://www.wa.ipaa.org.au) for more details.



## CORPORATE

Government agencies continue to strongly support the Institute and we have seen an increase in the number of Corporate Members that are attending our PD Events and Training Courses. Many also took advantage of the 10% discount they receive when booking In-House Training.

We introduced two new levels of Corporate Membership this year, **Premier** and **Gold**. We are pleased to recognise those organisations that joined at this inaugural level:

## PREMIER

Department of State Development  
Murdoch University  
Public Sector Commission

## GOLD

Department for Planning  
Department for Regional Development & Lands  
Department of Housing  
Department of Mines & Petroleum  
Department of Transport  
Office of Energy  
Public Transport Authority  
West Coast Institute of Training

# ADVANCING EXCELLENCE IN THE PUBLIC SECTOR

## IPAA WA delivers a comprehensive Professional Development Program – comprised of Events and Training (both Public Courses and In-House Training).

In 2009/2010 IPAA WA delivered:

- 33 Events
- 79 Training Workshops
- 34 In-House Training Workshops
- 2 Regional Training Programs

The IPAA WA program aims to meet the professional development needs of the public sector – Federal, State and Local. We work in partnership with our Corporate Members, Public Sector Organisations and Key Partners and Sponsors to deliver events that meet the needs of our target audience, the public sector, although many are broader than that.



### PROFESSIONAL DEVELOPMENT EVENTS & SEMINARS

The events delivered by IPAA WA are diverse, as is the public sector. Event highlights include:

#### BREAKFAST WITH THE PREMIER

Over 360 people attended IPAA WA's breakfast with Premier Colin Barnett. The Premier spoke about the future directions for the Public Sector in WA and recent developments. He was also able to provide a personal insight into some of the motivating reasons for recent changes within the Public Sector.

#### HON PENNY WONG – “COPENHAGEN – A WINDOW OF OPPORTUNITY”

2009 was a crucial year in the international effort to address climate change. Sen. Wong shared the government's view on complex environmental and climate change issues and what were the government's key negotiation points for Australia at the Copenhagen conference. This was her only public speaking engagement in WA.

#### “COPENHAGEN SUMMIT – A PARTICIPANT'S PERSPECTIVE”

After having the opportunity to hear what was planned for Copenhagen, IPAA WA members were lucky enough to hear from Cheryl Edwardes, a delegate at the conference, about what really happened.

### POLITICAL SAVVY

This event was for anyone who wanted to have a better understanding of the public service, the community and the government. Dr Geoff Gallop gave a fantastic keynote presentation on “Politics, Policy and the Public Service.” This presentation was supported by Cheryl Edwards an ex Minister. Bob Mitchell, former Director General of the Department of Housing and Works, and Emi Barzotto, former Chief of Staff, complimented the program to provide a comprehensive insight into what political savvy really means.

#### 4<sup>TH</sup> ANNUAL WOMEN AND LEADERSHIP EVENT – “BREAKING THROUGH – 10 YEARS ON...WOMEN EXECUTIVES IN THE PUBLIC SECTOR”

In 1998 the Equal Opportunity in Public Employment produced a document called “Breaking Through – Women Executives in WA.” 10 years later, in 2009, how far have those women, and women in general come? This event shared the stories of two of the women in the original publication, Jody Broun and Jan Stewart, plus Challenger TAFE MD Liz Harris and PTA Executive Director Susan McCarrey.



