



Institute of Public
Administration Australia
WA

Annual Report 2011/12





Highlights

31 Thought Leadership Events

78 Training Courses

75 In-Agency Courses

7000+ Registrations

86 presenters including Director Generals, CEOs, Executive Directors, Politicians and Academics.

14,500 coffees, chocolate brownies, carrot cake and muffins served

712kg of sliced fruit

3,800 pens & pads supplied



About Us



The Western Australia Institute of Public Administration Australia (IPAA WA) is the peak professional association for the public sector across the state and 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 works with a number of public and private organisations who share our strategic vision and purpose.

As a strong membership organisation, we welcome new members who are passionate about public administration in WA and who want to increase their personal and professional development within the sector.

Services

- Membership
- Events
- Public Service Training
- Customised In-Agency Training
- Event Administration
- Awards
- Resources

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
Mr Malcolm McCusker AO QC,
Governor of Western Australia



Vice Patrons

Hon. Colin Barnett MEd MLA
Premier of Western Australia

Hon. Mark McGowan MLA BA, LLB
Leader of the Opposition



The Institute is pleased to support **The Big Issue** in Western Australia. Some of our Events will have a Big Issue vendor in attendance and delegates may choose to show their personal support by purchasing a copy. Half the \$5.00 cover price of the magazine goes directly to the vendor.

From the President

Since the last AGM the Institute of Public Administration in Western Australia has seen a number of changes. Professor David Gilchrist was unable to continue in the role of President, which I have been happy to take on in a temporary capacity until I have been able to officially nominate for the position, and at the time of writing this report we are going through a selection process for a new Chief Executive Officer. Due to the commitment and professionalism of the Institute staff and Council, these changes can be dealt with, with very little disruption to day to day business. However, it is with sadness that we farewelled Alison Petrie and I would like to take the opportunity to thank Alison for what she has achieved as the CEO of the Institute. She has personally helped lift the Institute to a higher professional level and we wish her all the best for the future.

We were delighted when the incoming Governor of Western Australia, his Excellency Mr Malcolm McCusker AO accepted our invitation to be Institute Patron, a role traditionally held by the Governor of this state. We have also had support from his lovely wife Tonya McCusker when she shared her life journey with us at the annual Women in Leadership seminar.

During the year, a very important initiative was introduced. The first ever IPAA WA Achievement Awards. The inaugural awards were presented in June at the Hyatt Regency Perth. The Awards were attended by over 260 people and recognised the commitment and achievements of those working across the sector, including the State and Commonwealth public service, local government and the not-for-profit, or community sector. I would like to congratulate Grahame Searle, Director General, Department of Housing for being presented with the first Patrons Award for his outstanding and ongoing contribution to the public sector.

We have also had many successes throughout the year in the services we provide our membership. In-house training is a major growth area, with an increase of 50% in the number delivered and an 89% increase in revenue. This has more than balanced out the slight downturn in attendance at other events and training. Financially it has been a good outcome for the year, however this needs to remain a focus for the Council and CEO in future years.

I would like to extend my personal and sincere thanks to the Institute staff who work extremely hard for the benefit of the membership and many non-



members who benefit from our events. I would also like to thank the Council who volunteer their time to provide direction for the Institute. I look forward to seeing the Institute continue to grow and develop over the next few years and to participating in the calendar of events and activities that will be offered.

Sue McCarrey FCILT MIPAA
President

Council

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

Councillors that resigned this year were Susan Hunt and Dr Robyn Pilcher and we thank them for their contributions.

Councillors as at 30 June 2012

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

Vice President Dr Yvonne Haigh MIPAA
Lecturer, Murdoch University

Secretary Sven Bluemmel MIPAA
Information Commissioner, Office of the Information Commissioner

Treasurer Alan Abraham MIPAA
Project Manager, Department of Treasury

Councillors

Amanda Bott MIPAA
National Manager Strategy and Policy, Australian Customs and Border Protection

Joe Calleja MIPAA
Chief Executive Officer, Richmond Fellowship of WA

Dr Kylie Coulson MIPAA
Assistant Director Performance and Evaluation, Department of Treasury

Professor David Gilchrist MIPAA
Industry Professor School of Accounting, Curtin University

Gay Thornton MIPAA
Director Community Development, City of Rockingham

Lesley van Schoubroeck MIPAA
Director Organisational Reform, Mental Health Commission

Council Attendance 2011/12	Attendance
Sue McCarrey	7/7
Dr Kim Schofield	2/7
Susan Hunt	4/6
Sven Bluemmel	7/7
Alan Abraham	5/7
Amanda Bott	5/7
Joe Calleja	5/7
Dr Kylie Coulson	4/4
Professor David Gilchrist	3/7
Dr Yvonne Haigh	6/7
Dr Robyn Pilcher	1/4
Gay Thornton	4/7
Lesley van Schoubroeck	4/7



Sue McCarrey



Dr Kim Schofield



Dr Yvonne Haigh



Sven Bluemmel



Alan Abraham



Amanda Bott



Joe Calleja



Dr Kylie Coulson



Professor David Gilchrist



Gay Thornton



Lesley van Schoubroeck

From the Chief Executive Officer

So many milestones reached.....

This year saw the team implement a number of initiatives specifically designed to improve service delivery to our members and the broader spectrum of constituents.

The first was the launch of our long awaited refreshed and vastly improved web site. We worked for many months developing its complex specifications and then came the long road of testing, testing and more testing! Since going live the web site has received widespread endorsement from members who appreciated being able to review their real time booking history, gain access to a number of online resources, edit their own profile, easily book places at courses and events and generally have a much more effective and seamless experience in dealing with us online.

This year we won the right to host the 2014 IPAA National Conference. We last hosted this important event in 2007 and have big plans for 2014, including making it an international event attracting public administrators with innovative thinking from all over

the world, with a specific focus on Asia. Watch this space as plans unfold.

We introduced a dedicated Membership Manager's role which has been enormously successful and assisted us in being far more in tune with our members, broaden the communication channels and create a number of new personal member value add services at no extra cost.

Young Professionals have always had a high priority with us and this year we embarked on a campaign to assist Corporate Members encourage their young achievers to become actively involved in their own professional development. We achieved this by providing a number of free Young Professional Memberships as part of the standard corporate member package. In addition a **Young Professional Advisory Committee** was formed.

