



Institute of Public
Administration Australia
WA

Annual Report 2010/11

Advancing Excellence in the Public Sector

Premier Corporate Members 2010/11



Government of Western Australia
Department of State Development



PSC | Public Sector
Commission





33
Events

95
Training
Courses

51
In-Agency
Courses

8000+
Registrations



133
presenters

16,000
coffees served



8,123
muffins and cakes
consumed

820kg of
fruit served

About Us

The Western Australia Institute of Public Administration Australia is a not-for-profit professional association which enables those with an interest in public administration and public sector reform to exchange ideas on trends, practices and innovations.

The role of the Institute is to:

- **Advance** the sharing of ideas and knowledge by providing an impartial environment for dynamic debate.
- **Connect** people and ideas by providing networking opportunities to meet colleagues from all levels of government, and establish links with academics and industry specialists.
- **Celebrate** the public sector by showcasing best practice, recognising excellence through award programs, and promoting the public sector as a fulfilling and challenging career.
- **Learn** from our members and partners, through exposure to cutting edge ideas and practices, to provide thought leadership events and training.

The Institute was created in 1954 and has grown to operate within the broader public sector of more than 125,000 WA public servants. We also work with a number of private organisations who share our strategic vision and purpose.

As a strong membership organisation, we welcome new members from both the public and private sectors who are passionate about public administration in WA



Vision

To advance excellence in the public sector.

Values

We value the capacity to positively support our members and contribute to the sector, encouraging innovation, learning, collaboration, integrity and inclusiveness. The Institute's independence is key to ensuring we are able to deliver services to our members without political constraint.

Patron

His Excellency Dr Ken Michael AC, Governor of Western Australia

The Institute would like to acknowledge the support of Dr Michael during his tenure as WA Governor which came to end in April 2011.

Vice Patrons

Hon. Colin Barnett MEd MLA
Premier of Western Australia

Hon. Eric Ripper MLA
Leader of the Opposition



From the President

I am very pleased to provide members with my report for the 2011 operating year. It has been a very interesting and progressive year for the Institute and I believe the organisation is increasingly well placed to claim the position as Western Australia's public sector professional organisation.



During the year a number of very substantial changes have been made in the administration and organisation of the Institute and these changes have had the effect of placing the organisation on a secure footing as well as set the scene for our next year of operations.

Of considerable importance, the Council has reviewed the financial structure of the Institute. This was a substantial process and resulted, amongst other things, in the appointment of a new Finance Manager and a number of improvements in our financial management processes. We have also seen the refocus of the organisation toward member benefits including such things as programs for young members and an increase in opportunities for members to keep up with what is happening in the sector. Additionally, the training and events on offer have been reviewed and the success of the program over the year is

testimony to its continuing relevance, value for money and appropriateness of the format.

During the year, the Institute has increased its engagement with the sector and also with the Not-For-Profit and commercial sectors each of which has a significant role to play in the delivery of government services. Our aim is to maintain the relevance of the Institute by ensuring members have an opportunity to engage with professional bodies and groups outside of the sector but where there is a clear connection between what we do in the public sector and what these organisations do in support of that effort.

The incredible amount of work undertaken by Institute staff during the year must be acknowledged. Not only has the team, led by our CEO Alison Petrie, kept the 100s of events and training sessions on track throughout the year

but they have reorganised the administration and finance, implemented a number of significant changes and put time into development. It is an incredible effort, given the small resources of the organisation.

The efforts of the Council must also be acknowledged. The voluntary contribution of Councillors to the operation and development of the Institute is substantial. Councillors undertake roles across all aspects of the organisation including at national level and I appreciate the support of all Councillors over the year.

I look forward to seeing the Institute continue to develop during 2012 and participating in the new year's calendar of events and activities which are promising to be every bit as exciting as 2011.

Professor David Gilchrist MIPAA FAICD FCA
President

Council Members

As At 30 June 2011

The Institute's Council is responsible for governance and strategic planning. Councillors are Personal Members of the Institute and we encourage Members to nominate for Council as a great way to learn new skills and increase networks.

Councillors As At 30 June 2011

President Professor David Gilchrist MIPAA FAICD FCA
Industry Professor School of Accounting, Curtin University

Vice President Ms Sue McCarrey MIPAA
Deputy Director General, Department of Transport

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

A/Secretary Willow Warren MIPAA
Science Officer, Department of Health

Treasurer Alan Abraham MIPAA
Project Manager, Department of Treasury



Professor David Gilchrist



Sue McCarrey



Dr Kim Schofield



Willow Warren



Alan Abraham

Joe Calleja MIPAA
Chief Executive Officer, Richmond Fellowship of WA

Amanda Bott MIPAA
Regional Director WA, Australian Customs and Border
Protection Service

Dr Yvonne Haigh MIPAA
Lecturer, Murdoch University

Susan Hunt PSM MIPAA
Chief Executive Officer, Perth Zoo

Susan Kurtjak MIPAA
Chief Executive Officer, Australian Public Service
Commission

Shelley Pike MIPAA GAICD
Chief Executive Officer, Pilbara Regional Council,

Lesley van Schoubroeck MIPAA
Director Organisational Reform, Mental Health Commission

Gay Thornton MIPAA
Director Community Development, City of Rockingham



Joe Calleja



Amanda Bott



Dr Yvonne Haigh



Susan Hunt PSM



Susan Kurtjak



Shelley Pike



Lesley van Schoubroeck



Gay Thornton

Council Meetings

All COUNCILLORS FOR 2010/11	APPLICABLE	ATTENDED
David Gilchrist	9	7
Kim Schofield	9	4
Sue McCarrey	9	6
Alan Abraham	9	7
Yvonne Haigh	9	7
Susan Hunt	9	4
Susan Kurtjak	9	5
Willow Warren	9	6
Lesley van Schoubroeck	9	7
Richard Sellers	7	2
Shelley Pike	7	6
Amanda Bott	7	3
Joe Calleja	7	5
Gay Thornton	7	5
Jim Rhoads	5	4
Christopher Williams	3	3
Lynn Allen	3	3
Tami Maitre	3	0
John Griffiths	3	1

From the Chief Executive Officer

This year was an exciting one for the team as we all embarked on an ambitious business plan which would see the Institute:

- Provide a PD program with a focus on *Thought Leadership* topics and speakers
- Deliver more value to our members
- Implement planning for a new web site
- Build on existing relationships and develop new partnerships
- Improve our internal procedures and processes
- Become financially stable

I am delighted to announce that statistics and satisfaction survey responses show that we did in fact achieve all of the above. Financial stability has been a major concern after sustaining four consecutive years of losses, it is good to know that we have at last turned the corner and finished the year with a surplus.