# ADVANCING EXCELLENCE IN THE PUBLIC SECTOR

## LUNCH WITH THE SECRETARIES

IPAA WA provided an opportunity for participants to join in a conversation with the highest level commonwealth public servants

- Mr Terry Moran, Secretary, Department of the Prime Minister & Cabinet
- Mr Mike Mrdak, Secretary, Department of Infrastructure, Transport, Regional Development and Local Government;
- Ms Robyn Kruk, Secretary, Department of the Environment, Water, Heritage and the Arts;
- Mr John Pierce, Secretary, Department of Resources, Energy and Tourism
- Mr Jim Murphy, Undersecretary, Department of Treasury and Finance



Secretaries with Chris Williams

## RIGHTCLICK

We know the world wide web has changed the way we operate and that technology is constantly changing. Right Click 2009, an inaugural IPAA WA event, explored the impact of technology on the workplace. Speakers included Michael Malone, the CEO of iiNet; Neil Hymans, Speaker, Writer and Broadcaster; Anni Mac, trend forecaster and; Roshan Weddikara, Marketing and Communications.

## GETTING THE MOST OUT OF YOUR TEAM - WITH GLENN CAPELLI

This was an interactive, dynamic and engaging presentation by Glenn Capelli, focused on getting the most out of your team.

## SHAPING THE VIEWS AT THE TOP

Specifically targeted at Young Professionals in the sector, the 2009 Shaping the Views at the Top Event built on the success of 2008.

Under-Treasurer, Tim Marney; Director General of Department of Housing, Grahame Searle; Director General, Department of the Attorney General, Cheryl Gwilliam,; and Director General, Department of Premier and Cabinet, Peter Conran provided a framework for the work being undertaken by the Economic Audit Committee (EAC). Facilitated group discussions provided an opportunity for the participants to input their views and ideas into the EAC and public policy in general.



## BREAKFAST WITH BEN WYATT

This was another event aimed at our Young Professionals. Participants had the opportunity to hear Ben Wyatt Shadow Treasurer, one of the States youngest politicians and recognised leaders, speak on his journey as a leader. Ben then generously took the time to answer questions and speak with many of the participants personally.

## HEALTH REFORM AND THE COAG AGENDA

IPAA WA showed its ability to respond to topical issues by providing a seminar on the proposed federal health reforms. The speakers were Professor Mike Daube, Public Health Advocacy Institute of WA; Mr Rohan Greenland, National Heart Foundation; Professor Gary Geelhoed, Australian Medical Association WA; Ms Jennifer Solitario HBF and Professor Harry Phillips, political commentator. Participants were exposed to a range of different perspectives, in a stimulating and thought provoking session.

# ADVANCING EXCELLENCE IN THE PUBLIC SECTOR

## BUDGET BRIEFING

An inaugural event in 2010 – this event will be an annual event on the IPAA WA calendar. Participants listened to Mr Michael Barnes, Deputy Under Treasurer, and Professor Peter Kenyon, provide a summary of the 2010/2011 state budget and then take questions from the floor.

## DR KEITH SUTER

Dr Keith Suter is one of the world's greatest thinkers and communicators on global issues, as well as being a highly regarded economic and social commentator. As one of only 100 members of the prestigious global think tank, The Club of Rome, it was a great opportunity to hear Dr Suter speak in WA.

## IN HOUSE TRAINING

The Institute was pleased to offer 34 in-house training programs to 19 different organisations across the public sector.

Topics included:

- Thinking Strategically and Writing for Executive Government
- Managing Regional Staff
- Conflict Resolution
- Writing skills for Modern Government
- Writing Ministerial Briefings
- Writing Policy Documents
- Appointment: Getting it right
- Job Application and Interview Skills
- Financial Statements in the Public Sector
- Grammar Basics
- 5 Quick moves to improving your teams effectiveness
- Continuous Quality Improvement

## REGIONAL TRAINING

In 2009/2010 IPAA WA branched out into the regions, delivering training in Carnarvon and Broome. IPAA WA worked with the Gascoyne Development Commission to deliver Report Writing and Grammar Basic Workshops. Participants travelled down from Exmouth to attend the training.

In June, IPAA WA delivered Code of Conduct, EEO and Grievance Officer Training for the Broome Port Authority. These workshops were customised to ensure the training related specifically to the Port Authorities procedures and policies.

