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Highlights

5,799 total delegate registrations

19 member events, seminars & continental breakfasts

2 award ceremonies

5 managed events for 2 clients

87 Public Service Training Courses

46 In-Agency programs to 30 agencies

48 presenters including Directors General, CEOs, Executive Directors, Politicians and Academics.

10,000 + coffees, muffins and ham & cheese croissants

About Us

The Western Australian Institute of Public Administration Australia (IPAA WA) is the **only professional association for the public sector in WA** 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 Malcom 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

From The President

The last twelve months have been a very busy time for the Institute of Public Administration in Western Australia. It has been my first full year as the President of IPAA WA, which I have enjoyed immensely. Twelve months ago, we were in the process of selecting a new Chief Executive Officer. In November 2012 we welcomed Mr Gavin Lewis as the new CEO of the Institute and I thank my fellow Council Members for assisting me in this all important selection process.

It was with great pleasure to once again welcome the Governor of Western Australia, His Excellency Mr Malcolm McCusker AO as the Institute's Patron, a role traditionally held by the Governor of this state. We have had significant support from His Excellency and Mrs McCusker and it was a highlight of the year when they attended our W.S. Lonnie Awards to recognise excellence in public sector reporting.

With WA going through a tighter fiscal period, the first few months of the 2012 – 2013 financial year, proved to be difficult times for IPAA WA. Being in between CEOs also proved to be problematic. However, after Gavin commenced work the Council was able to address some of the larger strategic issues facing the Institute. The staff of IPAA implemented some key financial procedures to maximise income and reduce costs, and these budgetary measures coupled with a newly implemented structure enabled the Institute to finish the year in a much better financial position.

Strategically, the CEO and Council worked on a Strategic Plan review. The existing Strategic

Plan was a very good document, however, we felt that it needed to be modified to better reflect the environment which the Institute is operating within and the fact that certain business activities must take priority over other activities during these financial times.

Financially, the Institute has finished the year in a slight deficit. Council is extremely happy to end the year in this position. After the difficult start to the year, the previous forecasted position was a lot worse. I would like to thank Council and the IPAA staff for working tirelessly to review the strategic plan, the budget and the structure of IPAA WA to adapt to the changing environment we found ourselves operating in with budget efficiencies and cost savings being prevalent throughout the public sector.

With the ever increasing tighter financial environment it must remain a key focus for the Council and CEO in future years to maintain a financially strong position for the Institute. IPAA WA must continue to adapt to succeed in these changing times.

Another highlight of the year was the IPAA WA Achievement Awards. The Awards are a very important initiative to recognise success in the public sector. After the great success of the inaugural event, the second awards were presented in June 2013 at the Hyatt Regency Perth. The Awards were attended by over 240 people and recognised the commitment and achievements of those working across the sector, including the State and Commonwealth public

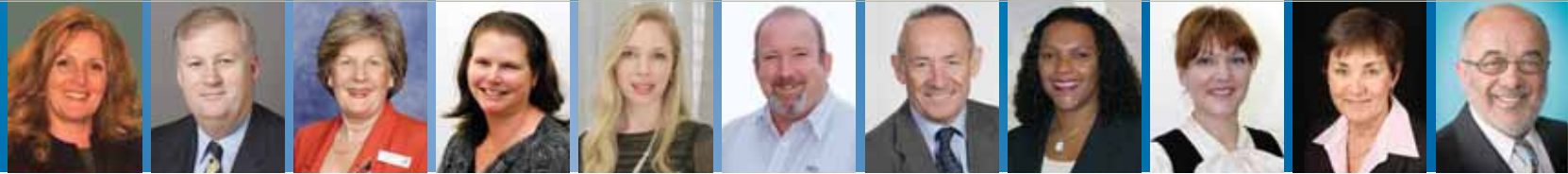


service, local government and the not-for-profit and community sector. I would like to congratulate Colin Murphy, Auditor General for being presented with the Patron's Award for his outstanding and ongoing contribution to the public sector.

I would like to again extend my personal and sincere thanks to the Institute staff and Council who work extremely hard for the benefit of the membership and many non-members who benefit from our events. I believe we have a very professional Council and professional and dedicated staff under Gavin's leadership that is taking the Institute in the right direction. I look forward to an exciting year ahead.

Sue McCarrey FCILT MIPAA
President

Council



Amanda Bott David Gilchrist Gay Thornton Kylie Coulson Tahlia Jones Andrew Brien Rob Delane Glauca Hyland Monika Szunejko Lesley van Schoubroeck Joe Calleja

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

Councillors as at 30 June 2013



President

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
Manager Finance, Corporate Finance
Department of Agriculture and Food WA

Councillors

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

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

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

Glauca Hyland MIPAA
A/Assistant Director, Economic Reform
Department of Treasury

Tahlia Jones MIPAA
Assistant Director Strategic Services and Community Engagement, Health and Disability Services Complaints Office

Rob Delane MIPAA PSM
Director General, Department of Agriculture and Food WA

Andrew Brien MIPAA
Chief Executive Officer, City of Bunbury

Monika Szunejko MIPAA
Manager Data and Discovery, State Library of Western Australia

Councillors 2012/13	Attendance
Alan Abraham	2/7
Amanda Bott	3/7
David Gilchrist**	0/4
Gay Thornton*	1/3
Kim Schofield	6/7
Kylie Coulson	7/7
Sue McCarrey	6/7
Yvonne Haigh	5/7
Sven Bluemmel	7/7
Tahlia Jones#	5/7
Andrew Brien#	5/5
Rob Delane#	1/5
Glauca Hyland#	2/5
Monika Szunejko**#	3/3
Lesley van Schoubroeck*	2/3
Joe Calleja*	0/3

*Did not stand for re-election at the 2012 AGM.
**Resigned during the year.
#Elected to the Council at the 2012 AGM.

We would like to thank all outgoing councillors for their time and commitment to the Institute:

Joe Calleja MIPAA
Chief Executive Officer, Richmond Fellowship of WA

Gay Thornton MIPAA
Director Community Development, City of Rockingham

Lesley van Schoubroeck MIPAA
Director Organisational Reform, Mental Health Commission

From the Chief Executive Officer

It is with great pleasure that I write my first Chief Executive Officer's report for the Western Australian Institute of Public Administration Australia. I commenced work in November 2012. I would like to start by recognising the great work done by my predecessor Alison Petrie and the wonderful staffing team that she had put together. Under this team, IPAA WA has done a tremendous job and achieved many milestones over the last few years.