This means we can now turn our attention to becoming a more relevant organisation for our members and fulfil our purpose as the professional association for the public sector.

I would like to thank the Institute team who have worked so hard this year.

Joanne Blayney, Program Development Manager, on her achievement of creating an Events & Training Program that delivered thought provoking topics designed to generate debate and interest in the public sector.

Learning & Development Public Training Courses saw a 24% increase in registrations in spite of increased competition and subsidised pricing by other organisations. We believe this is due to the courses being designed specifically for our members and delivering what capability managers require.

We were pleasantly surprised that the number of organisations requesting In-Agency Training, an



increase of 43% over the previous year, and this kept **Amy Bouckley**, Training & Business Development Coordinator, extremely busy whilst also managing our training program.

Communication with our constituents also improved this year due to the efforts, enthusiasm and hard work of **Kylie Macqueen**. Kylie joined us in October and hasn't come up for breath since. One of her major projects was the creation and implementation of a new web site and this has taken far longer than we expected due to a number of external

issues. However, we are hopeful of launching it very soon and confident it will be very well received by members, especially the simple and user friendly registration process. **at the time of writing the web site had been launched successfully and was fully operational.*

We also saw an increase in the number of organisations using our Event Administration service. Under the supervision of Event Manager **Audra Young**, who joined us midyear, the Events Team managed 8 external events in addition to our own comprehensive program. Thanks also to **Michelle Bye** Event Coordinator, who has taken full ownership of her role as well as being the 'champion' of our bespoke database management system, supported by **Angela Meleisea**.

The combined effort has delivered financial sustainability and we were so pleased at the start of this calendar year to have **Rafael Motta** join us as Finance Officer. Rafa has had to master a complex financial system with many manual processes. We are hopeful of automating aspects of this and streamlining process in the next year. He also had the important role of contributing to gender balance in the office!

Finally I would like to thank the Council, and especially President Professor David Gilchrist, for their continued support and shared vision for the Institute.

Alison Petrie
Chief Executive



*From left: Angela Meleisea, Rafael Motta, Audra Young, Professor David Gilchrist (President), Joanne Blayney, Alison Petrie, Michelle Bye.
Front: Amy Bouckley & Kylie Macqueen*

Membership

Members are the foundation of our organisation, actively supporting, promoting and governing the Institute. Anyone working in government or with an interest in the public sector can join as a Personal or Corporate Member.

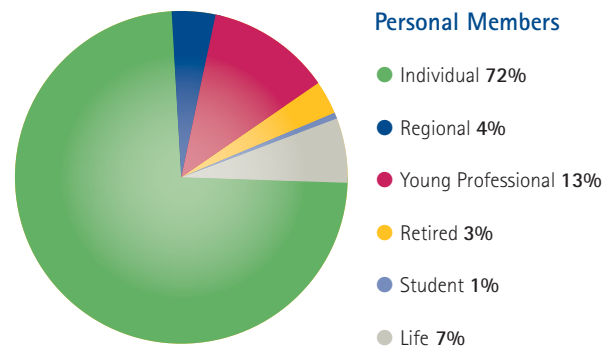
All members receive a range of benefits including discounts on services, free publications and exclusive member events.

Personal Membership is for individuals and young professionals who are interested in current trends and issues within the public sector and want to build meaningful networks with other members and industry leaders.

Personal Members are held in high esteem and we were once again pleased by the support we receive from them.

Unfortunately, we continue to see a decline in Young Professional Members and this is an area we will be focused on reverting in the coming year.

For those of you that did not renew I urge you to take another look at the many benefits of membership and most importantly, being part of the professional association for the public sector.

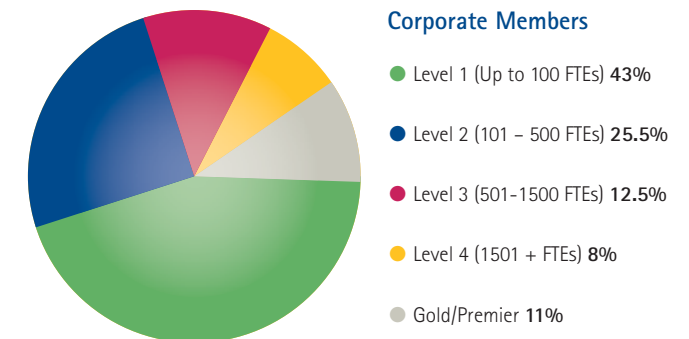


Corporate Membership is for organisations looking to provide professional development for their employees at a discounted rate and keep up to date on industry trends and research.

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

The Institute provides services to over 42,000 Corporate Member public servants.

We would like to especially thank our **Premier** and **Gold Corporate Members** for their support which is valued by Council and staff.





Benefits, Discounts & Special Offers

Personal Member	Corporate Member
<h3>Professional Development</h3>	
<ul style="list-style-type: none"> • Use of the post nominal 'MIPAA' • Right to nominate as a member of the WA Council • Information Pack CD with career enhancing tips and tricks provided by Institute facilitators • Membership Certificate • Member only login to find other members, access PD tools and manage membership details. 	<ul style="list-style-type: none"> • Membership Certificate • Access to the Institute's Event Administration Service
<h3>Networking</h3>	
<ul style="list-style-type: none"> • Invitation to FREE Member only networking events and seminars 	<ul style="list-style-type: none"> • Invitation to FREE Member only networking events and seminars
<h3>Discounts</h3>	
<ul style="list-style-type: none"> • Up to 35% off all Institute events & conferences • Up to 25% off all Institute training courses • Referral Reward: Refer a friend and if they join member receives \$20 off professional development • Members to show their Membership Card and receive discounts at: <p>Luna Palace Cinemas: \$2.50 off every full priced ticket</p> <p>Boffin Bookstore: 10% discount on all full priced books*</p> <p>Travel Eyes: 20% off travel insurance</p> <p>Trench Health & Fitness: 10-20% discount on a range of services</p> <p>*Some terms & conditions apply, see www.wa.ipaa.org.au for more details.</p>	<ul style="list-style-type: none"> • Up to 35% of all Institute events & conferences • Up to 15% off all Institute training courses • 10% off in-agency training
<h3>Subscriptions</h3>	
<ul style="list-style-type: none"> • Australian Journal of Public Administration (AJPA) - Quarterly • Public Administration Today (PAT) - Quarterly • Regular electronic updates from the Institute on latest events and training via newsletter and Event Bulletins 	<ul style="list-style-type: none"> • Nominated staff receive Australian Journal of Public Administration (AJPA) - Quarterly • Nominated staff receive Public Administration Today (PAT) - Quarterly • Regular electronic updates from the Institute on latest events and training via newsletter and Event Bulletins

Membership

Premier and Gold Corporate Members receive a range of benefits including:

- Company logo branded on Institute marketing and website.
- Complimentary tickets to annual Institute events including WS Lonnie Awards and Reid Oration.
- Sponsorship opportunities of an Institute event.
- Discounts on all Institute professional development program and in-agency training.