We event managed the largest seminar ever in our history, with over 1,500 people registering to attend the Martin Seligman workshop at the Perth Convention & Exhibition Centre. We were appointed by the **School Psychologists Association (SPA)** to assist them with this massive event. It was a fantastic experience for all concerned and one of the



innovations we introduced was providing delegates with SPA branded wristbands that they could keep rather than tickets they would then discard.

Another new initiative was the creation and launch of the **Public Service Training** brand. This was created so members could readily identify training courses that were relevant for them and others in public service.

Finally, the triumph of launching the **IPAA WA Achievement Awards**. This was a long time in the making, from initial idea to presenting the awards took over three years. We were confident that it would resonate with our constituents and we were right. We also learnt much from this year and future processes and procedures will be refined with online nominations and clearer nomination criteria. As a team we were very excited and proud of the reaction from the winners at the Hyatt Regency Perth when the Awards were presented, no better validation that this was needed in the public service.

All in all an extremely busy year for such a small team, but one that finished with great results, including finishing the year with a surplus which can now be reinvested into more member services.

Thank you to my wonderful work colleagues who are dedicated and passionate about what they do on your behalf. Thank you to President Sue McCarrey and Council for its trust, support and wise counsel.

Alison Petrie

Chief Executive Officer



*From Left: Guy Craft (Administration Officer), Angela Meleisea (Training & Events Coordinator), Andrew Dunkin (Program Development Manager), Audra Young (Member Relations & Events Manager), Bevan Long (Training & Business Development Coordinator), Rafael Motta (Finance Manager)
Front: Alison Petrie (CEO) & Kylie Macqueen (Marketing & Communications Officer).*



Amy Bouckley – Training & Business Development Coordinator (currently on 12 month maternity leave)

Membership



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

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.

We introduced a dedicated resource to forge stronger relationship with our members and the role of Member Relations Manager was created.

As the **professional association for the public sector** we believe it is vital that public servants are supported by us on a number of levels. Hence we have created services that will **build their skills**, involve them in **capacity building** and work with them on their own **professional development**.

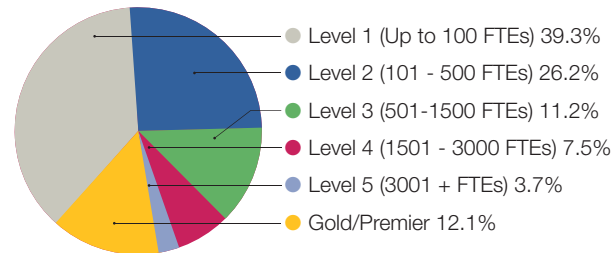
However, we have found over the last few years that as Corporate Membership becomes stronger, Personal Member numbers continue to decline. It seems that Personal Members are not renewing if their organisation is a corporate member. Whilst there are many specific benefits to being an individual

member that are not offered to corporate members it seems we need to do some work in this area to convince constituents of this.

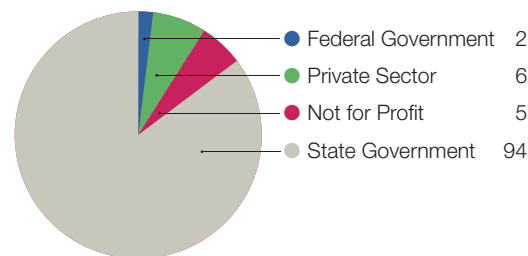
Organisations continue to apply for Corporate Membership and enjoy the benefits of cost saving and capacity building in their workforce.

Corporate Member Analysis

Corporate Members



Membership by Employment Sector



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

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, Achievement Awards and Budget Briefing.
- Sponsorship opportunities of an Institute event.
- Discounts on all Institute professional development program and in-agency training.

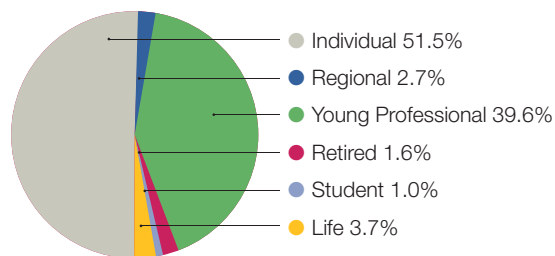
The Institute provides services to over 100,000 Corporate Member public servants.



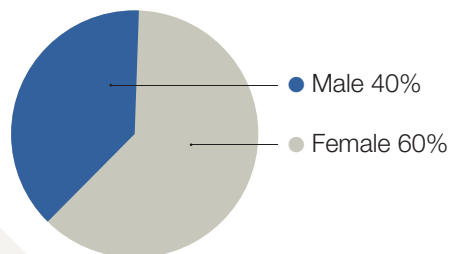
Personal Member Analysis

With the introduction this year of free Young Professional Corporate memberships for all corporate members (number varies according to size of organisation), we have seen a year on year increase in individual members.

Personal Members



Member Demographic



What Our Members Think

Members and non members were surveyed for one week between February and March 2012 with a total of 385 (81% increase) in respondents from the 2011 survey. 42 respondents were Personal Members and 201 respondents were Corporate Members.

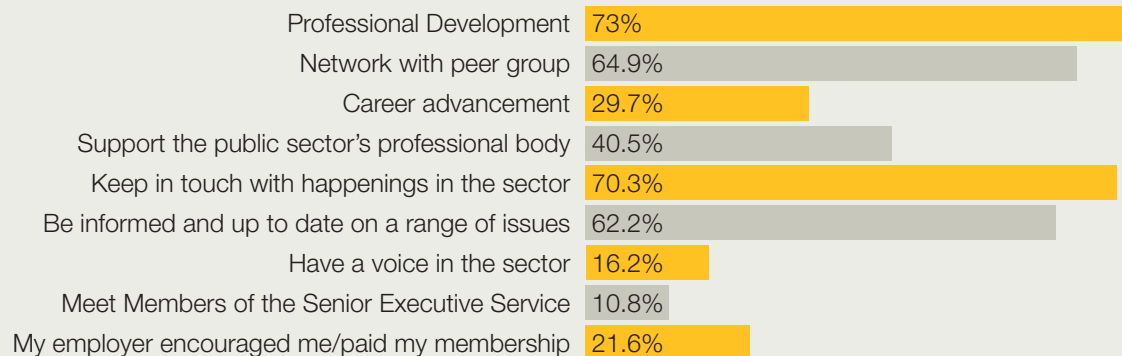
This is what Personal Members had to say:

- 94.6% would recommend membership to a friend.
- 47.4% of members rated the overall value of their membership a 5 out of 6 (1 is no value and 6 is extremely valued).