In general terms, I view the last twelve months as a period of consolidation for not only IPAA WA but also for the state of Western Australia as a whole. As a community we have had to operate in a tighter fiscal environment and as an organisation IPAA has to adapt to this new environment. As our President mentioned in her report, we have felt the effects of this new economic climate.

Part of the consolidation process was to operationally refocus the areas of priorities within the office and to try and maximise revenue and minimise expenditure. Because of the tighter environment we now found ourselves operating under, IPAA WA undertook a process of consolidation in terms of budgetary policies, staffing structure, and operational planning. Working with the IPAA WA Council, we reviewed the Strategic Plan, modified the budget and the budgetary processes, made significant changes to the membership categories and restructured the staff to achieve the new strategic goals of the Association. Because of this consolidation process, the Institute has had a relatively successful second half of the financial year.

There have been a number of highlights during the year. We had a record number of attendees at the W.S. Lonnie Awards and our Achievement Awards built on the success of last year's inaugural event. As a community, we do not pay enough recognition to the great achievements of the public service and I believe these two awards assist in this process.

The public service training program was a highlight for the Institute and was extremely successful with a 59% reduction in the number of cancelled courses and the introduction of 9 new public courses.

We have continued to provide our members with thought provoking development seminars as well as a venture into some more "life balance" seminars and events. Even though the last year has been one of consolidation, it has also been one of significant change for IPAA WA.

The staff have been extremely busy as the services we delivered to our members has not decreased. We maintained the offer of numerous services in the core areas of public service training, event delivery, event management, and membership services. I would like to take this opportunity and personally acknowledge the hard working and dedicated staffing team we have at IPAA WA. Our members are extremely fortunate to have such a dedicated team working for them.

I would like to thank the IPAA WA President, Ms Sue McCarrey and the whole Council for their ongoing commitment and dedication to the professional association for the public service.



Their leadership, guidance and assistance is truly appreciated by myself and the whole IPAA WA community.

Finally, may I recognise all of our members and thank them for their support. I think the role of the Institute is vitally important for the public service. I am always impressed with the level of dedication in the sector and I believe the Institute plays an essential role to assist in developing the sector and celebrating its successes. I thank all our members for sharing this vision and working hard every day to deliver quality services to the Western Australian community.

Gavin Lewis
Chief Executive Officer

IPAA WA Staff



Gavin Lewis
Chief Executive Officer
(from November 2012)



Kylie Macqueen
Marketing & Communications
Officer



Alison Petrie
Chief Executive Officer
(until September 2012)



Andrew Dunkin
Program Development Manager



Ekaterina Tenerova
Finance Officer
(from May 2013)



Audra Young
Events and Membership Manager
(until February 2013)



Nadia Khalaf
Events Coordinator
(from June 2013)



Guy Craft
Administration Officer



Angela Meleisea
Events & Training Coordinator
(until May 2013)



Bevan Long
Training & Business
Development Coordinator



Yohan Fernando
Marketing Internship
(March – August 2013)



Rafael Motta
Finance Manager
(until May 2013)

Membership

In response to the difficult economic environment (as discussed in the CEO's report) we have not increased any of our membership fees for this financial year. A total of **86 organisations renewed their membership** and we gained **15 new Corporate members** including four from the private sector.

As the **professional association for the public sector**, our 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 our entire learning and development program, free publications and exclusive member events.

Personal members received **free** or **up to 50% off** a number of professional development and networking events as follows:

- Achievement Awards
- Annual General Meeting (complimentary)
- Conversation with Grahame Searle (complimentary)
- Conversation with Mike Bradford (complimentary)
- Insights from the Hon. Christian Porter MLA
- Members Christmas Party – supported by WA Symphony Orchestra (complimentary)
- Young Professionals Meet & Greet

Member Satisfaction

Our annual member and non member survey was distributed over 2 weeks from 15th February to 1st March 2013. Respondents went into the draw to win a 2013/14 Personal Membership.

- A total of **346 people completed the survey** (12% increase from last year).
- Survey identified an increased perception of the Institute as a **professional association** – a reflection of marketing and verbal acknowledgement at IPAA WA events.
- 52.7% of members rated a 12 month rolling membership as more preferable over a financial year membership and 81.4% agreed that a one-off yearly payment was preferable over a monthly direct debit option.
- **Free member publications** and **sponsored discounts** still rated **highly valuable** but the ability to nominate for a governing board and use of a post nominal was not considered as valuable.
- Top 3 reasons for not taking up a Personal membership was;
 - 1.** Cost is too high to pay myself (55.1%)
 - 2.** Employer isn't willing to pay the membership fees (44.1%)
 - 3.** Don't have enough time to attend events (32.4%)
- **Australian Journal of Public Administration, Public Administration Today magazine** and the complimentary **Conversation Series** rated the highest value of the member benefits.



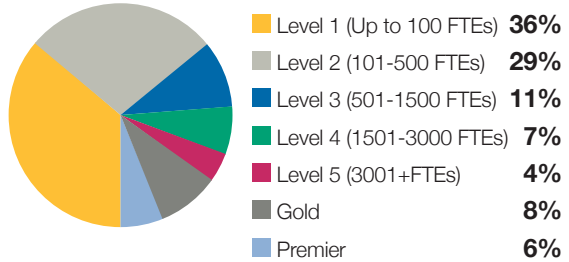
- **46.3%** of members rated the overall **value of membership a 4 out of 5** (1 is no value and 5 is extremely valued).
- New benefits members indicated of value included **member only networking functions** and **discount card to high quality services**.
- 87.5% of members would recommend membership to a friend.

Based on member feedback, IPAA WA reviewed the membership structure and Council have agreed to the suggested restructure for the 2013/14 financial year. The key elements of this restructure are;

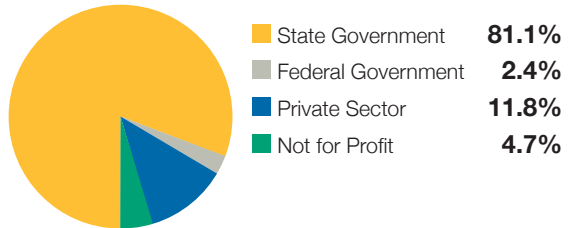
- Change Individual membership from financial year to a 12 month rolling membership so members can join at any time and receive a full 12 months membership.
- Introduce a monthly direct debit payment option.
- Reduce membership fees across all levels.
- Introduce a new Associate member category.
- Review member benefits.