"Thanks very much for organising such a great inaugural event. I thoroughly enjoyed getting out of the rat race of the office to do something meaningful for myself!"



What Our Members Think

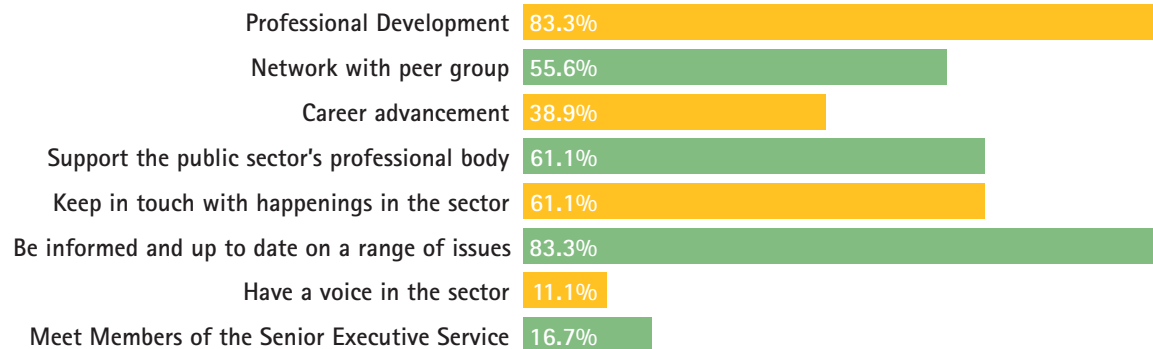
Members were surveyed for four weeks between 25th February and 25th March 2011. This is what they had to say:

- 83.3% of Personal Members would recommend membership to a friend
- Email is the main form of communication for all members

- On a scale of 1-5; Discounts off professional development, journals and a tax deductible membership rated the highest value

Members also told us that we were not offering enough 'no charge' networking events for Personal Members. We aim to address this in the coming year.

Reason Personal Members joined the Institute





Member Only Services

The Institute is working towards providing greater value in membership services including:

Member Events

Lunch Break Book Club – Launched in April, this is a new initiative run every quarter to bring members together in a relaxed environment. Institute facilitators select a thought leadership book aimed at helping members advance their professional development

One member commented: *"Thanks very much for organising such a great inaugural event. I thoroughly enjoyed getting out of the rat race of the office to do some meaningful for myself!"*

The Innovation Series – Launched in February aimed to offer an extensive suite of Innovation and Management Programs tailored for Public Sector Management.

Unfortunately this program did not see much traction however, as part of the innovation series, Personal Members

were invited to attend a free seminar on **The Challenges for Western Australian Public Sector Innovation** in March. The event provided an overview of information obtained in a report called *WA Public Sector Innovation – Issues & Opportunities*. Participants valued the data and research shared by the speakers, as well as the opportunity to ask questions and network.

Members celebrated the successes, challenges and achievements of the Institute at the **Annual General Meeting** on 13th October and welcomed new councillors to the board.

Young Professional Members

The Institute continually develops seminars aimed towards Young Professional Members. The following two events were part of the **Young Professional Network Series**.

Rising to the Top, an inaugural event in October, showcased the diversity and experience of Young Professionals in the public sector and at the same time highlighted the importance of Young Professionals to the sector. As one participant commented *"The presenters were motivational, providing great tips to get the most out of working in public sector."*

Career Coach, Ms Annette Walker delivered **Challenges and Choices: Career Direction and Development to Get You**

to the Top. The seminar looked at individual career drivers and ways Young Professionals could progress in their own career. It discussed the benefits of having a coach and/or mentor and the value of networking.

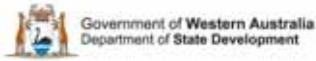
Event Administration

Event Administration is a service Corporate Members continue to access. We managed a total of 8 events and clients included the Mental Health Commission, Corruption and Crime Commission and Department of Agriculture and Food WA.

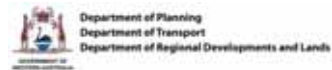
"The presenters were motivational, providing great tips to get the most out of working in the public sector."

Membership

Premier



Gold



Corporate Members

Armadale Redevelopment Authority
Asset Management, Properties Curtin University
Australian Bureau of Statistics
Australian Customs & Border Protection Service
Broome Port Authority
Builders Registration Board
Building & Construction Industry Training Fund
Bureau of Meteorology
Central Institute of Technology
Centre for Learning and Development - ECU
Challenger Institute Of Technology
Chamber of Minerals & Energy WA
City of Belmont
City of Gosnells
City of Melville
City of Subiaco
City of Swan
Commissioner For Children & Young People
Community & Public Sector Union/Civil Service
Corruption & Crime Commission
Department of Agriculture & Food
Department For Child Protection
Department of Commerce
Department for Communities
Department of Corrective Services
Department of Culture & The Arts
Department of Education, Employment and
Department of Education
Department of Education Services
Department of Families, Housing, Community
Department of Environment & Conservation
Department of Health

Department of the Attorney General
Department of the Registrar (WA Industrial
Department of the Attorney General
Department of the Premier & Cabinet
Department of Fisheries
Department of Health (Public Health Division)
Department of Indigenous Affairs
Department of Local Government
Department of Training and Workforce
Department of Treasury & Finance
Department of Water
Director of Public Prosecutions (WA)
Disability Services Commission
Drug and Alcohol Office
Eastern Metropolitan Regional Council
East Perth Redevelopment Authority
Economic Regulation Authority
Estill & Associates
Fire & Emergency Services Authority
Fremantle Ports
GEMA
Hays Accountancy & Finance (Perth)
Healthway
Heritage Council of WA
Hills Community Support Group Inc.
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
Mosaic Community Care Inc
National Archives of Australia
National Native Title Tribunal
Nurses & Midwives Board of Western Australia
Office Of The Auditor General
Office of the Information Commissioner
Parliament House WA
Perth Zoo
Polytechnic West
REBA/SASB
Rottneet Island Authority
Rural Health West
Small Business Development Corporation
South Metropolitan Public Health Unit
South West Development Commission
Swan River Trust
Tourism WA
University of Western Australia (Vice-Chancellor)
VenuesWest
WA Council of Social Service (WACOSS)
WA Country Health Service
WA Electoral Commission
WALGA
WA Police
Water Corporation
West Coast Institute of Training
Western Australian Ombudsman
Western Australian Treasury Corporation
WorkCover WA

Special Interest Groups

Learning and Development Advisory Group

The Learning and Development Advisory Group (LDAG) was established late in 2009 and has been invaluable to the Institute in striving to achieve its vision of "Advancing excellence in the public sector."