## PARTNERS

Many of our training and events are run in partnership with different organisations. We would like to acknowledge the following organisations for their support in 2009/2010:

- The Winding Staircase
- Department of Indigenous Affairs
- Office of the Public Sector Standards Commissioner
- Department of Treasury and Finance
- Australian Bureau of Statistics



# TRAINING COURSES

## CORE PUBLIC SECTOR

Accountable and Ethical Decision Making  
Appointment: Getting It Right  
Budget Process, Cycle & Preparation  
Financial Statements in the Public Sector  
Inside Government: The Legislative Framework  
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 Government



## GOVERNANCE & LEGAL

Introduction to Conducting Investigations  
Interviewing Skills for Investigations  
EEO, Anti-Bullying & Sexual Misconduct – Training for all Employees  
EEO, Anti-Bullying & Sexual Misconduct – Training for Managers and Supervisors

## MANAGEMENT & LEADERSHIP

5 Quick Moves to Improving Your Teams Effectiveness  
Building & Leading High Performance Teams  
Creativity and Visioneering  
Change Management for Team Leaders  
How to Facilitate Effective Meetings – 7 Easy Steps  
Leadership – What Every New Manager Needs to Know  
Organisational Politics, Interpersonal Mush and all that Jazz  
Strategic Planning 101



## PERSONAL & PROFESSIONAL SKILLS

Editing and Proofreading Skills  
Effective Email: Taming the Beast  
Emotional Intelligence  
Executive Writing Skills  
Grammar & Punctuation Essentials  
Grammar basics for those with English as a second language  
How to Produce Better Publications – On Paper and On Line  
Presenting to Influence and Persuade  
Say It and Show It – How to add Impact to your Presentations  
Speak Up – and Boost your Career Prospects  
Sustainability – introduction to strategies, tools and step-by-step planning for success.  
The Essentials of Good Report Writing  
Unlocking the Potential: Finding and Keeping a Great Mentor  
Unlocking the Potential: the Keys to Developing Strong Mentoring Relationships  
Writing an Effective Business Case  
Writing with Style – the Power of Plain English



# TRAINING COURSES

## WORKING WITH COMMUNITIES

Engaging your Stakeholders: Developing a Framework  
Engaging your Stakeholders: Facilitation Tools & Techniques  
Engaging your Stakeholders: Evaluating the outcomes  
Planning to Engage your Community Online



## SPEAKERS AND FACILITATORS

ABS  
Alan Hancock  
Andrew Huffer  
Crispin Butteriss  
Dorothy Lavell  
Franca Sala Tenna  
Greg Bayne  
Jack Busch  
Kim Lisson  
Jan Saggars  
Maxine Sclanders  
Jan Stuart  
Joel Levin  
John Harman  
Karen Portsmouth  
Mark Kelly  
Neil Hymans  
Paddi Brown  
Peter Robinson  
Phil Hancock  
Rick Cummings  
Tony Malkovic



# WS LONNIE AWARDS

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. 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 five years. He commented on how pleasing it is to see the impact the Awards have had in improving reporting standards across the sector.



The Annual W.S. Lonnie Awards Presentation celebrated its 25<sup>th</sup> year in 2010 and as such a special logo was developed to signify this milestone.

**Dr Wally Cox PSM** Chaired the Judging Panel for the last time as he announced he was stepping down after 5 years in the role. Thank you Wally for your commitment and continued support not only of the WS Lonnie Awards but of IPAA WA also.

### Members of the 25<sup>th</sup> Annual W.S. Lonnie Judging Panel:

- Hon. Lisa Baker MLA Member for Maylands
- Mr. Ron Kawalilak Department of Environment & Conservation
- Dr. Jim Rhoads National Native Title Tribunal
- Mr. Grant Robinson KPMG
- Mr. Alan Abraham Corruption & Crime Commission (Council Representative)

### WINNERS

- W.S. Lonnie Memorial Trophy:**  
Main Roads Western Australia
- Margaret Nadebaum Trophy:**  
Insurance Commission of Western Australia
- Allan Skinner Trophy:**  
Main Roads Western Australia
- Margaret McAleer Special Commendation:**  
Main Roads Western Australia