- Discounts off professional development, journals, a tax deductible membership and complimentary \$95 PD voucher rated the highest value of member benefits.

Members told us that we were not offering enough 'no charge' networking events and we addressed this by introducing a number of complimentary events including *Conversation Series* and *Lunch Break Book Club*. Members identified in the 2012 annual survey that **special guest presentation** and the **event topic** would encourage them to attend more member only functions.

Reason Personal Members joined the Institute



Member Only Services

We are pleased to report that we have kept the cost of membership the same over the last three membership years even though we have seen significant rise in our overheads and cost of delivering member benefits. IPAA WA **personal membership fees continue to be amongst the lowest of professional associations in WA.**

Personal members received **free registration** to a number of professional development and networking events as follows:

- Conversation Series with Australian Public Sector Commission Commissioner Stephen Sedgwick
- Conversation Series with Department of Agriculture and Food WA Director General Rob Delane PSM
- Conversation Series with IPAA National President Percy Allen AO FIPAA
- Lunch Break Book Club hosted by Dr Lynn Allen FIPAA
- Spacecubed networking event hosted by SiiWA CEO Brodie McCullogh
- IPAA WA AGM
- IPAA WA Christmas networking event

Young Professional Members

As reported last year, many young public servants continue to overlook the benefits of joining their own professional association. To address this, and to provide these young people with an opportunity to engage with us, we gave away **100 free YP memberships** as part of our drive to build relationships with this important group.

We also held specific thought leadership events for emerging leaders including:

- Learning Success from the Successful featuring Dr Geoff Gallop
- Shaping the Views at the Top featuring five public sector agency heads

In addition we facilitated the creation of the **Young Professional Advisory Committee (YPAC)**, mentored by IPAA WA Councillor Dr Kylie Coulson.

Members of the YPAC:

- Shamim Beyzaie - Department of Water
- Adele Coyne - Department of Premier and Cabinet
- Tahlia Jones - Health and Disability Services
- Narrell Lethorn - Department for Communities

- Joel Mendelson - Office of the Auditor General
- Rachel Morrice - Department of Treasury
- Sasha Naughton - Department of Regional Development and Lands
- Claire Scullin - Department of Sport and Recreation



YP scholarship winner Adele Coyne (centre) with IPAA WA Councillor Lesley van Shoubroek (left) and CEO Alison Petrie (right) at IPAA National Conference in Hobart, Tasmania.

Benefits, Discounts & Special Offers

Personal Member	Corporate Member
Professional Development	
<ul style="list-style-type: none"> • Use of the post nominal 'MIPAA' • Right to nominate as a member of the WA Council • Access to member-only resource centre <i>iConnect</i> (update member profile, track event & training bookings, download career enhancing articles & tools) • Membership Certificate • One FREE professional development voucher valued at \$95! 	<ul style="list-style-type: none"> • Membership Certificate • Access to the Institute's Event Administration Service • Complimentary Young Professional Membership (in accordance with Band Level)
Networking	
<ul style="list-style-type: none"> • Invitation to FREE member-only networking events and seminars • Have your say and keep up to date with the Institute's Facebook, Twitter and LinkedIn groups 	<ul style="list-style-type: none"> • Invitation to FREE Member only networking events and seminars • Have your say and keep up to date with the Institute's Facebook, Twitter and LinkedIn groups
Discounts	
<ul style="list-style-type: none"> • Up to 50% off all Institute events & conferences • Up to 35% off all Institute training courses • Referral Reward: Refer a friend and if they join, member receives \$25 off professional development • Members to show their Membership Card and receive discounts at: <ul style="list-style-type: none"> Luna Palace Cinemas: \$2.50 off every full priced ticket Boffin Bookstore: 10% discount on all full priced books* Trench Health & Fitness: 10-20% discount on a range of services <p>*Some terms & conditions apply, see www.wa.ipaa.org.au for more details.</p>	<ul style="list-style-type: none"> • Up to 30% of all Institute events & conferences • Up to 20% off all Institute training courses • 20% off in-agency training • Register 5 or more corporate members to a training session and receive a complimentary \$95 PD voucher (offer ended 22nd July 11)
Subscriptions	
<ul style="list-style-type: none"> • FREE 6 month subscription to WA Business News • 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



National Fellows

Every year the IPAA National Council announces National Fellows from personal members across the country 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.

2011 WA National Fellow Recipients

Eric Lumsden PSM
Director General, Department of Planning

Christopher Williams
Private Consultant



IPAA Fellows (from left) Chris Williams and Eric Lumsden.

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
Dr Barbara Meddin
Mr John Persse
Ms Marion Seboa
Ms Margaret Stockton
Ms Jan Stuart
Dr Mike Wood



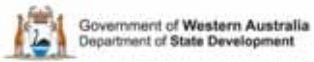
IPAA National President Percy Allen AM with IPAA WA CEO Alison Petrie at the 2011 National Conference in Hobart, Tasmania.

“Being a personal member of the Institute allows me to access quality professional learning directly targeted to my career and future direction in the public service.”

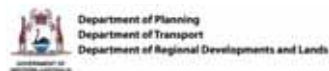
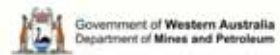
- Colleen Buck, Principal Recruitment Advisor Attraction and Retention Branch, Department of Education



Premier



Gold



Corporate Members

Band One

Asset Management, Properties, Curtin University
 Bauxite Alumina Joint Ventures
 Broome Port Authority
 Building and Construction Industry Training Fund
 Bureau of Meteorology
 Centre for Learning and Development - ECU
 Chamber of Minerals and Energy WA
 Commissioner for Children and Young People
 Department of Education Services
 Department of Innovation, Industry, Science and Research
 Department of the Registrar (WA Industrial Relations Commission)
 Economic Regulation Authority
 Faculty of Business and Law ECU
 Healthway
 Independent Market Operator
 Institute of Chartered Accountants in Australia
 John Curtin Institute of Public Policy
 Keystart Home Loans
 Legal Practice Board