The LDAG is comprised of representatives from Premier Corporate Members, Young Professionals, Council and Institute staff. The group is chaired by Joanne Blayney, our Program Development Manager. The LDAG provides a forum for sharing information, ideas and contacts. Most importantly, from the Institute perspective, the LDAG group provides invaluable support to our small team including quality assurance, to ensure what we are delivering is of a high quality and relevant to the sector.

We would like to thank the following agencies and individuals who were members:

- Australia Post – Steven Reynolds
- Department of State Development – Joanna Stuart and Toni Watson
- Department of Mines and Petroleum –Karen Pye and Amelia Thorn

- Lotterywest – Veronique Renel
- Murdoch University – Dr Yvonne Haig
- Public Sector Commission –Nevenka Krajsek and Kristie Harken

Institute Staff – Joanne Blayney and Amy Bouckley

Their support and utilisation of their networks, knowledge and expertise has been invaluable in providing direction,

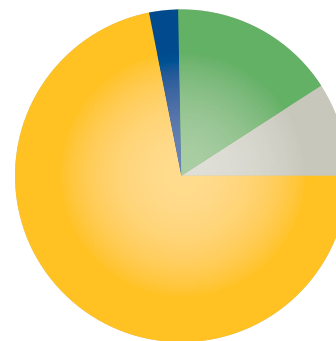
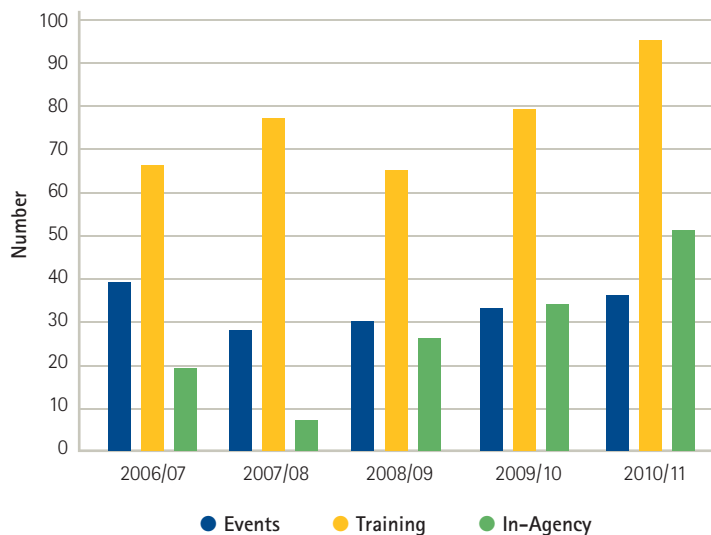
options and ideas to shape our 2011/2012 Learning and Development Program and we thank them all whole heartedly for their support and commitment.

The Institute would like to acknowledge how sad we were to learn of Nevenka Krajsek's passing after a short illness. Our thoughts and best wishes were extended to her family, friends and colleagues at the Public Sector Commission.



Thought Leadership

The Institute's thought leadership program continues to bring up to date issues and thought provoking topics to the table. We delivered 36 thought leadership events, with a total of 3,842 registrations; this represents an increase from last financial year.



Event participation 2010/11

- Personal Member 3.8%
- Corporate Member 73.4%
- Non Member 15.5%
- Other 7.3%

Event Highlights include:

Reaction and Interaction: The Politics of Suffering & the Ensuring Debate

Peter Sutton created a lively debate when he discussed his book "The Politics of Suffering." At the crux of the book is the question; "Why, after three decades of liberal thinking, has the suffering and grief in so many Aboriginal Communities become worse?"

The presentation by Peter Sutton was followed by questions from the audience. This created a lively discussion, particularly with Mr Fred Chaney in the audience. The question time and interaction with the audience was a highlight for many participants, with good issues being raised, and informed and intelligent discussion taking place.

Shaping the Views at the Top

This event, aimed at Young Professionals, built on the success of the 2008 and 2009 IPAA WA Young Professionals Network Policy Forum. It provided young professionals with a glimpse of the key policy issues and ideas of strategic leaders from across the State Public Sector as well as the opportunity to contribute their ideas on the theme of designing services to meet citizens need.

This is a comment from a participant when asked to capture a highlight of the seminar, "Hearing from the General Directors and their perspective. Being able to talk



to the General Directors personally and ask questions in an informal manner." It captures the value of the seminar for many of the participants.

Restructuring the Australian Economy to Emit Less Carbon

The two authors of the Grattan Institute report *"Restructuring the Australian Economy to Emit Less Carbon."* – John Daley and Tristan Edis Shared their findings at this intimate Institute event. The presentation provided an excellent analysis of the impact of carbon pricing on the economy and as one participant stated *"assisted participants with gaining a better understanding of a topic which is poorly represented by the media, stakeholders and political parties."*

Optimising Communication Strategies in Public Sector Marketing – Hitting the Target

This was the first partnership event with the Government Entity Marketing Association (GEMA). It was targeted at marketing and communication people and exposed them to a range of government related marketing initiatives – from campaigns through to intergovernmental collaboration initiatives.

Participants valued the opportunity to hear three different perspectives on how organisations marketed their products as well as the opportunity to network and ask questions.

Happiness: What Does It Mean for Workforce Sustainability?

Workforce sustainability (attracting and retaining the right staff for the short and long term) is essential to ensure that organisations deliver high quality and effective services. This morning seminar explored what impact happiness has on workforce sustainability. It also had organisational case studies provide examples of strategies, tools & techniques that are currently being used to attract and retain staff. Participants said the highlight was the quality of speakers and the inclusion of organisational experience.

Infrastructure – Driving Sustainable Development Through the WA Public Sector

This seminar provided an update to the public sector, and other interested parties, on the progress and impact of key infrastructure projects in WA and the role of Government Agencies in these projects.

Good Governance

This was a conversational style breakfast seminar with a presentation from John Barrington, of Barrington Consulting Group. The presentation focused on the effectiveness of boards and drew upon results of a survey conducted by Barrington Consulting & the Institute on the role of boards, and their effectiveness, within the public sector.

Participants valued the quality of the discussion John generated and the interactive manner with which it was delivered.

Presidents Breakfast & Leadership and Business Excellence

BREAKFAST: Dr Mark Rehn, delivered a *Presidents Breakfast Presentation*, to invited guests. The highly interactive and 'hands on' seminar had each participant working on their own organisational issues. The workshop emphasised three themes considered to be prerequisites for implementation success: simplification, integration and sequence.