Member Profile

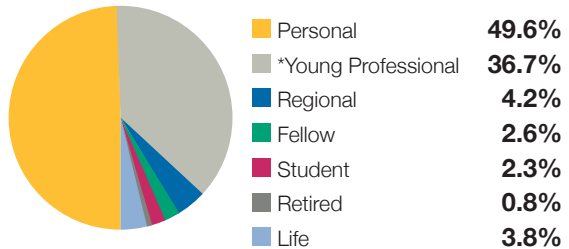
Corporate Members



Corporate Membership by Employment Sector

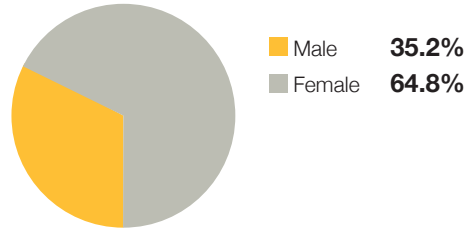


Personal Members

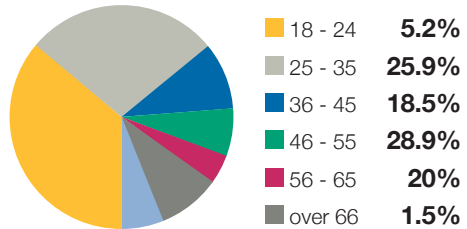


*68 complimentary Young Professional memberships were provided to Corporate Member organisations.

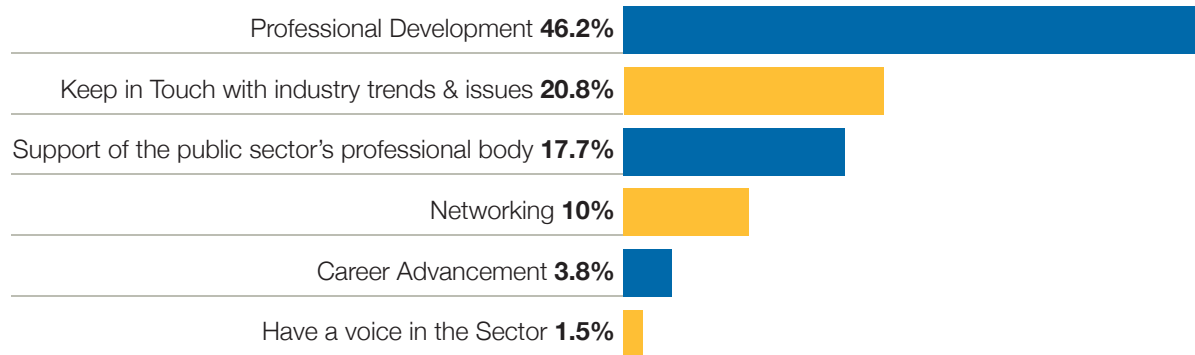
Member Demographic



Personal Member Age Range



Reason Personal Members joined the Institute



Education Awards

The Institute is proud to support outstanding academic achievements in public administration with ongoing partnerships with the Public Sector Commission's Public Sector Management Program, Edith Cowan University and Murdoch University.

Graduation ceremonies were held throughout the year. Students were awarded with one year complimentary membership to the Institute and professional development vouchers. Congratulations to the following students who graduated with top marks in their relevant courses for 2012.

Ms Sandra McHugh

Public Sector Management Program Graduation - Public Sector Commission

Ms Simone Rodwell

Graduate Certificate in Public Policy and Management - Murdoch University

Ms Janet Barnes

Graduate Certificate of Business (Management) - Edith Cowan University



Expand Your Horizons Scholarship

The 2012 *Expand Your Horizons Scholarship* was awarded to two Young Professional (YP) members to attend the IPAA National Conference in Melbourne on 18 – 20 September 2012. The number of applications increased this year, with a **total of 12 submissions** for the scholarship.

Scholarship Winners

Tahlia Jones, Health and Disability Services Complaints Office

Emma Forrest, Department of Housing

On review of the conference, Tahlia Jones said, "I applied for the scholarship to broaden my understanding of the key challenges facing the public sector, to learn from academics and industry leaders from both the private and public sector. The scholarship also provided me with the opportunity to network with public sector professionals and like-minded YP's from across Australia."

Young Professional Members

The Institute's Young Professional (YP) members remain one of the most active membership groups and have helped to develop many of the Institute's learning and development programs for young professionals across the sector.

Complimentary Young Professional memberships were provided again this year as a benefit to Corporate Members. A total of **68 complimentary YP memberships** were claimed and have helped to increase recognition of the Institute's services amongst this demographic.

Young Professional Advisory Committee

The Young Professionals Advisory Committee (YPAC), re-established in 2011, is an advisory committee to the Council of Western Australia's Institute of Public Administration. The committee has been developed to focus on the needs of members and potential members of the Institute, aged 35 years and under across all three tiers of government in Western Australia.



YPAC have developed four goals:

1. Support and promote the interests of young professionals (YPs) in the public sector in WA;
2. Provide networking opportunities to facilitate engagement with a range of YPs from across the public sector as well as other YP networks;
3. Enhancing and sharing knowledge through networking, events with experienced public sector guest speakers and forums where YPs can discuss key public sector issues and share innovative ideas; and
4. Informing and engaging YPs in public sector issues and specific areas of interest to YPs.

2012/2013 YPAC Committee:

Chair

Rachel Morrice, Department of Treasury

Vice Chair

Adele Coyne, Department of Commerce (July 2012 – February 2013)

Talitha Engstroem, Parliament of Western Australia (March 2013 onwards)

Communications

Claire Scullin, Department of Sport and Recreation

Program Developer

Rebecca White, Department of State Development

Secretary

Vacant

Committee Members

- Carina Uehr – Public Sector Commission
- Emma Forrest – Department of Housing
- Tahlia Jones – Health and Disability Services
- Brett Osler – Department of Sport and Recreation
- Gareth Govan – Public Sector Commission
- Felicia Wong – Public Sector Commission
- Jessica Syminton – Department of Treasury

Events developed by YPAC:

19 Oct 2012 – Young Professionals Meet & Greet

Designed to launch the YPAC, this informal sundowner provided a networking opportunity with senior public servants and fellow young professionals. IPAA WA President and Deputy

Director General of the Department of Transport, Ms Sue McCarrey delivered an inspiring speech on how to advance your career within the sector.

14 Mar 2013 – Insights from the Hon. Christian Porter

The first of the YPAC's 'Insight's Series' designed to bring senior public servants and young professionals together in an informal and candid environment. The breakfast event was hosted at Spacecubed with approximately 50 YPs from across the public sector in attendance.