Mental Health Commission
 Metropolitan Redevelopment Authority
 Mosaic Community Care Inc
 National Archives of Australia
 Office of The Auditor General
 Office of the Information Commissioner
 Ombudsman Western Australian
 Pilbara Development Commission
 Potato Marketing Corporation of WA
 Richmond Fellowship of Western Australia
 Rural Health West
 Small Business Development Corporation
 South West Aboriginal Land and Sea Council
 South West Development Commission
 State Heritage Office
 University of Western Australia (Vice-Chancellor)
 VenuesWest
 WA Council of Social Service (WACOSS)
 WA Electoral Commission
 WALGA
 Western Australian Treasury Corporation

Band Two

Australian Bureau of Statistics
Australian Customs and Border Protection Service
City of Bayswater
City of Gosnells
City of Melville
City of Nedlands
City of South Perth
City of Subiaco
Corruption and Crime Commission
Department of Finance
Department of Fisheries
Department of Indigenous Affairs
Department of Local Government
Director of Public Prosecutions (WA)
Drug and Alcohol Office
Fremantle Ports
Hills Community Support Group Inc.
KPMG
LandCorp
Lotterywest
Metropolitan Cemeteries Board of WA
National Native Title Tribunal

Parliament House WA

Perth Zoo

Rottneest Island Authority

Shire of Kalamunda

Tourism WA

WorkCover WA

Band Three

Central Institute of Technology
Challenger Institute of Technology
City of Swan
Department for Communities
Department of Commerce
Department of Culture and The Arts
Department of the Premier and Cabinet
Department of Training and Workforce
Development
Department of Treasury
Department of Water
Horizon Power
Landgate

Band Four

Department for Child Protection
Department of Agriculture and Food WA
Department of Environment and Conservation
Department of the Attorney General
Disability Services Commission
Fire and Emergency Services Authority
Main Roads WA
Water Corporation

Band Five

Department of Corrective Services
Department of Education
Department of Health
WA Police

Special Interest Groups

Learning and Development Advisory Group

The Learning and Development Advisory Group (LDAG) was established late in 2009 and has been invaluable in providing insight to achieve our vision.

The LDAG is comprised of representatives from Premier and Gold Corporate Members, Council and staff. The group is chaired by our Program Development Manager. In 2011-12 this role was filled by Joanne Blayney and subsequent to her departure, by Andrew Dunkin. The LDAG provides a forum for sharing information, ideas and contacts. Most importantly, the 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.

“LDAG are invaluable to providing insight to the learning and development program.”

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

- Australia Post – Robyn Sosa
- Council representative – Dr Yvonne Haigh
- Department of State Development – Toni Watson and Gillian McDonald
- Department of Mines and Petroleum – Jan Coles-Dyke
- Lotterywest – Veronique Renel
- Nous Group – Denise Sykes
- Public Sector Commission – Kristie Harken and Giacinta Smith
- Staff; Joanne Blayney, Andrew Dunkin, Amy Bouckley and Bevan Long.



Thought Leadership



The Institute's thought leadership program continues to bring up to date issues and thought provoking topics to the table. We delivered **31 thought leadership events** with a total of **3,024 registrations**. Responses to our surveys indicate that the seminars continue to be well received however average attendance per seminar declined across the year.

Strong support by senior leaders from across the public service has been a feature of this year. Over the year our seminars included presentations from 86 presenters including Director Generals, CEO's, Executive Directors, Politicians and Academics.

Beginning in the last quarter of the year we are pursuing a strategy of fewer, bigger seminars. The intention is to run one seminar per month on a high profile issue with sector wide ramifications. This strategy will be monitored and results will become clear in the next financial year.

Year	Events	Training	In-Agency
11/12	31	78	75
10/11	36	95	51
09/10	33	79	34

Event Highlights include:

Pilbara Cities

Presentations from state government, private sector, local government and Indigenous representatives explored the challenges of government and private organisations to implement Pilbara Cities including the cost of living, education, health and a transient population. We explored some of these ideas again later in the year at *2037: Regional W.A. Transformed*.

Learning Success From the Successful: Dr Geoff Gallop

Our new seminar series *Learning Success from the Successful* was launched with special guest, Dr Geoff Gallop. Developed for emerging leaders this occasional series is designed to bring chief executives and their emerging leaders together in a relaxed environment to hear from high calibre speakers about their career journey.

Director General's, senior executives and young professionals enjoyed Dr Gallop's presentation '*Excellence and Innovation in Public Administration – The Key is Leadership*'.

"In some ways it is an environment that encourages public service caution rather than innovation. What becomes crucial is the leadership given by agency managers in their relationships with politicians, work colleagues, stakeholders and the general public," Dr Gallop said.

Shaping the Views at the Top 2012

Returning in 2012 this workshop was by any measure the most successful to date, with more chief executives, more issues, and the most interaction so far. We challenged five state sector chief executives to each deliver a presentation on the most pressing policy problem facing the public service in 10 minutes. These sharp presentations were well received by delegates.

The workshop generated a great deal of energy in the room. It was evident that people relished the opportunity to tackle the complex issues involved and work beyond their normal day to day boundaries.

Some of the ideas to emerge from the delegates included the need to look outside traditional industry or policy boundaries for examples of best practice and inspiration, the potential for a big Australia to resolve the skills gap, and opportunities to harness emerging communication technologies to make the necessary productivity improvements

A special thank you to the participants and the presenters for a fantastic session that demonstrated the dynamic and exciting possibilities afforded by a career in public service.



2037: Regional WA Transformed

We invited renowned demographer Bernard Salt and a panel of leading participants in the transformation of Western Australia’s regions to discuss the key issues and address just how we might achieve some of the ambitious objectives of the Royalties for Regions policy. This event **attracted a sell-out audience** representing all sectors of the economy keen to learn more about how the developments will impact upon them and what opportunities may arise.

“The whole event was really a pleasure to follow! Bernard Salt is a very professional presenter and speaker and I enjoyed the enthusiasm and wit that the panel brought to the hypothetical cases.”

Event survey respondent.

RightClick 2011

This marked the 3rd year of RightClick showcasing the impact of new technology in the work place. Four key themes were explored: Technology, Communication, Engagement and Security. Participants got involved through twitter and SMS polls, engaging with presenters both online and through the various panel discussions.

97.6% of event participants said RightClick met or exceeded their expectations.

Conversation Series

Institute Members had the opportunity to hear from four senior public servants from both the State and Commonwealth services in a relaxed, conversational atmosphere over four events in 2011-12.

This series highlights the valuable roll we can play in bringing our member’s opportunities to engage with the leading ideas in public service today and the emerging issues of tomorrow.