MORNING SEMINAR: Dr Mark Rehn followed up the *Presidents Breakfast Presentation* with a morning seminar in which he outlined a practical and memorable implementation framework for Business Excellence.

Dr Rehn explained two fundamental ways of improving the entire organisation's Key Processes – both of which are essential if the organisation is to maximise its rate of business performance improvement.

Hypothetical IPA2 & IPAA

In partnership with IAP2, this was a hypothetical scenario, with the focus being on the community engagement needed to deal with a potentially contentious community issue of a Uranium Mine being developed in a regional area of WA.

The event was not about the merits of uranium but about the 'engagement questions that get raised'. Key stakeholders formed a panel and proceeded through a hypothetical community engagement scenario.

Thought Leadership

RightClick 2010

RightClick 2010 built upon the success of the inaugural seminar in 2009. The seminar focused on Technology and its impact on the workplace – from cybersecurity, to knowledge management and the use of social media.

Dr Crispin Buttriss facilitated an afternoon seminar – Social Media in a Hurry: 50 Tools in 150 minutes. One participant said there was *“Excellent presentations with unique perspectives of various speakers.”*

Kim Snowball

Institute Members had the opportunity to hear from the newly appointed Director General of the WA Department of Health, Mr Kim Snowball. The WA Department of Health is one of the largest departments in the public sector, employing 37 000 staff and being allocated 24% of the state budget in 2009–2010.

Participants valued the opportunity to hear from, and ask questions of, the Director General on key state health reform initiatives.

Public Private Partnerships

The seminar looked at Public Private Partnerships both within WA and interstate. It included a keynote speaker from the Director of Partnerships Victoria and was followed by local case studies.

Participants particularly valued the practical example provided by Department of Housing and the opportunity to network with others interested in PPP from across the state.

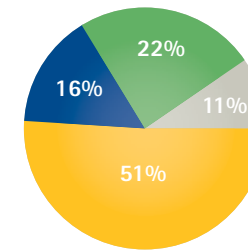
CHOGM

The Commonwealth Heads of Government Meeting (CHOGM) is being held in Perth from 28–30 October 2011.

This seminar, hosted in November 2010 put together a quality panel of speakers and was facilitated by journalist Tina Altieri. It provided participants with an overview of CHOGM, the role for WA and the implications for the public sector, business and NGO's. As well as discussing some of the flow on effects from hosting this international event.

Participants valued the opportunity to gain a better understanding of CHOGM – from a wide variety of stakeholders. There was also much excitement generated about potential opportunities that may arise out of CHOGM.

The Institute hosted a second briefing on the Commonwealth Heads of Government Meeting (CHOGM) in May 2011. It provided an update on planning arrangements including a program overview, security arrangements and parallel events including the Business, Youth and People Forums.



Main reasons for attending Institute events were:

- Topic
- Presenters
- Business Interest
- Networking Opportunity

Understanding Your Audience

This was the second event in partnership with Government Entity Marketing Association (GEMA). The speakers discussed the need for, and tips to, understand the audience being targeted in marketing campaigns. Professor Richard Wellers' presentation was a hit. With participants describing his presentation as "engaging", "dynamic" and "inspiring."

Women in Leadership

Our annual Women in Leadership Event, aimed at showcasing and sharing the journeys of women in the workforce was another success. Participants valued the diversity of the speakers and the openness and honesty with which they presented.

We asked participants to share what lesson/take away message they got from the seminar and this comment reflects the intent of the seminar:

“Everyone's journey is different, some go a lot further than others and achieve more, but we are all on a journey so strive to be the best you can at what you do and remember to enjoy the experience along the way”

Social Innovation and Corporate Social Responsibility

This event focused on Social Innovation and Corporate Social Responsibility – what it means, why it's important and case studies from private and public organisations. It



also provided participants with the opportunity to get tips from the presenters and other attendees on establishing CSR initiatives within their organisations.

The seminar hit a mark with participants, as one attendee responded *"I thought this was a great seminar and very thought provoking. It made me want to do 'something'"*

Health and Wellbeing Programs

What better way to kick start the New Year than with an event focused on Health and Wellbeing Programs. The seminar involved speakers from local government, state government and the private sector sharing information on their Health and Wellbeing Programs.

The Future of Perth

This seminar came about after the release of the document *Directions 2031 and Beyond*. It saw a diverse panel explore some of the issues facing the City of Perth with its expected population growth and raised the question of *What sort of community do we want?*

Public Sector Conference

This inaugural conference was conducted in partnership with the Public Sector Commission. It showcased success stories from the public sector, primarily drawn from winners of the Premier's Awards.

The feedback from participants was overwhelmingly positive with 100% of participants feeling as though the event met or exceeded their expectations.

As one participant commented they valued *"an opportunity to hear about the diverse range of innovative and exciting projects going on in WA and the opportunities they present for collaboration between departments."*

Producing a Brilliant Annual Report

This is an annual event which provides guidance for producing a brilliant annual report in line with the Public Sector Commission's guidelines. The workshop, facilitated by Tony Malkovic, discussed what is required to "pull together" an annual report and discussed the critical elements needed for key accountability and communication requirements. Case studies were provided from agencies who had been successful in the Institutes Lonnie Awards.

Oh My Goodness is that FOIable?!

The event looked at Freedom of Information (FOI): What are the rules, regulations and expectations related to it. The Information Commissioner, Mr Sven Bluemell provided an overview of the key findings within the FOI review and further information was provided on two key areas identified within the report – record keeping and behind the counter information and accessibility. WA Police and Department of Health then provided case studies of how FOI works in their agencies.

Budget Briefing 2011

This annual event provided comments on the State Budget, with a particular focus on the impact of the budget on the public sector. Participants were provided with a broad overview of the budget as well as the external factors that impacted on the budget decisions.

Women in Leadership: Moving Beyond the Barriers

This seminar was developed in partnership with Department of Communities and featured keynote speaker Linley Lord from the Maureen Bickley Centre for Women in Leadership (Curtin University).

Dr Linley Lord focused on the report *Women in Leadership: Strategies for Change*. The presentation highlighted some of the key data and research regarding women's progress to senior leadership roles in organisations. Three case studies followed from WA Police, Department of Treasury and Finance and MinterEllison.

100% of participants felt the seminar met or exceeded their expectations. Here's a comment from one of the participants that captures the feedback from others, *"I enjoyed all the presentations. All had different flavours but a number of common themes. I found Linley Lord's observations about gender discrimination being embedded in workplace cultures particularly interesting - definitely something to think about further in the context of my workplace."*

Awards

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.