What Our Young Professionals Think

An YP survey was designed by the YPAC and sent out following the YP 'Meet & Greet' event on 19th October 2012. The survey was open for 1 week (from 22 to 26 October 2012). Respondents went into the draw to win a \$95 PD voucher.

- 28 YPs completed the survey with a majority in the 26-30 age groups.
- The top valued benefits of membership included (75%) **Networking**, (70%) **Discounts on events and training** and (40%) **Member only events**.

- Features that would add value to membership and rated 5/5 (Highly Valued) included **YP Only events** (55%), **position on the YPAC** (50%) and **Role on IPAA WA Council** (40%), following these highly valued features was **Sponsored Discounts** (42.9%) and **Coaching Discounts** (38.1%).
- Top 3 topics considered for YP seminars were **Career Development** (78.6%), **Stakeholder Engagement** (64.3%) and **Project Management** (57.1%).
- **Evening drinks was rated the best time to hold YP Events** followed by breakfast before work and an afternoon event. A lunch and dinner/cocktail party was the least preferred time of day.
- Email was the preferred contact method (81.5%) followed by text messaging (44.4%) for communication from IPAA WA to members.

Plans for the Future

- **Develop an annual calendar of events for YP's**
We want to target a variety of different networking events to meet YP's needs and provide informative sessions with exceptional speakers that will engage and inspire us in our careers in the public sector.

- **Expand the *Insights* series.**

This gives YP's a chance to network with fellow YP's from across the public sector over breakfast, hear from an extraordinary speaker and engage in discussion and conversation with the speaker on topics of interest. These events are great professional development opportunities for YP's.

- **Continue and strengthen relationships with other Young Professional groups.**

These include, the Institute of Chartered Accountants, the Law Society and the Australian Institute of International Affairs, to network together and share knowledge and experiences from the different sectors.



Member 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 – iConnect (update member profile, track event & training bookings, download career enhancing articles & tools) • Membership Certificate • Opportunity to Join YPAC & IPAA WA Council 	<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 (ie: Conversation Series, special interest group YPAC) • 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, the member receives \$25 off professional development • Discounted Coaching Services & access to 12 Career Coaches 	<ul style="list-style-type: none"> • Up to 30% off all Institute events & conferences • Up to 20% off all Institute training courses • 20% off in-agency training
Subscriptions	
<ul style="list-style-type: none"> • FREE 6 month subscription to 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

Fellows

National Fellows

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

2012 WA National Fellow Recipient

Dr Peter Wilkins

Deputy Ombudsman, Ombudsman WA

Mr Grahame Searle

Director General, Department of Housing

WA Fellows

IPAA National Fellows, special guests and staff celebrated the launch of the WA Fellows Program on 13th September 2012, proudly supported by Ernst & Young.

The Western Australian Fellowship is awarded in recognition of outstanding contribution to public administration and the achievement of the Institute's objectives.

We congratulate our inaugural WA Fellows:

- Ms Sue Ash, Chief Executive Officer, UnitingCare West
- Dr Lynn Allen
- Dr. Wally Cox PSM
- Mr Eric Lumsden, Director General, Department of Planning
- Ms Maxine Murray
- Dr Jim Rhoads
- Mr Grahame Searle, Director General, Department of Housing
- Mr Allan Skinner, Chairman, FESA
- Mr Reece Waldock, Director General, Department of Transport

Life Members

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 Life Members

Mr Tim Benjamin (deceased in 2013)

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

Mr Brian Burgess*

*Deceased

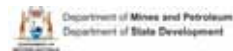
We would like to send our regards to the family and friends of our Life member, Mr Tim Benjamin who passed away this financial year. Mr Benjamin was a wonderful supporter of IPAA WA for many years.



IPAA WA President Ms Sue McCarrey (3rd from left) with special guests and National and WA Fellows.

Corporate Members

Premier



Gold



Band One

Bauxite Alumina Joint Ventures
Building & Construction Industry Training Fund
Bureau of Meteorology
Centre for Learning and Development - ECU
Commissioner for Children & Young People
Community & Public Sector Union/Civil Service Association
Department of Education Services
Department of the Registrar (WA Industrial Relations Commission)
Economic Regulation Authority
Faculty of Business & Law ECU
Graduate School of Business - Curtin University
Healthway
Independent Market Operator
Institute of Chartered Accountants in Australia
John Curtin Institute of Public Policy
Kimberley Development Commission
Legal Practice Board
Mental Health Commission
Metropolitan Redevelopment Authority
Mosaic Community Care Inc
Office Of The Auditor General
Office of the Information Commissioner
Ombudsman Western Australian
Pilbara Development Commission
Potato Marketing Corporation of WA
Price Consulting Group Pty Ltd
Professional Public Relations
Richmond Fellowship Of Western Australia
Rural Health West
Small Business Development Corporation

South West Development Commission
State Heritage Office
University of Western Australia (Vice-Chancellery)
VenuesWest
WA Electoral Commission
Western Australian Treasury Corporation

Band Two

Australian Bureau of Statistics
Australian Customs & Border Protection Service
City of Bunbury
City of Melville
City of Nedlands
City of South Perth
City of Subiaco
ChemCentre
Corruption & Crime Commission
Department of Aboriginal Affairs
Department of Fisheries
Department of Local Government
Department of Racing, Gaming and Liquor
Department of Sport and Recreation
Department of Water
Director of Public Prosecutions (WA)
Drug and Alcohol Office
Fremantle Ports
KPMG
LandCorp
Lotterywest
Metropolitan Cemeteries Board of WA
Parliament House WA
Perth Zoo
RiseNetwork

Rottneest Island Authority
South West Institute of Technology
Tourism WA
West Coast Institute of Training
WorkCover WA

Band Three

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

Band Four

Department for Child Protection
Department of Agriculture & Food
Department of Fire and Emergency Services
Department of Parks and Wildlife
Department of the Attorney General
Disability Services Commission
Main Roads WA

Band Five

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

Events

In 2012/13 we delivered a line up of world class presentations from local, national and international leaders in the areas of public policy thinking and delivery.

A total of **19 seminars, breakfasts and member networking sessions** were delivered to a total of **1,419 participants**. Corporate Members represented 68% (959) of all registrations whilst 14% (198) were Personal Members and 18% (262) were Non Members.

We covered perennial topics including human resource management and emerging practises including design labs and digitally enabled future workplaces. We would like to thank the **48 presenters** who volunteered their time to come and speak to delegates from across the public service.

Key ideas to emerge from the seminars included that of the 'Public Economy' as expressed by Professor Peter Shergold AM. In his well received presentation *Public Service Transformed*, Professor Shergold described how the future of the public service lies in designing, facilitating and evaluating public services rather than necessarily being the provider of choice.