Rob Delane PSM, Stephen Sedgwick AO, Brian Gleeson, and Reece Waldock each discussed leadership and the key issues in their respective portfolios of Agriculture and Food, Australian Public Service Commission, Remote Indigenous Services, and Transport.

Women in Leadership

The Women in Leadership seminar series continues to inspire women to pursue leadership roles and change in the status quo. Each of our amazing presenters provided an insight into their own career journeys and lessons learned along the way. Melissa Parke MP commented *“It’s about doing the best in the place and the moment you are in. How you work is just as important as an educator – be a facilitator not a blocker.”*

Budget Briefing 2012

This annual event proved popular amongst DGs, CEOs and those interested in the release of the 2012/13 State Budget.

Presented on the day following the handing down of the budget guests were provided with an early opportunity to learn how the WA State Budget will influence their planning and programs for the coming year. Alan Langford, BankWest Chief Economist, and Anthony Kannis, Executive Director of Infrastructure and Finance at the Department of Treasury, both offered valuable insights into one of the most important elements of public administration.



Women in Leadership seminar (from left) Tonya McCusker, Melisa Park MP, Susan Hunt PSM and Elizabeth Macknay

Event Administration

Event administration is a service that has seen strong growth with a total of 9 managed events for 8 clients and a combined total of 3,308 registrations.

- Australian Facilitation Network – Australian Facilitation Conference
- Corruption and Crime Commission – Misconduct Resistance Forums
- Department of Agriculture and Food WA – Cross Agency Innovation Forum
- Department of Commerce – National Broadband Network Event
- Department of Indigenous Affairs – Indigenous Workforce Development and Employment Forum
- Murdoch University – Teaching and Learning Forum
- Public Sector Commission – Excellence Conference
- School Psychologists Association – Psychology in Action with Martin Seligman

“IPAA WA provided a professional event management service for a forum we conducted in May 2012. IPAA WA’s communication and processes for event planning, scheduling, marketing and promotion, registration and coordination and trouble-shooting on the day of the event were of a high standard which contributed to the overall success of our forum.”

Anita Lee – A/Principal Policy Officer, Department of Indigenous Affairs

“The Institute delivered a highly successful and professionally run seminar with over 1400 participants on the day... I would recommend their services to anyone wanting the stress taken out of event management.”

Stuart McKenzie – President, School Psychologists’ Association



Presenters from DIA Indigenous Workforce Development and Employment Forum.



Psychology in Action with Martin Seligman was the largest event IPAA WA has ever managed.

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 27th Annual WS Lonnie Awards with record attendance numbers. We were also privileged to have Parliamentary Secretary to the Treasurer Hon. Michael Mischin MLC and Shadow Treasurer Hon. Ben Wyatt MLA present some of the awards.



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

MAJOR AWARD WINNERS

W.S. Lonnie Memorial Trophy

Economic Regulation Authority

Margaret Nadebaum Trophy

No winner announced 2011/12

Allan Skinner Trophy

Economic Regulation Authority

Margaret McAleer Special Commendation

Western Australian Electoral Commission



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	Department of Fisheries	Main Roads Western Australia	No winner awarded
SILVER	Western Australian Electoral Commission	WorkCover Western Australia	Landgate	No winner awarded
BRONZE	Ombudsman Western Australia	Department for Communities	Disability Services Commission	



SPECIALIST AWARDS

Office of Auditor General Award for Transparency & Accountability

Main Roads Western Australia

Ombudsman Western Australia Award for Complaints Handling

Metropolitan Cemeteries Board

Institute of Chartered Accountants in Australia Award for Chief Financial Officer of 2011

Mr Frank Marra, LandCorp

Department of Treasury Award for Performance Reporting

Equal Opportunity Commission

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

Zoological Parks Authority

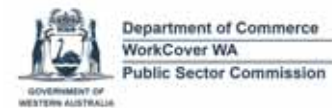
The Public Sector Commission Award for Good Governance

The Botanic Gardens and Parks Authority

State Records Commission Award for Excellence in Compliance Reporting

Disability Services Commission

Thank you to our Award Sponsors:





Achievement Awards

Friday 29 June 2012 was an historic day for the Institute in WA; it heralded the culmination of an idea that was first considered mid 2009.

After months of working on the concept, CEO Alison Petrie felt she had the right model to put forward a business case to Council. Council approved the concept in principal and an Awards Steering Committee was formed to research and develop the nomination criteria, award categories and judging criteria. Thank you to Dr Yvonne Haigh (Chair) of Murdoch University, Joe Calleja of the Richmond Fellowship, Susan Hunt of the Perth Zoo and Dr Kim Schofield of the Public Sector Commission, your contribution is highly valued.

The WA Institute of Public Administration Achievement Awards were designed to acknowledge and celebrate the success of both individual and organisational achievements in public service.

The Awards are open to any public service employee or organisation (depending on the nominated award) that represent one of the three tiers of government or the not-for-profit sector or the academic sector.

Fourteen awards were created in a range of areas and an esteemed group of individuals, representing a



cross section of jurisdictions, with knowledge and experience of the public service, were invited to be judges across four judging panels and we acknowledge them here.

Co-Chairs:

Ms Sue McCarrey President IPAA WA and Deputy Director General, Department of Transport

Mr Mal Wauchope, Commissioner, Public Sector Commission

Judges

Dr Lynn Allen FIPAA Consultant

Ms Ricky Burges PSM Chief Executive Officer, WALGA

Mr Jack Busch PSM Executive Coach

Mr Joe Calleja Chief Executive Officer, Richmond Fellowship & Councillor

Mr Ian Carter AM Chief Executive Officer, Anglicare

Mr Rob Delane PSM Director General, Department of Food and Agriculture

Ms Alison Gaines Global Practice Leader - Board Consulting, Gerard Daniels

Ms Lyn Genoni Executive Director Strategic Policy Department of Premier & Cabinet

Dr Yvonne Haigh, Lecturer, Murdoch University

Ms Susan Hunt PSM Chief Executive Officer, Perth Zoo

Mr Brodie McCulloch Chief Executive Officer, SiiWA

Ms Maxine Murray FIPAA Adjunct Professor, John Curtin Institute of Public Policy

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

Ms Margaret Stockton Consultant

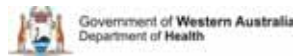
Ms Jan Stuart PSM Nexus Group

Professor Mike Wood FIPAA Professor of Management, Notre Dame University



To much excitement the Achievement Awards were launched in 2011 and it was fantastic to receive the number of nominations, 48 in total. This surpassed our expectations and we know that now that the Awards are firmly on the public service radar, that this number will increase.