This year we celebrated the 26th Annual WS Lonnie Awards with record attendance. We were also privileged to have our patron His Excellency Dr Ken Michael AC, Governor of Western Australia, present the Awards as his last official duties as Patron.

A new logo for the Awards was designed and launched this year to reflect its significance in Western Australia's public sector.



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	Office of the Auditor General for Western Australia	Public Transport Authority	Insurance Commission of Western Australia
SILVER	WA Electoral Commission	Zoological Parks Authority	Disability Services Commission	Fremantle Ports
BRONZE	Ombudsman Western Australia	WorkCover WA Department of State Development	Main Roads Western Australia WA Police	



His Excellency Dr Ken Michael Governor of Western Australia and Winner of the WS Lonnie Memorial Trophy Mr Colin Murphy, Auditor General and staff from the Office of the Auditor General.

Thank you to the W.S. Lonnie Judging Panel:

Ms. Lisa Baker
Member for Maylands

Professor Chris Doepel PSM
University of Notre Dame

Mr. Ron Kawalilak

Dr Jim Rhoads
Research Manager, National Native Title Tribunal

Mr. Grant Robinson
Partner, Financial Services & Audit, KPMG

WINNERS

W.S. Lonnie Memorial Trophy
Office of the Auditor General

Margaret Nadebaum Trophy
Insurance Commission of Western Australia

Allan Skinner Trophy
Office of the Auditor General

Margaret McAleer Special Commendation
Public Transport Authority



SPECIALIST AWARDS

Office of Auditor General Award for Transparency & Accountability

Disability Services Commission

State Records Commission for State Records Award

WA Police

Office of the Ombudsman Award for Complaints Handling

Disability Services Commission

Department of Treasury & Finance for Performance Reporting

WorkCover WA

Joint Award led by the Department of Commerce for Occupational Safety, Health and Injury Management

Main Roads Western Australia

Public Sector Commission Award for Good Governance

Ombudsman Western Australia

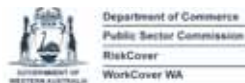
Institute of Chartered Accountants of Australia for Chief Financial Officer of the Year Award

Mr Sandy Kerr, Department of Regional Development and Lands

Thank you to our Award Sponsors:



STATE RECORDS COMMISSION
of Western Australia



Prizes and Scholarships

Each year, the Institute acknowledges the important and distinctive high achievements of 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 2010/11 the Institute was pleased to award the following students:

Derek Swarts

Public Sector Management Program
Award for Academic Excellence

Daniel Hyde

Murdoch University
Best Graduan in the BA Public Policy and Management

Jonathan Seow

University of Western Australia
Best Graduate in Performance Management and Evaluation

Annamarie Boddy

Edith Cowan University
Outstanding Student – Graduate Certificate of Business in Management

Eliza Wroth

WA Institute of Public Administration
Young Professional Scholarship

Learning & Development

The Institutes training and professional development program aims to advance excellence in the public sector.

Our range of courses is supported by facilitators who have an understanding and experience working in the public sector. We can tailor all of our courses for any in-agency delivery and alter topics to meet the ever-changing public sector environment.

This year saw an increase in our learning and development services, with a **20% increase in training** course delivery and **46% increase for in-agency** delivery. A total of **1,255 registered** for our courses and **90% were corporate members**.

Under our Training Services we delivered:

- 95 courses including the launch of 12 new courses
- 51 in-agency courses delivered to 26 different organisations across the public sector
- 2 new master classes

New courses offered included:

Course	Facilitator
Actionable Evaluation for Real World Decision Makers	Dr Jane Davidson, Australasian Evaluation Society
Conversations with Poor Performers	Greg Bayne
Effective Learning and Development	Bruce Hilliard
Government, The Public Sector and Your Role Within It	Mike Scrafton, The Nous Group
Influencing Without the Power Card	Greg Bayne
Introduction to Project Management	Gary Hatfield
Introduction to Monitoring and Evaluation	Dr Jessica Dart, Australasian Evaluation Society
Linking Evaluation and Social Justice	Dr Donna Mertens, Australasian Evaluation Society
Project Governance for Executives and Sponsors	Gary Hatfield
Working With Ministers	Lord Mayor Robert Doyle, The Nous Group

"89% of participants said the workshops met or exceeded their expectations"

Training Program

In order to meet our member's needs more effectively and tailor to industry specific skills and interests, we developed these new categories:

Business and Finance

Budget Process, Cycle and Preparation
Financial Statements in the Public Sector
Key Performance Indicators (KPIs) and Agency Reporting

Communication Skills

Editing and Proofreading Skills
Effective Email: Taming the Beast
Engaging Your Stakeholders: Developing a Framework
Engaging Your Stakeholders: Evaluating the Outcomes
Executive Writing Skills
Facilitation Tools and Techniques
Grammar and Punctuation Essentials
How to Facilitate Effective Meetings - 7 Easy Steps
How to Produce Better Publications - On Paper and Online
Presenting to Influence and Persuade
Say It and Show It - How to Add Impact to Your Presentations
Speak Up - And Boost Your Career Prospects
The Essentials of Good Report Writing
Writing an Effective Business Case
Writing Ministerial Briefings
Writing Ministerial Letters
Writing Skills for Government
Writing with Style: The Power of Plain English

Governance and Compliance

EEO and Anti-Bullying - All Employees
EEO and Anti-Bullying - Managers/Supervisor
Interviewing Skills for Investigations
Introduction to Conducting Investigations

Government and Policy

Inside Government: The Legislative Framework
Introduction to Policy Work
Policy Evaluation
Working with Ministers
Writing Policy Documents

Leadership and Management

5 Quick Moves for Improving Your Team's Effectiveness
Building and Leading High Performance Teams
Change Management for Team Leaders
Coaching Style of Leadership
Conflict Management
Conversations for Better Performance: Effective Feedback
Emotional Intelligence
Influencing Without the Power Card
Leadership: What Every New and Experienced Manager Needs to Know
Mental Health in the Workplace

Project Management

Introduction to Project Management
Project Governance for Executives and Sponsors





International Training

We were very pleased to deliver a customised program for the Internal Auditors of the Indonesian Government (*Badan Pengawasan Keuangan dan Pembangunan*) in December 2010. The program focussed on the Evaluation of Government Program Effectiveness and included training workshops for the 15 participants as well as discussions with the following government agencies:

- Office of the Auditor General
- Public Sector Commission
- Disability Services Commission
- Australian Bureau of Statistics

Thank you to our facilitators who have continued to support the Institutes learning and development program:

Dr Lynn Allen	Tony Malkovic
Greg Bayne	AES
Professor Rick Cummings	Kath Polglase
Dr Alan Hancock	Peter Robinson
Professor Phil Hancock	Franca Sala Tenna
John Harman	Jan Saggars
Gary Hatfield	Jan Stuart
Andrew Huffer	Karen Schwenke
Mark Kelly	Maxinne Sclanders
Joel Levin	Paddi Brown

Master Class Series

This series is still in development however we were pleased to offer two new courses in this series aimed to support Public Sector leaders in their demanding roles:

Collaboration & Joint Ventures
Martin Ringer

Different Thinking, Different Leadership
Dr Lynn Allen

In-Agency Program

The Institute is committed to delivering high quality, outcome-focused training and our ability to provide flexible in-agency programs, tailored to organisation needs, has contributed to the increase of in-agency proposals and delivery.