Responses to our surveys indicate that our seminars continue to be well received with **80% of participants rating the seminars meeting or exceeding expectations**. Average attendance per seminar has declined across the year and the decision last financial year to reduce seminars to once a month has helped to accommodate



market changes, which is a reflection on the tighter financial environment.

In the year ahead we will aim to deliver more leading edge presentations, as science fiction author and futurist William Gibson said **"The future is already here – it's just not evenly distributed"**. We will also aim to blend into the sessions practical peer-to-peer workshops so delegates take away valuable and practical knowledge.

Learning & Development Program

Year	Events	Training	In-Agency
12/13	21	87	46
11/12	31	78	75
10/11	36	95	51

Reid Oration

The annual Reid Oration is a free public lecture, established by IPAA WA in 1991 to honour Professor Gordon Reid's contribution to public life.

The Oration is held annually, and in partnership with The University of Western Australia (UWA). **Professor Carmen Lawrence**, Director, Centre for the Study of Social Change, School of Psychology, UWA presented the 2012 Reid Oration on the topic *"Maintaining a Civil Society: The importance of equality and education"*.

Event Administration

The Institute has continued to offer Event Administration as a service to both its members and public sector agencies. During the past financial year we successfully managed **five events for two clients** with a combined total of over **1,892 registrations**.

- Corruption and Crime Commission - (x4) Misconduct Resistance Forums
- Murdoch University - WA Teaching and Learning Forum



Special Interest Groups

Program Development Special Interest Group (PDSIG)

In 2012/13 the Institute invited Chief Executives of our Corporate Member organisations who previously expressed an interest to be involved, and to join a *Program Development Special Interest Group (PDSIG)*.

Twenty five Executives accepted the invitation and have subsequently played an invaluable role in advising on the development of our thought leadership program. We wish to thank the members listed opposite for their contributions in 2012/13.

Dr Ron Chalmers	Director General, Disability Services Commission
Mr Michael Bradford	A/Director General, Department of Lands
Mr Richard Sellers	Director General, Department of Mines and Petroleum
Mr Warwick Gately	Commissioner, WA Electoral Commissioner
Mr Joe Calleja	Chief Executive, Richmond Fellowship
Mr Robert Delane	Director General, Department of Agriculture
Mr Grahame Searle	Director General, Department of Housing
Ms Denise Sykes	Principal, Nous
Mr Brian Bradley	Director General, Department of Commerce
Ms Susan Hunt PSM	Chief Executive, Perth Zoo
Dr Karl O'Callaghan	Commissioner, WA Police
Ms Jenni Perkins	Director General, Department for Communities
Ms Michelle Reynolds	Chief Executive Officer, WorkCover WA
Ms Stephanie Buckland	Chief Executive, Tourism Western Australia
Ms Jennifer Mathews	Director General, Department of Local Government
Dr Ruth Shean	Director General, Department of Training and Workforce Development
Mr Ian Johnson	Commissioner, Department of Corrective Services
Mr Cliff Weeks	Director General, Department of Aboriginal Affairs
Mr Peter Deague	Chief Executive, Metropolitan Cemeteries Board
Ms Amanda Bott	National Manager Strategy and Policy Australian Customs and Border Protection
Mr Chris Field	Ombudsman, Western Australia
Dr Shayne Silcox	Chief Executive, City of Melville
Ms Jan Stewart	Chief Executive Officer, Lotterywest

Awards

W.S. Lonnie Awards

Institute Patron, His Excellency Malcolm McCusker AC CVO QC, Governor of Western Australia presented this year's 28th Annual W.S. Lonnie Awards at the Hyatt Regency Perth on Friday 01 March 2013.

A total of **391 delegates** from across the sector were in attendance, representing a **28% increase** on 2012 attendance.

The Awards were established in honour of Mr. William Scott Lonnie in 1984, recognised for his 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.

Information Commissioner and Institute Secretary, Mr Sven Bluemmel, hosted the Awards and said, *"Receiving a W.S. Lonnie Award is a high accolade for any agency and demonstrates its commitment to transparency, authenticity and integrity when it comes to producing its annual report"*.

WA Police were the winners across four award categories and received the overall W.S. Lonnie Memorial Trophy.

Chair of the W.S. Lonnie Judging Committee, Professor Christopher Doepel PSM, said *"judges were impressed with the detail of the winners' report. The WA Police report provides a clear line of sight between the agency's mandate and funding on the one hand and its operations and*



performance on the other. The judges considered the report to be exemplary...and would encourage others to emulate it."

Thank you to the 2012/13 W.S. Lonnie Judging Panel:

CHAIR

Professor Christopher Doepel PSM
Executive Dean College of Business, University of Notre Dame



JUDGES

Hon. Cheryl Edwards
Partner, Holman Fenwick Willan

Dr Jim Rhoads
Rhoads Bird & Associates

Ms Sheryl Fewster
Director Communications Directorate, Department of Health

Mr Grant Robinson
Partner Financial Services, KPMG

CATEGORY AWARDS

AWARD	CATEGORY 1 Under 100 FTEs	CATEGORY 2 101-1000 FTEs	CATEGORY 3 Over 1000 FTEs	CATEGORY 4 Government Trading Enterprises
GOLD	Economic Regulation Authority of Western Australia	Office of the Auditor General	Main Roads Western Australia	No winner awarded
SILVER	Western Australian Electoral Commission	Zoological Parks Authority	WA Police	No winner awarded
BRONZE	Environmental Protection Authority	WorkCover WA	Department of Finance	No winner awarded



MAJOR AWARD WINNERS

W.S. Lonnie Memorial Trophy
WA Police

Margaret Nadebaum Trophy
No winner awarded

Allan Skinner Trophy
Office of the Auditor General

Margaret McAleer Special Commendation
Department of Mines and Petroleum



SPECIALIST AWARDS

Office of Auditor General Award for Transparency & Accountability
WA Police

Ombudsman Western Australia Award for Complaints Handling
WA Police

The Institute of Chartered Accountants in Australia Award for Chief Financial Officer of 2012
Ms Essie Nyemba, Pilbara Institute

CPA Australia Award for Performance Reporting
WA Police

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
Department of Mines and Petroleum

State Records Commission Award for Excellence in Compliance Reporting
Economic Regulation Authority

Thank you to our Award Sponsors:



Achievement Awards

The second annual IPAA WA Achievement Awards were hosted at the Hyatt Regency Perth on Friday 28 June 2013 and the Variety Youth Choir helped to kick off celebrations.