Hon Bill Marmion with Chris Williams



Dr Wally Cox PSM



Mrs Gretta Peachment and Alan Colegate of Main Roads



Gold Winners

# WS LONNIE AWARDS

## CATEGORY AWARDS

AWARD	CATEGORY 1 <100FTES	CATEGORY 2 101-<1000FTES	CATEGORY 3 OVER 1000 FTES	CATEGORY 4 GTE
GOLD	Economic Regulation Authority of Western Australia	Zoological Parks Authority	Main Roads Western Australia	Insurance Commission of Western Australia
SILVER	Office of the Public Sector Standards Commissioner	Office of the Auditor General for Western Australia	Disability Services Commission	
BRONZE	Department of Education Services	WorkCover WA	Department of Agriculture & Food	
			Fire & Emergency Services Authority of Western Australia	

## SPECIALIST AWARDS

**Office of Auditor General Award for Transparency & Accountability:** Department of Education Services

**State Records Commission for State Records Award:** Fremantle Ports

**Office of the Ombudsman Award for Complaints Handling:** Main Roads Western Australia

**Department of Treasury & Finance for Performance Reporting:** WorkCover WA

**Joint Award led by the Department of Commerce for Occupational Safety, Health and Injury Management:** Zoological Parks Authority

**Office of the Public Sector Standards Commissioner – Award for Good Governance:**  
Zoological Parks Authority

**Institute of Chartered Accounts of Australia for Chief Financial Officer of the Year Award:**  
Mandy Taylor, Central Institute of Technology



STATE RECORDS COMMISSION  
of Western Australia



Government of Western Australia  
Department of Treasury and Finance



Department of Commerce  
Public Sector Commission  
RiskCover  
WorkCover WA



Government of Western Australia  
Public Sector Commission



The Institute of  
Chartered Accountants  
in Australia

# RECOGNISING...

## LEARNING AND DEVELOPMENT ADVISORY GROUP

The Learning and Development Advisory Group (LADAG) was established to assist the Institute of Public Administration (WA) Division in achieving its service promise *"To advance excellence in the public sector"* through the delivery of high quality, relevant and cutting edge professional development opportunities.

The Group is comprised of representatives from Premier Corporate Members and Individual Members and Chaired by Joanne Blayney IPAA WA Program Development Manager.

The following agencies and individuals were involved in the inaugural LADAG:

- Department of State Development – Joanna Stuart
- Murdoch University – Dr Yvonne Haig
- Public Sector Commission – Kelly Morgan & Nevenka Krajsek
- Department of Mines and Petroleum – Stedman Ellis & Karen Pye
- Lotterywest – Veronique Renel

Members of the LADAG have utilised their networks, knowledge and expertise to provide direction, options and ideas for the Learning & Development Program of IPAA WA. They have provided an invaluable support to our small IPAA WA team and we thank them for their support and commitment.



## PRIZES AND SCHOLARSHIPS

**IPAA WA 2009 Young Professional Scholarship Winner – Imogene Blair**

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 2009/10 the Institute was pleased to award the following students:

**University of Western Australia, Best Graduate in Performance Management and Evaluation – Aislím van der Walt**

**Murdoch University, Best Graduated in the BA Public Policy and Management – Carole Rakotonirina**

**Edith Cowan University, Outstanding Student – Graduate Certificate of Business in Management – Derek Carroll**

**John Curtin Institute of Public Policy, Best Student in Public Administration – Sheree Edmondson**

## NATIONAL IPAA FELLOW

The National Council appoints members of the Institute who have made an outstanding contribution to the practice and study of public administration to be a National Fellow of the Institute.

National Fellows are nominated by the Division in which they have membership. They are reviewed against pre-determined criteria and winners are announced each year at the IPAA National Conference.