Clients who used our in-agency services included:

City of Gosnells
Challenger Institute of Technology
Department of Commerce
Department of Education and Training
Department of Housing
Department of Indigenous Affairs
Department of Mines and Petroleum

“On a scale of 1-7 presenters knowledge was rated 6.07”

Department of Regional Development and Lands
Department of State Development
Department of Treasury and Finance
DEEWR
FESA
Landgate
Office of the Auditor General for Western Australia
Perth Zoo
Polytechnic West
WA Police
WA Museum

Partnerships & Acknowledgments

Some of our training and events program is run in partnership with other organisations and we would like to acknowledge their support:

- Australian Bureau of Statistics
- Australian Evaluation Society
- Department of Treasury and Finance
- Government Entities Marketing Association
- IAP2
- Public Sector Commission
- The Nous Group
- Bang The Table

Recognition

National Fellows

Every year the IPAA National Council announces National Fellows from across the country. These individual members that have made an outstanding contribution to the study and /or practice of public administration. Members are nominated by their jurisdiction and judged by a national panel of their peers.

2010 WA National Fellow Recipient

Dr Lynn Allen



Life Members

Honorary Life Members are Personal Members of the Institute who are honoured at the discretion of the Council and have demonstrated a strong commitment and contribution to the Institute.

WA Honorary Life Members

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



Communication & Publications

93.3% of constituents hear about our events and training through a direct email from us.

With the introduction of a new html email distribution program we are now able to target special interest groups and integrate social media applications via our Twitter and Facebook accounts.

Survey participants in 2009/10 identified the number of emails distributed by the Institute as a concern, therefore we addressed this by creating a fortnightly iNews newsletter containing upcoming Institute events and training, latest news and special interest articles and news stories.

The 2010/11 member and non-member survey identified 82.6% of respondents valued the iNews newsletter, whilst 91.5% valued the Event Bulletins; an email promoting the launch of a new event or training course.

The Institutes quarterly member publications, **Public Administration Today** and the **Australia Journal of Public Administration** was rated the second most valuable and attractive element of Membership by survey participants, the first was discounted events and training.

We hope to develop more thought provoking articles, interviews and features to our members as part of our aim to advance the sharing of ideas and knowledge.



TREASURER'S FINANCIAL REPORT

The Council is pleased to advise members that the financial outcome for the 2010-11 financial year is a surplus of **\$48,712**. This is a substantial improvement in the organisations finances since 2008-09 when IPAA recorded deficits of \$111,725 (2007-08), \$240,977 (2008-09) and \$23,329 (2010-10).

INCOME

Total income in 2010-11 **increased by 12.1%** from the previous year for the following reasons:

- Young Professional Network income increased by 25.8% and was mainly due to a greater number of events and registrations held in 2010-11.
- Professional Development income increased by 15.4% mainly as a result of increases in the pricing of events together with attendance and number of events held during 2010-11.
- Sponsorship Income increased by 9.1% in 2010-11.
- Other income increased by 111.1% mainly due to interest and other income received.
- Members' subscriptions were down 19.8% mainly due to declining individual memberships over the last few years.

EXPENSES

Total Expenses in 2010-11 was contained to an **increase of 6.9%** from the previous year for the following reasons:

- Employee expenses increased by 4.8% mainly reflecting the Council's decision to award salary increases in the year. In 2009-10 there were 6 FTE and one part time employee. In 2010-11 there were 8 FTE.
- Accounting and Consultancy fees increased by 190.8% mainly due to the engagement of contractors to provide the finance function during part of the financial year and prior to the engagement of a full time Finance Officer at the organisation.
- Office Rent increases of 5.2% in the year reflects annual rental and rates increases applied by the building owners.
- Staff amenities and training increased by 114.8% after accounting for incorporation of staff training expenses into this expenditure category.

BALANCE SHEET

Total equity in the organisation **has increased by 20.7%** mainly as a result of the accumulated surplus generated by the business trading results this financial year. Total Assets increased by 24.8% mainly due to the acquisition of a new website and increase in Cash. The increase of Short Term financial liabilities of 29.0% reflect mainly income received in advance.

In 2010-11 the integration of the events management software and the financial accounting system has achieved significant outcomes in respect of efficiencies gained.

The financial result posted by the organisation could not have been achieved without the efforts of the CEO and her staff. Council is appreciative of the efforts of the CEO and her staff.

Alan Abraham
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 Western Australia Division Inc as at 30 June 2011 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 Western Australia Division 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:



President: Professor David Gilchrist



Treasurer: Alan Abraham

Dated 21st of September 2011

INDEPENDENT AUDITOR'S REPORT

to the Members of Institute of Public Administration Australia Western Australia Division Inc

We have audited the accompanying financial report, being a special purpose financial report, of Institute of Public Administration Australia Western Australia Division Inc (the association), which comprises the assets and liabilities statement as at 30 June 2011, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the Council.

Council's Responsibility for the Financial Report

The Council of Institute of Public Administration Australia Western Australia Division Inc is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act (WA) and is appropriate to meet the needs of the members. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, 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 association'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.

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

Opinion

In our opinion, the financial report of Institute of Public Administration Australia Western Australia Division Inc presents fairly, in all material respects, the financial position of Institute of Public Administration Australia Western Australia Division Inc as at 30 June 2011 and 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).

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Institute of Public Administration Australia Western Australia Division Inc to meet the requirements of the Associations Incorporation Act (WA). As a result, the financial report may not be suitable for another purpose.