The Achievement Awards offer **seven categories** for entry, with a total of **fourteen awards**. Nine open to individuals and five best practice awards for organisations. The awards are promoted as a **key benefit to members** as only members are able to nominate, however this does not preclude a non member from winning.

Based on feedback from the inaugural awards in 2012, we made significant changes to the awards to help streamline the nomination process including;

1. Revised and reduced the nomination criteria across a majority of awards.
2. The nomination form was transferred online to capture essential nomination information including a 250 word abstract of the nomination and an upload function to provide additional supporting documents and images.
3. An interactive and downloadable PDF of each Award Assessment Criteria was designed so nominees could easily fill in each criteria and then upload it to the online nomination form. The form had a set number of words per criteria and restricted font and formatting capabilities (such as inserting images) to create consistency across nominations and assist judges in making their decision.



Some technology issues resulted in both downloading and uploading the interactive Award Assessment Criteria. These issues will be resolved in 2014 by making a Microsoft Word version of the Assessment Criteria available to nominees.

A total of **50 nominations were received** this year, 22 for the individual awards and 28 for the organisational awards, with an overwhelming and high calibre of nominations received for the two organisational collaboration awards.

A total of **235 delegates** attended the awards in 2013 and we hope to continue to increase awareness of the awards amongst our members.

Thank you to our 2013 Judges:

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

Mr Ian Carter AM - Chief Executive Officer, Anglicare

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

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

Ms Lyn Genoni - Executive Director Strategic Policy, Department of Premier and Cabinet

Dr Yvonne Haigh - Lecturer, Murdoch University

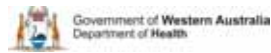
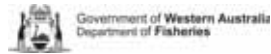
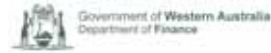
Ms Susan Hunt PSM - Chief Executive Officer, Perth Zoo

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



Congratulations to the following 2013 Achievement Award winners:

- IPAA WA Patrons Award
Colin Murphy, Office of the Auditor General
- Murdoch University Award Leader of the Year State or Federal Government
Reece Waldock, Department of Transport
- Public Sector Commission Award Young Leader of the Year
Kaylene Gulich, Department of Treasury
- Hyatt Regency Perth Award Leader of the Year Not-for-Profit Sector
Clive Elliott, Centrecare
- Corruption and Crime Commission Award Leader of the Year Local Government
Ian Cowie, City of Gosnells
- Hays Recruitment Award Human Resource Management Practitioner of the Year
Joint Winner - Job Share
Diane Mistic and Nicki Eastman, VenuesWest
- Department of Finance Award Finance Practitioner of the Year
Murray Smith, Landgate

- Information Technology Practitioner of the Year
Morgan Strong, Western Australian Museum
- Policy Practitioner of the Year
No winner awarded
- WA Business News Award Innovation in the Not-for-Profit Sector
Richmond Fellowship of WA
- Department of Health Award Best Practice in Health and Wellbeing
Department of Mines and Petroleum
- Award for Best Practice in Collaboration Across Government Agencies in the Same Jurisdiction
Initiatives to Overcome Barriers to Obtaining a Driver's Licence for People in Remote Areas
Department of Transport
- Department of Fisheries Award Best Practice in Collaboration Between Government and Non Government Organisations
Guidelines for Aboriginal Participation in WA Civil Construction and Landscaping Industries
LandCorp and Civil Contractors Federation WA
- Best Practice in Corporate Social Values
No winner awarded

Public Service Training

Our **Public Service Training** program continues to deliver relevant, skills based training for the public sector.

This year saw an 11% increase in our public training courses with a total of **87 public courses** delivered in the Perth CBD and a **20% increase in participants** (1,001 registrations), averaging 11 participants per course.

The most significant change to our public training program was the reduction in the number of cancelled courses, representing a **59% decrease in cancellations** (from 42 to 17 cancelled courses). To reduce the number of cancelled courses due to low registration numbers, we have utilised the Institute's boardroom, which can accommodate up to 10 delegates and offsets external costs.

Overall we delivered:

- 87 courses, delivered from our suite of 39 public courses
- 9 new courses
- 2 new categories (Project Management and Monitoring & Evaluation)
- 46 in-agency courses delivered to 30 organisations across the public sector

A key strategy to raise awareness of our public training services is to develop, print and distribute a Public Service Training Guide throughout the public service, for delivery in the 2013/14 financial year.

Top 5 Performing Public Courses

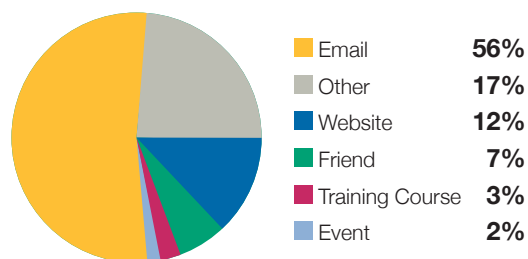
COURSE	TYPE	# DELIVERED
1. Introduction to Policy Work	Full Day	6
2. Writing Policy Documents	Full Day	5
3. Writing Skills for Government	Full Day	5
4. Executive Writing Skills	Full Day	4
5. Hard Conversations: Effective Feedback in Performance Management	Full Day	5



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

- Greg Bayne
- Alistair Box
- Dr Sarah Butler
- Carina Calzoni
- Professor Rick Cummings
- Hannah van Didden
- John Harman
- Dr Alan Hancock
- Professor Phil Hancock
- Andrew Huffer
- Mark Kelly
- Dr Geraldine Kennett
- Joel Levin
- Andrea Litchfield
- Tony Malkovic
- Theo Nabbin
- Kath Polglase
- Peter Robinson
- Jan Saggars
- Karen Schwenke
- Maxinne Sclanders
- Jan Stuart

How did you find out about us?



**These results were taken from our online registration survey for events, training and membership.*

In-Agency Program

Our in-agency program delivery has decreased by 38% (total 46 delivered), however we have increased our delivery to the total number of organisations (from 22 to 30 agencies).

The trend has continued in 2012/13 for in-agency requests in **leadership and management** (19 courses delivered) and **communication skills** (17 courses delivered).

Many of our clients were repeat users of our in-agency service with 61% representing Corporate members. All Corporate member organisations receive 20% off the delivery of our in-agency programs.