### WA Recipients

Dr. Wally Cox PSM	Mr Allan Skinner
Ms Maxine Murray	Mr Alan Peachment
Dr Geoff Gallop	Dr Michael Wood
Dr Frank Harman	Mr Robert MacKenzie
Mr Des Pearson	Mr Digby Blight
Ms Chris Whitaker	Mr Brian Burgess
Ms Elizabeth Harman	Mr Ronald Robertson
Mr Martin Forrest	Dr Gordon Reed

### IPAA WA HONORARY LIFE MEMBERS:

Mr Tim Benjamin	Ms Marion Seboa
Dr. Wally Cox PSM	Ms Margaret Stockton
Mr Mike Culmsee	Ms Jan Stuart
Ms Lyn Genoni	Dr Mike Wood
Dr Barbara Meddin	Mr Keith Graham
Mr John Persse	Mr Brian Burgess

## TREASURER'S FINANCIAL REPORT

The financial outcome from the 2009/10 Income and Expenditure Statement showed a loss of \$23,329 for 2009/10 operations.

Accrued sales recorded in the Events Managements System included debtors extending over 2 years and a Provision for Doubtful Debts was valued and taken up in this 2009/10 Statement. The value was \$20,564. This increased the operating loss from \$2,765 to \$23,329. The \$2,765 component was due to a minor shortfall in budgeted revenue in a very competitive environment.

The Income and Expenditure Statement also included an adjustment of \$14,995 for items from 2008/9, resulting in an overall deficit of \$38,324.

Whilst the trading outcome for the year was a small accrual deficit of \$23,329, IPAA WA's cash resources have increased from \$464,621 to \$491,430.

For the next financial year ending 30 June 2011 a small surplus of \$12,000 is budgeted, which is considered conservative.

The 2009/10 result contrasts sharply with deficits of \$111,725 for 2007/8 and \$240,977 for 2008/9.

This remarkable turnaround is largely attributable to the focussed management of the CEO Alison Petrie.

Ms Petrie was appointed in March 2009 and was able to reduce and carefully manage expenditures and also increase revenue by 48% - with strong leadership, innovative strategies and hard work!

Ms Petrie comprehensively reviewed all programs and operations in developing a robust business plan which incorporated some significant changes in how IPAA WA goes about its business.

Key budget initiatives include a significant 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.

A "rolling" budget approach was used during 2009/10 to closely monitor performance against targets and inform decision making. The management of IPAA WA's finances are being continually improved and will be enhanced by the integration of the events management and accounting systems which is currently being scoped.

**Arthur John Griffiths**  
Treasurer

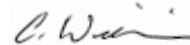
## STATEMENT BY MEMBERS OF THE COUNCIL

The Council has determined that the association 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 Council as set out in the accompanying financial report;

1. Presents a true and fair view of the financial position of Institute of Public Administration Australia WA Inc as at 30 June 2010 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Institute of Public Administration Australia WA Inc will be able to pay its debts as and when they fall due.

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



**Christopher Williams**  
President



**John Griffiths**  
Treasurer

Dated: 05/10/2010

## INDEPENDENT AUDITOR'S REPORT

to the Members of Institute of Public Administration Australia WA Inc

### REPORT ON THE FINANCIAL REPORT

We have audited the accompanying financial report, being a special purpose financial report, of Institute of Public Administration Australia WA Inc (the association), which comprises the assets and liabilities statement as at 30 June 2010, and the income and expenditure statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by members of the Council.

### COUNCIL'S RESPONSIBILITY FOR THE FINANCIAL REPORT

The Council of the association is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies 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 Incorporation Act (WA) and are appropriate to meet the needs of the members. The Council's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with 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 judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, 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 Council's financial reporting under the Associations Incorporation 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.

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 Australian professional ethical pronouncements.

## INDEPENDENT AUDITOR'S REPORT

to the Members of Institute of Public Administration Australia WA Inc

### AUDITOR'S OPINION

In our opinion, the financial report of Institute of Public Administration Australia WA Inc presents fairly, in all material respects the financial position of Institute of Public Administration Australia WA Inc as of 30 June 2010 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the Associations Incorporation Act (WA).