We also acknowledge and thank the support of the inaugural naming right sponsors that so readily responded to our invitation to participate in this important initiative for the public service.



Congratulations to the inaugural 2012 winners:

IPAA WA Patrons Award

Grahame Searle, Department of Housing

Public Sector Commission Award Young Leader of the Year

Coan Harvey, Department of Treasury

Murdoch University Award Leader of the Year State or Federal Government

Paul Rosair, Department of Regional Development and Lands

Hyatt Regency Perth Award Leader of the Year Not-for-Profit Sector

Joint Winners

Sue Ash, UnitingCare West and Chris Hall, MercyCare

Expo Group Award Leader of the Year Local Government

Andrew Hammond, City of Rockingham

IPAA WA Practitioner of the Year Human Resource Management

Carol Fuller, Department of Mines and Petroleum

Department of Fisheries Award Policy Practitioner of the Year

Martin Clifford, Department of Regional Development and Lands

Department of Finance Award Finance Practitioner of the Year

Ingrid Hawkins, VenuesWest

WA Business News Award Innovation in the Not-For-Profit Sector

Hills Community Support Group Inc.

Department of Health Award Best Practice in Health & Wellbeing

Department of Housing

IPAA WA Best Practice in Collaboration Between Government and Non Government Organisations

Department of Housing

IPAA WA Best Practice in Collaboration Across Government Agencies Same Jurisdiction

Regional Youth Justice Services, Department of Corrective Services

Reid Oration

The Reid Oration public lecture was established by IPAA WA in 1991 to honour Professor Gordon Reid's contribution to public life. The presentation encourages public interest and research into public policy and contemporary thinking of our times; not dissimilar to the work of Professor Reid.



Professor Gordon Reid

Gordon Reid, AC, was a distinguished scholar in the areas of Politics, Public Administration and Comparative Government. He was Professor of Politics for many years at The University of Western Australia, as well as serving as Deputy Vice-Chancellor. From 1984-1989 he was Governor of Western Australia.

Professor Reid was also a Fellow of the Institute of Public Administration Australia, serving as a member of the WA Division as well as Councillor, Vice-President and President. Professor Reid passed away in 1989. The Oration is held annually, and in partnership with the University of Western Australia, the invited guest orator this year was Professor Peter Hartley from Rice University Texas.

His paper "Climate Change and Energy Security Policies; Are they really two sides of the same coin?" was most interesting and provoked engagement from the audience in a lively Q&A session. The Oration is a free public seminar and attracted a full theatre.

Prizes and Scholarships

Each year, the Institute acknowledges the important and distinctive high achievements of students studying in the fields of public administration. Awards were bestowed to a number of individuals from a variety of different areas and in 2012 the Institute was pleased to award the following students:

Petro Scafidas and Paula Dewhurst

Public Sector Management (PSM) Program Award for Academic Excellence

Kenneth Walker

Edith Cowan University
Graduate Certificate of Business in Management

Adele Coyne

WA Institute of Public Administration
Young Professional Scholarship



IPAA WA Member Relations Manager Audra Young presents certificates to PSM Program valedictorians Petro Scafidas and Paula Dewhurst.

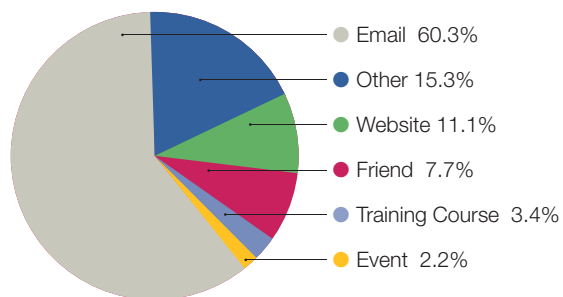


IPAA WA Secretary Sven Bluemmel presents the award for ECU's most outstanding student in the Graduate Certificate of Business (Management) to Professor Rowena Barrett (accepting on behalf of Kenneth Walker).

Learning & Development



How did you find out about our services?



The launch of the **Public Service Training** brand in early 2012 represented our unique position in understanding the public sector and our facilitators experience and knowledge of working in or with the public service.

This year saw a 22% decrease in our public training courses (797 registrations in total), however we reduced the number of cancelled courses by 5% representing a total of 42 cancelled courses. The main reason for cancellations includes a lack of registrations, not meeting the number of minimum attendee limit or facilitator rescheduling.

We experienced an outstanding **73% acceptance rate for in-agency proposals** representing a **47% increase for in-agency delivery** and an estimated attendance of more than 1,100 registrations.

Overall we delivered:

- 78 Public Service Training courses with 6 new courses
- 75 in-agency courses delivered to 22 different organisations across the public sector
- 1 new Master Class

Training Program

In order to meet our member's needs more effectively and tailor to industry specific skills and interests, users can now search training courses online by category, career stage or facilitator.

“The launch of our new website with a members portal and e-commerce facility has made online bookings for our learning and development program a more positive experience for users.”

2011/12 Public Service Training	Career Stage
 Business & Finance	
Budget Process, Cycle and Preparation	N S M
Contract Development and Management	N S M L *
Financial Statements in the Public Sector	N
Key Performance Indicators (KPIs) and Agency Reporting	S M
 Communication Skills	
Editing and Proofreading Skills	N S
Executive Writing Skills	N S M
Grammar and Punctuation Essentials	N S
How to Produce Better Publications - On Paper and Online	N S
Influencing and Persuading Through Speech	N S
Speak Up - And Boost Your Career Prospects	N S M
The Essentials of Good Report Writing	
Writing an Effective Business Case	N S M L
Writing Ministerial Briefings	N S
Writing Ministerial Letters	N
Writing Skills for Government	N
Writing with Style: The Power of Plain English	N S M L
 Community & Stakeholder Engagement	
Emotion, Outrage and Community Engagement	N S M L *
Engaging Your Stakeholders and the Community	N S M L *
 Governance & Compliance	
Assessing the Impact of Research and Evaluation	N S M L
Interviewing Skills for Investigations	N S M
Introduction to Conducting Investigations	N S M