Agencies that used our in-agency services included:

- City of Gosnells
- City of Subiaco
- Department of Agriculture and Food WA
- Department for Child Protection
- Department for Communities
- Department of Corrections
- Department of Finance
- Department of Housing
- Department of Mines and Petroleum
- Department of State Development

- Department of Corrective Services
- Department of Education
- Disabilities Services Commission
- Economic Regulation Authority
- Edith Cowan University Joondalup
- FaHCSIA
- Fire and Emergency Services (FESA)
- Lotterywest
- Main Roads WA
- Office of the Director of Public Prosecutions for Western Australia
- State Solicitors Office
- VenuesWest
- WA Secondary School Registrars Association
- WA State Library
- WorkCover WA

In addition to the above, we delivered a total of 9 in-agency programs across regional WA to the following organisations:

- Broome Port Authority
- Department of Agriculture and Food (Albany)
- Department of Health – WA Country Health (Northam)
- Department of Health (Karratha)
- Durack Institute of Technology (Geraldton)



2012/13 Public Service Training Courses

2012/13 Public Service Training	Career Stage
Business & Finance	
Financial Statements in the Public Sector	N
Communication Skills	
NEW! Developing Resilience	NS
Editing and Proofreading Skills	NS
Executive Writing Skills	NSM
Facilitation Tools and Techniques	NSML
Grammar and Punctuation Essentials	NS
NEW! Grammar Basics for Those with English as a Second Language	NS
How to Produce Better Publications - On Paper and Online	NS
Influencing and Persuading Through Speech	NS
Speak Up - And Boost Your Career Prospects	NS
The Essentials of Good Report Writing	NSM
Writing an Effective Business Case	NSML
Writing Ministerial Briefings	NS
Writing Ministerial Letters	N
Writing Skills for Government	N
Writing with Style: The Power of Plain English	NSML
Community & Stakeholder Engagement	
NEW! Capturing Social Outcomes: The Most Significant Change Technique	NSML
NEW! Engaging Your Stakeholders and the Community	SML
Understanding Emotion, Outrage and Community Engagement	SML
Governance & Compliance	
Interviewing Skills for Investigations	NSM
Introduction to Conducting Investigations	NSM

Government & Policy	
Introduction to Policy Work	N
Policy Evaluation	SML
Writing Policy Documents	N
Leadership & Management	
5 Quick Moves for Improving Your Team's Effectiveness	SML
Building and Leading High Performance Teams	ML
Change Management for Team Leaders	SML
Coaching Style of Leadership	SML
Conflict Management	SM
Hard Conversations: Effective Feedback in Performance Management	SML
NEW! How to Make Difficult Decisions	NSML
Influencing Without the Power Card	SML
Leadership: What Every New and Experienced Manager Needs to Know	SML
Mental Health in the Workplace	SML
Strategic Planning	SML
NEW! Training and Development Models	SML
Monitoring & Evaluation	
NEW! Introduction to Monitoring and Evaluation	NSML
NEW! Developing Monitoring and Evaluation Frameworks	NSML
Project Management	
NEW! Getting Started in Project Management	NS

CAREER STAGE KEY

New Recruits / Graduates	N
Supervisors	S
Managers	M
Leadership	L

Treasurer's Financial Report

The Council advises members that the financial outcome for the 2012-13 financial year is a deficit of **\$3,936**. This is primarily because of accelerated depreciation on a number of 'low value' assets that have been written off this financial year.

INCOME

Total income in 2012-13 **decreased** by \$169,637 or 11.5% from the previous year for the following reasons:

- Professional Development income **decreased** by \$237,241 or 21.4% mainly as a result of reduced participation numbers at training and events and a reduction in the high level of in-agency training sessions achieved in the previous financial year.
- Sponsorship income **decreased** by \$25,570 or 36.4% mainly as a result of reclassification of income from sponsorship to events.
- Membership subscriptions **increased** by \$49,075 or 20.2% mainly as a result of stronger corporate membership numbers.
- WS Lonnie Awards income **increased** by \$16,365 or 61.2% mainly as a result of increased patronage at the event.

EXPENSES

Total expenses in 2012-13 **decreased** by \$89,335 or 6.4% from the previous year for the following reasons:

- Professional Development expenses **decreased** by \$292,509 or 24.9% mainly as a result of reduced variable costs driven by lower participation numbers as well as better resourcing (staffing) internally.
- Cost of Goods Sold (excluding professional development) **increased** by \$10,831 or 13.7% mainly as a result of expense reclassification between financial years.

- Rent expenses on premises **increased** by \$7,363 or 4.9%.
- Bank charges **decreased** by \$14,279 or 90.5% mainly as a result of the decision to switch banking facilities from BankWest to the National Australia Bank.
- Depreciation charges **increased** by \$6,818 or 18.8% mainly as a result of the Council decision to accelerate depreciation on a number of 'low value' assets.

BALANCE SHEET

Total equity in the organization has decreased by 1% from \$381,024 to \$377,088 mainly as a result of the deficit generated this financial year.

- Total Assets decreased by \$59,565 or 6.6% mainly as a result of reduced cash and cash equivalents and lower trade and other receivables held at year-end.
- Property, plant and equipment decreased by \$39,325 or 52.1% mainly as a result of asset write-downs this financial year.
- Current Liabilities have decreased by \$55,629 or 10.6% mainly as a result of lower trade and other payables and a reduction in financial liabilities.

Once again, Council is appreciative of the efforts of the CEO and staff in maintaining due diligence on the financial accountability of the organization in a tight fiscal environment.

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 in the accompanying financial report;

1. Presents a true and fair view of the financial position of Institute of Public Administration Australia Western Australian Division Inc as at 30 June 2013 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 Australian 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 27th day of September 2013

Independent Auditor's Report to the Members of Institute of Public Administration Australia Western Australian Division Inc

We have audited the accompanying financial report, being a special purpose financial report, of the Institute of Public Administration Australia Western Australian Division Inc (the association), which comprises the council's report, the assets and liabilities statement as at 30 June 2013, 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 the Institute of Public Administration Australia Western Australian 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 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 presents fairly, in all material respects, the financial position of the Institute of Public Administration Australia Western Australian Division Inc as at 30 June 2013 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 the Institute of Public Administration Australia Western Australian 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.