**Graeme T Lean**

GT Lean & Associates  
Registered Auditor No 13943

Dated this 5th day of October 2010

1st Floor  
424 Fitzgerald St  
NORTH PERTH WA 6006

## INCOME AND EXPENDITURE STATEMENT

For the Year ended 30 June 2010

	2010 \$	2009 \$
<b>Income</b>	245,246	84,629
Members Subscriptions	13,979	5,293
Young Professionals' Network	935,032	705,414
Professional Development Program	31,155	24,279
Sponsorship	1,225,412	819,615
<b>Less Direct Expenses</b>	448,509	305,473
Professional Development Program	2,845	9,223
National Conference Expenses	-	2,694
Youth Professional Network Expenses	32,624	24,973
Journals and Capitation Fees	35,130	15,410
IT Expenses	799	3,679
Other Expenses	12,079	5,533
Marketing, Promotion & Advertising Expenses	531,986	366,985
	693,426	452,630
<b>Gross Income from Professional Activity</b>		
<b>Expenditure</b>	9,421	28,341
Accounting & Consultancy Fees	4,300	-
Auditor's Remuneration	13,851	10,229
Bank Charges	20,564	-
Doubtful Debts	10,798	13,220
Depreciation	6,184	10,321
Insurance Costs		-
Interest Paid	286	-
- Other Persons/Corporations	11,225	34,917
Office Expenses	9,206	7,423
Printing & Stationery	135,566	87,232
Rent	2,418	450
Repairs & Maintenance	448,998	475,352
Salaries	5,387	15,470
Staff Amenities and Welfare	1,241	-
Subscriptions	39,222	40,458
Superannuation Contributions	8,165	5,292
Telephone	6,465	367
Travelling Expenses	733,297	729,072

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## INCOME AND EXPENDITURE STATEMENT

For the Year ended 30 June 2010

	2010 \$	2009 \$
<b>Other Income</b>		
Other Income		
Interest Received	592	13,113
	15,950	22,352
<b>Net Surplus (Deficit) for Year</b>	16,542	35,465
Accumulated Surplus at the beginning of the year	(23,329)	(240,977)
<b>Prior Year Transactions</b>	307,756	548,733
Deposits not collectable		
Prior Year Expenses	10,030	-
Sundry Income Adjustments	5,000	-
	(35)	-
	14,995	-
<b>Accumulated Surplus at the end of the year</b>	269,432	307,756

The accompanying notes form part of these financial statements.

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## BALANCE SHEET

As at 30 June 2010

	Note	2010 \$	2009 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	2	491,429	464,621
Trade and Other Receivables	3	63,646	14,129
<b>Total Current Assets</b>		555,075	478,750
<b>Non-Current Assets</b>			
Property, Plant and Equipment	4	33,204	37,021
<b>Total Non-Current Assets</b>		33,204	37,021
<b>Total Assets</b>		588,279	515,771
<b>Current Liabilities</b>			
Trade and Other Payables	5	83,313	97,723
Short-Term Financial Liabilities	6	217,472	96,915
Provisions	7	18,062	13,377
<b>Total Current Liabilities</b>		318,847	208,015
<b>Total Liabilities</b>		318,847	208,015
<b>Net Assets</b>			
<b>Equity</b>		269,432	307,756
Retained Surplus		269,432	307,756
<b>Total Equity</b>		269,432	307,756

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## AUDITORS INDEPENDENCE DECLARATION

Under Section 307C of the Corporations Act 2001

To Members of Institute of Public Administration Australia WA Inc

I declare that, to the best of my knowledge and belief, in relation to the audit of Institute of Public Administration Australia WA Inc for the year ended 30 June 2010 there have been;

- no contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- no contraventions of any applicable code of professional conduct in relation to the audit.