Graeme T Lean
GT Lean & Associates

Dated this 20th day of September 2011

INCOME AND EXPENDITURE STATEMENT

For the Year ended 30 June 2011

	2011 \$	2010 \$
Income		
Members Subscriptions	196,822	245,246
Young Professionals' Network	17,589	13,979
Professional Development Program	1,079,177	935,032
WS Lonnie Awards	30,364	-
Sponsorship	34,000	31,155
	<u>1,357,952</u>	<u>1,225,412</u>
Less Direct Expenses		
Professional Development Program	502,492	448,509
National Conference Expenses	2,846	2,845
Journals and Capitation Fees	21,317	32,624
IT Expenses	27,586	35,130
Other Expenses	926	799
Marketing, Promotion & Advertising Expenses	6,171	12,079
	<u>561,338</u>	<u>531,986</u>
Gross Income from Professional Activity	796,614	693,426
Expenditure		
Accounting & Consultancy Fees	27,400	9,421
Auditor's Remuneration	4,000	4,300
Bank Charges	17,131	13,851
Bad/Doubtful Debts	20,278	20,564
Depreciation	16,884	10,798
Insurance Costs	5,336	6,184
Interest Paid		
- Other Persons/Corporations	220	286
Office Expenses	3,373	11,225
Printing & Stationery	5,666	9,206
Rent	143,706	135,566
Repairs & Maintenance	110	2,418
Salaries	476,084	448,998

	2011 \$	2010 \$
Staff Amenities and Training	11,571	5,387
Subscriptions	1,322	1,241
Superannuation Contributions	40,297	39,222
Telephone	7,418	8,165
Travelling Expenses	2,034	6,465
	<u>782,830</u>	<u>733,297</u>
Other Income		
Other Income	13,930	592
Interest Received	20,998	15,950
	<u>34,928</u>	<u>16,542</u>
Net Surplus (Deficit) for Year	48,712	(23,329)
Accumulated Surplus at the beginning of the year	269,432	307,756
Prior Year Transactions		
Deposits not repayable	7,036	(10,030)
Prior Year Expenses	-	(5,000)
Sundry Income Adjustments	-	35
	<u>(7,036)</u>	<u>14,995</u>
Accumulated Surplus at the end of the year	<u>325,180</u>	<u>269,432</u>

The accompanying notes form part of these financial statements.

BALANCE SHEET

As at 30 June 2011

	Note	2011 \$	2010 \$
Current Assets			
Cash and Cash Equivalents	2	599,335	491,429
Trade and Other Receivables	3	72,713	63,646
Total Current Assets		672,048	555,075
Non-Current Assets			
Property, Plant and Equipment	4	62,217	33,204
Total Non-Current Assets		62,217	33,204
Total Assets		734,265	588,279
Current Liabilities			
Trade and Other Payables	5	105,443	83,313
Short-Term Financial Liabilities	6	280,537	217,472
Provisions	7	23,105	18,062
Total Current Liabilities		409,085	318,847
Total Liabilities		409,085	318,847
Net Assets		325,180	269,432
Equity			
Retained Surplus		325,180	269,432
Total Equity		325,180	269,432

AUDITORS INDEPENDENCE DECLARATION

Under Section 307C of the Corporations Act 2001

To Members of Institute of Public Administration Australia Western Australia Division Inc

I declare that, to the best of my knowledge and belief, in relation to the audit of Institute of Public Administration Australia Western Australia Division Inc for the year ended 30 June 2011 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 20th day of September 2011

NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 30 June 2011

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 committee 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 do 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

Leasehold improvements and office 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) Trade and Other Receivables

Trade receivables are recognised initially at the transaction price (i.e. cost) and are subsequently measured at cost less provision for impairment.

At the end of each reporting period, the carrying value of trade and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognised immediately in income and expenditure statement.

(f) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

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).

(g) Trade Payables

Trade payables are recognised at their transaction price. Trade payables are obligations on the basis of normal credit terms and do not bear interest.

(h) 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 Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

NOTES TO THE FINANCIAL STATEMENTS

For the Year ended 30 June 2011

	2011 \$	2010 \$
2. Cash and Cash Equivalents		
Cash on Hand	500	500
Deposits - Gold Cash Mgt A/C	-	82
Deposits - Knight Frank P/L	50,778	48,553
Deposits - F/Term Invest A/C	-	20,685
Deposits - Telenet Saver - A/C	473,405	392,827
Cash at Bank	74,652	28,782
	<u>599,335</u>	<u>491,429</u>
3. Trade and Other Receivables		
Current		
Accounts Receivables EventsPro	13,088	63,317
Less Provision for Doubtful Debts	-	(20,564)
Prepaid Deposits/Expenses	24,566	520
Debtors	20,825	17,460
Other Debtors	-	2,913
Provision for GST	14,234	-
	<u>72,713</u>	<u>63,646</u>
Total Trade and Other Receivables	<u>72,713</u>	<u>63,646</u>
4. Property, Plant and Equipment		
Plant and Equipment		
Plant & Equipment	152,610	107,506
Less Accumulated Depreciation & Impairment	93,249	77,897
	<u>59,361</u>	<u>29,609</u>
Furniture & Fittings	11,896	11,103
Less Accumulated Depreciation & Impairment	9,040	7,508
	<u>2,856</u>	<u>3,595</u>
Total Plant and Equipment	<u>62,217</u>	<u>33,204</u>
Total Property, Plant and Equipment	<u>62,217</u>	<u>33,204</u>

	2011 \$	2010 \$
5. Trade and Other Payables		
Current		
Sundry Creditors	2,731	11,223
Accounts Payable	66,500	60,854
Payroll Liabilities	23,592	8,007
Deposits Received In Advance of Event	12,620	-
Provision for GST	-	3,229
	<u>105,443</u>	<u>83,313</u>
Total Trade and Other Payables	<u>105,443</u>	<u>83,313</u>
6. Financial Liabilities		
Current		
ED VISA 8897	7,003	-
Superannuation Payable	10,478	8,276
Income in Advance	263,056	209,196
	<u>280,537</u>	<u>217,472</u>
Total Financial Liabilities	<u>280,537</u>	<u>217,472</u>
7. Provisions		
Current		
Employee Entitlements	23,105	18,062
	<u>23,105</u>	<u>18,062</u>

Looking Forward

We are very excited about heading into the next financial year with a brand new web site, thought provoking PD program and even more benefits for our members.

Next year holds much as we embark on a more acute focus on our members and ensure we deliver as the professional association for the public sector. We will be appointing a dedicated Member Relationship Manager who will be meeting with members, personal and corporate, creating member networking events whilst also building relationships with other organisations.

The Institute will also be embarking on more research projects and will be seeking volunteers to write papers on a variety of thought leadership topics.

Finally, the Institute will also be launching a new set of annual Awards, in addition to the established WS Lonnie Awards for Excellence in Annual Reports. The new Awards are designed to recognise individual and organisation achievement, across the public service. The Awards will be launched shortly with nominations opening in November.

A very exciting year ahead! We hope you continue to support us and benefit from these new initiatives.

Council and Staff





Advancing Excellence in the Public Sector



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Gold Corporate Members 2010/11