2011/12 Public Service Training	Career Stage
 Government & Policy	
Inside Government: The Legislative Framework	N
Introduction to Policy Work	N
Online Community Engagement	N S M L *
Policy Evaluation	S M L
Using Case Studies in Evaluation of Programs	N S M L *
Working with Ministers	M L
Writing Policy Documents	N
 Leadership & Management	
5 Quick Moves for Improving Your Team's Effectiveness	S M L
Building and Leading High Performance Teams	L
Change Management for Team Leaders	S M
Coaching Style of Leadership	M L
Conflict Management	S M
Conversations With Poor Performers	S M
Hard Conversations: Effective Feedback in Performance Management	S M
Influencing Without the Power Card	S M L
Leadership: What Every New and Experienced Manager Needs to Know	S M L
Mental Health in the Workplace	S M L
Strategic Planning	S M L *

CAREER STAGE KEY

N New Recruits / Graduates **M** Managers * New Course
S Supervisors **L** Leadership

Thank you to facilitators and partners who have continued to support the Public Service Training program:

Dr Lynn Allen
Joanne Blayney
Lord Mayor Robert Doyle
Greg Bayne
Paddi Brown
Professor Rick Cummings
John Harman
Dr Alan Hancock
Professor Phil Hancock
Gary Hatfield
Becky Hirst
Tina Hollis
Andrew Huffer
Mark Kelly
Joel Levin
Tony Malkovic
Sandra Nutley
Kath Polgase
Peter Robinson
Franca Sala Tenna
Jan Saggars
Karen Schwenke
Maxinne Sclanders
Professor Helen Simons
Jan Stuart

Master Class Series

This series is continually being development and we were pleased to have offered one sold-out 'Executive Master Class: Emotion, Outrage & Community Engagement' on 23 May 2012 facilitated by Joel Levin. This half-day master class was designed for senior management and executives who want to understand how to assess risk from an 'outrage' point of view and strategies to minimise this outrage.

Feedback was very positive with 81.8% of participants rating the course a 6 out of 7 (with 1 unacceptable and 7 outstanding).

One participant commented *"It was helpful to be reminded that information does not defuse outrage - listening and acknowledging does."*

In-Agency Program

The popularity with some of our public courses has lifted the amount of in-agency proposals, due to our unique customisation with facilitators.

There has been an increased trend of leadership and management courses with 22 in-agency courses delivered on leadership, including:

- Managing Performance
- Managing Under Performance
- Conversations with Poor Performers
- Reflections on Leadership

- Building and Leading High Performance Teams
- Leadership: What Every New and Experienced Manager Needs to Know

Many of our clients were repeat users of our in-agency service with 82% representing Corporate Members. Clients who used our in-agency services included:

Department for Child Protection
Department of Commerce
Department for Communities
Department of Corrective Services
Department of Education Services
Department of Education
Department of Employment, Education and Workplace Relations
Department of Housing
Department of Mines and Petroleum
Department of Regional Development and Lands
Department of Sport and Recreation
Department of State Development
Department of Transport
Department of Treasury
Department of Water
Edith Cowan University
Landgate
Main Roads
National Offshore Petroleum Safety Agency
Office of Auditor General
Office of the Information Commissioner
WorkCover

Treasurer's Financial Report

The Council is pleased to advise members that the financial outcome for the 2011-12 financial year is a surplus of **\$55,843**. This is the second year running that the Institute has returned a surplus.

INCOME

Total income in 2011-12 increased by **8.4%** from the previous year for the following reasons:

- **Membership** - revenue increased due to stronger corporate membership as more gold and premier members joined IPAA.
- **Professional Development Program** – revenue decreased in event (seminar) sales and training registrations. However, overall revenues are stable due to better pricing strategy. There was also a stronger performance of in-agency training.
- **Sponsorship** – funds increased due to the implementation of the Achievement Awards.
- **Lonnie Awards** - A decline in registration numbers for the Lonnie Awards resulted in lower income from the event.

EXPENSES

Total expenses in 2011-12 increased by **14.6%** from the previous year for the following reasons:

- **Professional Development Program** expenses increased mainly due to reallocations off employment expenses to this cost item.
- **Journals and capitation fees** were higher due to increased mail-out of journals as a result of greater number of corporate members.
- **Accounting fees** were lower as from the previous financial year due to a large number of consultancy services undertaken in 2010-11 by a finance contractor.
- **Depreciation** was higher due to increased equipment and plant investments, including the office refurbishment.
- **Office and travel expenses** also increased during the year.

BALANCE SHEET

Total equity in the organisation has increased by **17.2%** mainly as a result of the accumulated surplus generated by the business trading results this financial year. Total Assets increased by **23.4%** mainly due to outstanding debtors at 30 June 2012 and increase in cash. Total liabilities increased by **28.3%** mainly as a result of a large amount of payables at 30 June 2012.

Once again, the financial results posted by the organisation for the 2011-12 financial year could not have been achieved without the efforts of the CEO and her team. Council is appreciative of the efforts of our CEO and 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 2012 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: Susan McCarrey



Treasurer: Alan Abraham

Dated 3rd day of September 2012

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 2012, 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 2012 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 3rd day of September 2012

Income and Expenditure Statement For the Year Ended 30 June 2012

	Note	2012 \$	2011 \$
Income			
Members Subscriptions		243,053	196,822
Young Professionals' Network		-	17,589
Professional Development Program		1,107,228	1,079,177
WS Lonnie Awards		26,755	30,364
Sponsorship		70,107	34,000
Achievement Awards		25,253	-
		<u>1,472,396</u>	<u>1,357,952</u>
Less Direct Expenses			
Professional Development Program		772,841	502,492
National Conference Expenses		1,976	2,846
Journals and Capitation Fees		35,431	21,317
IT Expenses		34,030	27,586
Other Expenses		720	926
Marketing, Promotion & Advertising Expenses		6,849	6,171
	2	<u>851,847</u>	<u>561,338</u>
Gross Income from Professional Activity		620,549	796,614
Expenditure			
Accounting & Consultancy Fees		1,100	27,400
Auditor's Remuneration		4,000	4,000
Bank Charges		15,780	17,131
Bad/Doubtful Debts		-	20,278
Depreciation		36,353	16,884
Insurance Costs		5,704	5,336