**Graeme T Lean**

GT Lean & Associates  
1st Floor, 424 Fitzgerald St, North Perth WA 6006

Dated this 5th day of October 2010

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# NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 30 June 2010

## 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act (WA). The Council has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial statements.

### (A) CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

### (B) PROVISIONS

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### (C) EMPLOYEE BENEFITS

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

### (D) PROPERTY, PLANT AND EQUIPMENT

Property Plant and equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

### (E) REVENUE AND OTHER INCOME

Revenue from the provision of membership subscriptions is recognised on a straight line basis over the financial year. All revenue is stated net of the amount of goods and services tax (GST).

### (F) GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

# NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 30 June 2010

	2010 \$	2009 \$
<b>2. CASH AND CASH EQUIVALENTS</b>		
Cash on Hand		
Deposits – Gold Cash Mgt A/C	500	85
Deposits – Knight Frank P/L	82	82
Deposits – F/Term Invest A/C	48,553	28,976
Deposits – Telenet Saver – A/C	20,685	19,654
Cash at Bank	392,827	334,657
	28,782	81,167
	491,429	464,621

## 3. TRADE AND OTHER RECEIVABLES

### Current

Accounts Receivables EventsPro	63,317	-
Less Provision for Doubtful Debts	(20,564)	-
Prepaid Deposits	520	3,750
Trade Debtors	17,460	7,790
Other Debtors	2,913	2,589
Total Trade and Other Receivables	63,646	14,129
	63,646	14,129

## 4. PROPERTY, PLANT & EQUIPMENT

### Plant & Equipment

Plant & Equipment		
Less Accumulated Depreciation & Impairment	107,506	100,720
	77,897	68,959
Furniture & Fittings	29,609	31,761
Less Accumulated Depreciation & Impairment	11,103	11,103
	7,508	5,843
Total Plant & Equipment	3,595	5,260
<b>Total Property, Plant &amp; Equipment</b>	33,204	37,021
	33,204	37,021

# NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 30 June 2010

	2010 \$	2009 \$
<b>5. TRADE AND OTHER PAYABLES</b>		
<b>Current</b>	11,223	-
Sundry Creditors	60,854	65,678
Accounts Payable	8,007	17,893
Payroll Liabilities	3,229	14,152
Provision for GST	83,313	97,723
	83,313	97,723
<b>Total Trade and Other Payables</b>	<b>83,313</b>	<b>97,723</b>
<b>6. FINANCIAL LIABILITIES</b>		
<b>Current</b>	8,276	11,956
Superannuation Payable	209,196	84,959
Income in Advance	217,472	96,915
	217,472	96,915
<b>Total Financial Liabilities</b>	<b>217,472</b>	<b>96,915</b>
<b>7. PROVISIONS</b>		
<b>Current</b>	18,062	13,377
Employee Entitlements	18,062	13,377
	18,062	13,377

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# STRATEGIC PLAN 2010-2012

Council has finalised the **Strategic Plan for 2010-2012** and its main focus is on five key areas:

## THOUGHT LEADERSHIP

To Lead Public Discussion on the Issues Facing the Western Australian Community

Desired Outcome:

The public will be better informed about the options in public sector reform and better able to debate the impact of proposed public sector reforms on the community.

## VOICE OF THE PROFESSION IN WESTERN AUSTRALIA

To Be the Voice of the Profession, Fostering Shared Learning Throughout the Public Administration Community and Communicating with the Western Australian Public.

Desired Outcome:

Greater awareness across the public sector and in the community of best practice in public administration and management

## PROFESSIONAL DEVELOPMENT

To Provide Professional Development Activities.