Ronald Bevan Sharpe
R B Sharpe & Co

Dated this 25th day of September 2013

Income and Expenditure Statement for the Year Ended 30 June 2013

	Note	2013 \$	2012 \$
Income			
Members Subscription		292,128	243,053
Professional Development		869,987	1,107,228
WS Lonnie Awards		43,120	26,755
Sponsorship		44,600	70,170
Achievement Awards		29,057	25,253
Other Income		23,867	-
		<u>1,302,759</u>	<u>1,472,396</u>
Less Direct Expenses			
Membership Subscription		48,967	-
Professional Development		580,332	772,841
National Conference Expenses		1,099	1,976
Journals and Capitation Fees		23,594	35,431
IT Expenses		-	34,030
Marketing, Promotion and Advertising		-	6,849
Merchant Fees		16,177	-
	2	<u>670,169</u>	<u>851,847</u>
Gross Income from Business Activity		632,590	620,549
Expenditure			
Accounting & Consultancy Fees		-	1,100
Auditor's Remuneration		4,064	4,000
Bank Charges		1,501	15,780
Depreciation		43,171	36,353
Insurance Cost		6,081	5,704
Office Expenses		9,499	8,658

	Note	2013 \$	2012 \$
Printing & Stationary		5,166	8,225
Rent		156,035	148,672
Salaries		294,968	297,186
Staff Amenities & Training		5,118	8,229
Subscriptions		1,150	514
Superannuation Contribution		49,884	50,133
Telephone		5,145	7,693
Travelling Expenses		2,472	6,319
Marketing, Promotion & Advertising		6,571	-
Other Expenses		2,237	-
IT Expenses		22,158	-
National Conference		3,691	-
Miscellaneous Expenses		17,615	-
	2	<u>636,526</u>	<u>598,566</u>
Other Income			
Other Income		-	9,662
Interest Received		-	24,198
		<u>-</u>	<u>33,860</u>
Net Surplus (Deficit) for Year		-3,936	55,843
Accumulated Surplus at the beginning of the year		381,024	325,181
Accumulated Surplus at the end of the year		<u>377,088</u>	<u>381,024</u>

Balance Sheet As at 30 June 2013

	Note	2013 \$	2012 \$
Current Asset			
Cash and Cash Equivalents	3	614,163	676,745
Trade and Other Receivables	4	136,010	153,278
Total Current Assets		750,173	830,023
Non-Current Assets			
Cash and Cash Equivalents	5	59,730	0
Property, Plant and Equipment	6	36,310	75,755
Total Non-Current Assets		96,040	75,755
Total Assets		846,213	905,778
Current Liabilities			
Trade and Other Payables	7	188,830	203,121
Short-Term Financial Liabilities	8	253,165	299,537
Provisions	9	27,129	22,096
Total Current Liabilities		469,125	524,754
Total Liabilities		469,125	524,754
Net Assets		377,088	381,024
Equity			
Retained Surplus		377,088	381,024
Total Equity		377,088	381,024

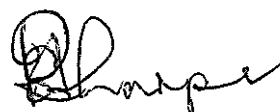
Auditors Independence Declaration

Under Section 307C of the Corporations Act 2001

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

I declare that, to the best of my knowledge and belief, in relation to the audit of the Institute of Public Administration Australia Western Australian Division Inc for the year ended 30 June 2013 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.



Ronald Bevan Sharpe
R B Sharpe & Co
2 Clive Street, West Perth

Dated this 25th day of September 2013

Notes to the Financial Statements for the Year ended 30 June 2013

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.

(a) 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.

(a) 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.

(a) 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.

(a) 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.

(a) 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 subscription 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).

(a) 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.

(a) 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 included with other receivables or payables in the statement of financial position.

Notes to the Financial Statements for the Year ended 30 June 2013

	2013 \$	2012 \$
2. Expenses		
COGS	670,169	-
Raw Materials, Purchases and Consumables Used	-	790,614
Employee Benefits Expense	344,852	347,319
Depreciation and Amortisation	43,171	36,353
Bank Charges	1,501	15,780
Insurance Cost	6,081	5,704
Printing & Stationery	5,166	8,225
Rent	156,035	148,672
Repairs & Maintenance	410	-
Telephone	5,145	7,693
Other Expenses	1,827	35,669
Auditor's Remuneration	4,064	-
Office Expenses	9,499	-
Subscriptions	1,150	-
Travelling Expenses	2,472	-
Staff Amenities & Training	5,118	-
Marketing, Promotion & Advertising	6,571	-
IT Expenses	22,158	-
National Conference Expenses	3,691	-
Miscellaneous Expenses	17,615	-
	<u>1,306,694</u>	<u>1,396,029</u>

	2013 \$	2012 \$
3. Cash and Cash Equivalents - Current		
Cash on Hand	500	500
Deposit-Telenet Saver-A/C	-	490,803
Deposit with Saving Banks NAB	-	53,176
Term Deposit at Bank NAB	255,381	-
Cash at Bank	-	122,200
Cash at Bank NAB	62,926	-
PFA Account at Bank NAB	295,356	-
VISA Credit Card	-	197
	<u>614,163</u>	<u>676,745</u>

4. Trade and Other Receivables

Current

Accounts Receivables Events Pro	62,245	56,366
Prepaid Deposit/Expenses	5,248	17,486
Debtors	68,517	64,435
Provision for GST	-	14,991
	<u>136,010</u>	<u>153,278</u>
Total Trade and Other Receivables	<u>136,010</u>	<u>153,278</u>

Notes to the Financial Statements for the Year ended 30 June 2013

	2013 \$	2012 \$
5. Cash and Cash Equivalents – Non current		
Bank Guarantee Deposit with NAB	56,422	-
Deposit paid	2,378	-
Prepaid Expense	930	-
	<u>59,730</u>	<u>-</u>

6. Property, Plant and Equipment

Plant and Equipment

Plant and Equipment	202,376	199,235
Less Accumulated Depreciation & Impairment	166,066	127,951
	<u>36,310</u>	<u>71,284</u>
Furniture & Fittings	15,747	15,162
Less Accumulated Depreciation & Impairment	15,747	10,691
	<u>-</u>	<u>4,471</u>
Total Plant and Equipment	<u>36,310</u>	<u>75,755</u>
Total Property, Plant and Equipment	<u>36,310</u>	<u>75,755</u>

7. Trade and Other Payables

Current

Sundry Creditors	1,508	12,639
Accounts Payable	33,575	113,593
Payroll Liabilities	20,961	26,079
GST Liabilities	1,779	-
Deposits Received in Advance of Event	131,007	50,810
Total Trade and other Payables	<u>188,830</u>	<u>203,121</u>

	2013 \$	2012 \$
8. Financial Liabilities		
ED VISA	1,293	829
Superannuation Payable	10,810	11,930
Income in Advance	241,062	286,778
	<u>253,165</u>	<u>299,537</u>
Total Financial Liabilities	<u>253,165</u>	<u>299,537</u>

9. Provisions

Current		
Employee Entitlements	22,129	22,096
Provision for Old Expenses	5,000	-
	<u>27,129</u>	<u>22,096</u>

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