	Note	2012 \$	2011 \$
Interest Paid			
- Other Persons/Corporations		-	220
Office Expenses		8,658	3,373
Printing & Stationery		8,225	5,666
Rent		148,672	143,706
Repairs & Maintenance		-	110
Salaries		297,186	476,084
Staff Amenities and Training		8,229	11,571
Subscriptions		514	1,322
Superannuation Contributions		50,133	40,297
Telephone		7,693	7,418
Travelling Expenses		6,319	2,034
	2	<u>598,566</u>	<u>782,830</u>
Other Income			
Other Income		9,662	13,930
Interest Received		24,198	20,998
		<u>33,860</u>	<u>34,928</u>
Net Surplus (Deficit) for Year		55,843	48,712
Accumulated Surplus at the beginning of the year		325,181	269,432
Prior Year Transactions			
Deposits not repayable		-	7,036
Accumulated Surplus at the end of the year		<u>381,024</u>	<u>325,180</u>

Balance Sheet As at 30 June 2012

	Note	2012 \$	2011 \$
Current Assets			
Cash and Cash Equivalents	3	676,745	599,335
Trade and Other Receivables	4	153,278	72,713
Total Current Assets		830,023	672,048
Non-Current Assets			
Property, Plant and Equipment	5	75,755	62,217
Total Non-Current Assets		75,755	62,217
Total Assets		905,778	734,265
Current Liabilities			
Trade and Other Payables	6	203,121	105,443
Short-Term Financial Liabilities	7	299,537	280,537
Provisions	8	22,096	23,105
Total Current Liabilities		524,754	409,085
Total Liabilities		524,754	409,085
Net Assets		381,024	325,180
Equity			
Retained Surplus		381,024	325,180
Total Equity		381,024	325,180

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 2012 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 3rd day of September 2012

Notes to the Financial Statements For the Year ended 30 June 2012

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 stated otherwise, 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.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

At the end of each reporting period, the carrying amount 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.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Revenue from the provision of membership subscriptions is recognised over the financial year.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

All revenue is stated net of the amount of goods and services tax (GST).

(g) Trade and Other Payables

Trade and other payables represent the liabilities at the end of the reporting period for goods and services received by the association that remain unpaid. Trade payables are recognised at their transaction price. Trade payables are obligations on the basis of normal credit terms.

(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 2012

	2012 \$	2011 \$
2. Expenses		
Raw Materials, Purchases and Consumables Used	790,614	555,167
Employee Benefits Expense	347,319	516,381
Depreciation and Amortisation	36,353	16,884
Bank Charges	15,780	17,131
Insurance Costs	5,704	5,336
Printing & Stationery	8,225	5,666
Rent	148,672	143,706
Repairs & Maintenance	-	110
Telephone	7,693	7,418
Other Expenses	35,669	76,149
	<u>1,396,029</u>	<u>1,343,948</u>
3. Cash and Cash Equivalents		
Cash on Hand	500	500
Deposits - Knight Frank P/L	-	50,778
Deposits - Telenet Saver - A/C	490,803	473,405
Deposits with Savings Banks NAB	53,176	-
Cash at Bank	122,200	74,652
Cash at Bank NAB	9,869	-
VISA Credit Card	197	-
	<u>676,745</u>	<u>599,335</u>
Reconciliation of Cash		
Cash and Cash Equivalents	676,745	599,335
Bank Overdrafts	(829)	(7,003)
	<u>675,916</u>	<u>592,332</u>
4. Trade and Other Receivables		
Current		
Accounts Receivables EventsPro	56,366	13,088
Prepaid Deposits/Expenses	17,486	24,566
Debtors	64,435	20,825
Provision for GST	14,991	14,234
	<u>153,278</u>	<u>72,713</u>
Total Trade and Other Receivables	<u>153,278</u>	<u>72,713</u>

	2012 \$	2011 \$
5. Property, Plant and Equipment		
Plant and Equipment		
Plant & Equipment	199,235	152,610
Less Accumulated Depreciation & Impairment	127,951	93,249
	<u>71,284</u>	<u>59,361</u>
Furniture & Fittings	15,162	11,896
Less Accumulated Depreciation & Impairment	10,691	9,040
	<u>4,471</u>	<u>2,856</u>
Total Plant and Equipment	<u>75,755</u>	<u>62,217</u>
Total Property, Plant and Equipment	<u>75,755</u>	<u>62,217</u>
6. Trade and Other Payables		
Current		
Sundry Creditors	12,639	2,731
Accounts Payable	113,593	66,500
Payroll Liabilities	26,079	23,592
Deposits Received In Advance of Event	50,810	12,620
	<u>203,121</u>	<u>105,443</u>
Total Trade and Other Payables	<u>203,121</u>	<u>105,443</u>
7. Financial Liabilities		
Current		
ED VISA 8897	-	7,003
Bank Overdraft	829	-
Superannuation Payable	11,930	10,478
Income in Advance	286,778	263,056
	<u>299,537</u>	<u>280,537</u>
Total Financial Liabilities	<u>299,537</u>	<u>280,537</u>
8. Provisions		
Current		
Employee Entitlements	22,096	23,105
	<u>22,096</u>	<u>23,105</u>

Looking Forward



Plan ahead and keep these dates free - 28 to 31 October 2014.

We are delighted to announce that we have successfully nominated to be the host organisation for the 2014 IPAA National Conference.

The 2014 Conference will be an international forum showcasing global best practice, unveiling current or upcoming challenges, future trends and bringing international public sector practitioners to the podium.

We believe it will be of interest to not only to the three tiers of government in Australia but also to like minded associations and government organisations across the world but more especially in Asia due to our close proximity and compatible time zones. The Conference will be relevant, thought provoking and innovative, and include interactive technology applications, a supporting exhibition plus a full partners and social program.

Sue McCarrey, as President of the WA Council will Chair the Conference Organising Committee which will have overall governance and responsibility for the successful delivery of the conference.

We are also very pleased to announce that Professor Richard Higgott, Vice Chancellor, Murdoch University has accepted our invitation to Chair the Conference Program Committee.

We are also pleased that Council is initiating the introduction of a new class of membership for the 2012/13 membership year and beyond, **Fellow of the Institute**. The WA Fellow's Programme is by invitation only and recognises the long-time excellent service to the community by many in the public sector. The Fellow of the Institute is a small but well respected group of people who have served within the sector with distinction over many years and/or those who have served the Institute in a variety of ways over an extended period of time.

Finally a new CEO will be at the helm by the time this report is tabled at the 2012 AGM. We are looking forward to them maximising the potential of the Institute and continuing the relationship with our constituents across all levels of membership.

Council and Staff





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GOLD CORPORATE MEMBERS 2011/12