Desired Outcome:

Public sector employees will have access to high quality professional development

## PARTNERSHIPS

To Develop Partnerships to Contribute to Better Practice in Public Administration and Management in Western Australia

Desired Outcome:

IPAA WA will be recognised as a valuable partner by other organisations with an interest in public administration and management

## ORGANISATIONAL SUSTAINABILITY

To Ensure That IPAA WA Has the Financial Resources and Governance Mechanisms to Support the Realisation of Its Mission

Desired Outcome:

IPAA WA has a reputation as a credible and viable organisation

## MOVING FORWARD

As a team we will be working on clearly defined strategies to meet these goals and some of the new initiatives will include:

- Developing an engaging and educational program of Professional Development events that introduces new topics and new speakers to the sector
- Upgrading our web site and vastly improve online registration functionality. This means we will be able to offer a shopping cart facility, instant credit card authorisations, multiple booking capability and many more options not previously available.
- Providing Individual Members with more benefits that affect them directly with the introduction of 'hip pocket' benefits, recognising that the majority pay for their membership themselves.
- We are also hoping to reintroduce free or minimal cost member only networking events in the coming years.
- We continue to forge stronger relationships with key government agencies

Our future planning includes introducing a new suite of Awards to complement the W.S. Lonnie Awards.



# CORPORATE MEMBERS

Armadale Redevelopment Authority  
Australian Bureau of Statistics  
Australian Customs & Border Protection Service  
Bayswater Extended Community Help Organisation  
Broome Port Authority  
Builders Registration Board  
Building & Construction Industry Training Fund  
Bureau of Meteorology  
Central Institute of Technology  
Centrelink  
Challenger Institute of Technology  
Chamber of Minerals & Energy WA  
City of Belmont  
City of Gosnells  
City Of Swan  
Commissioner For Children & Young People  
Community & Public Sector Union/Civil Service Association  
Corruption & Crime Commission  
Curtin University (Asset Management, Properties)  
Department For Child Protection  
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 Services  
Department of Education, Employment and Workplace Relations  
Department of Families, Housing, Community Services & Indigenous Affairs  
Department of Fisheries  
Department of Health & Ageing

Department of Health (Public Health Division)  
Department of Housing  
Department of Indigenous Affairs  
Department of Local Government  
Department of Mines and Petroleum  
Department of Regional Development & Lands  
Department of State Development  
Department of the Attorney General  
Department of the Premier & Cabinet  
Department of the Registrar (WA Industrial Relations Commission)  
Department of Transport  
Department of Treasury & Finance  
Department Of Water  
Director of Public Prosecutions (WA)  
Disability Services Commission  
Drug and Alcohol Office  
East Perth Redevelopment Authority  
Eastern Metropolitan Regional Council  
Economic Regulation Authority  
Estill & Associates  
Fire & Emergency Services Authority  
Fremantle Ports  
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  
Mental Health Commission

Metropolitan Cemeteries Board of WA  
Midland Redevelopment Authority  
Murdoch University – School of Social Sciences & Humanities  
National Archives of Australia  
National Native Title Tribunal  
Nurses & Midwives Board of Western Australia  
Office of Energy  
Office of the Auditor General  
Office of the Information Commissioner  
Parliament House WA  
Perth Zoo  
Polytechnic West  
Public Sector Commission  
Public Transport Authority  
REBA/SASB  
Rottnest Island Authority  
Small Business Development Corporation  
South Metropolitan Public Health Unit  
South West Development Commission  
Swan River Trust  
TBH Niche  
Tourism WA  
University of Western Australia (Vice-Chancellor)  
VenuesWest  
WA Council of Social Service  
WA Country Health Service  
WA Electoral Commission  
WA Police  
WALGA  
Water Corporation  
West Coast Institute of Training  
Western Australian Ombudsman  
Western Australian Treasury Corporation  
Wheatbelt Development Commission  
WorkCover WA







Level 15, 256 Adelaide Terrace  
Perth WA 6000  
T: 08 9221 1177  
F: 08 9221 3733  
E: [info@ipaawa.org.au](mailto:info@ipaawa.org.au)  
[www.wa.ipaa.org.au](http://www.wa.ipaa.org.au)

#### Gold Corporate Members 2009/10

