



ANNUAL REPORT 2013/14

Advancing Excellence in the Public Sector



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Highlights

4,505 total delegate registrations across the Events, Training and In-Agency program

15 member events, seminars & continental breakfasts

2 award ceremonies

2 managed events for 1 client

97 Public Service Training courses delivered

71 In-Agency programs to 24 agencies

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

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

37 donations made to charities on behalf of IPAA WA presenters

About Us

The Institute of Public Administration Australia WA (IPAA WA) was established in 1945 and is the **only professional association for the public sector in WA**. The Institute 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 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 by 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 Malcolm McCusker
AC CVO QC
Governor of Western Australia



Vice Patrons

Hon Colin Barnett MEdc MLA
Premier of Western Australia

Hon Mark McGowan MLA
Leader of the Opposition

From The President

The last twelve months has been my second complete year as the President of IPAA WA.

It was with great pleasure to once again welcome the Governor of Western Australia, His Excellency Malcolm McCusker AC CVO QC as the Institute's Patron. With the end of His Excellency's term we would like to thank him for his time as our Patron and all the work he has done for the Institute. We have had significant support from His Excellency and Mrs McCusker during this period.

With WA continuing to be going through a tight fiscal period, the year has posed significant challenges for IPAA WA. After the restructuring in the 2012 – 2013 financial year and significant changes to the Strategic Plan, IPAA WA was in a strong position to face some of these challenges. Financially, we have finished the year with a slight surplus. This was the budgeted position as outlined to and agreed by Council at the start of the year. After experiencing a downturn in government spending we are pleased to have met the budgeted position. The hard work done by Council and the IPAA WA staff in reviewing the strategic plan, the budget and the structure of IPAA WA in the 2012 – 2013 period has enabled us to better face the challenges of working in an environment of 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.

With this in mind, it was a strategic objective to move the physical location of the IPAA WA office. From the time of commencement in his

role as the CEO in late 2012, Mr Gavin Lewis has outlined to Council the need for IPAA WA to move away from the CBD of Perth, with one of the major driving factors behind this decision being the economic cost savings to be had. Gavin has worked to secure wonderful office space at Murdoch University. Not only will this provide significant cost savings for IPAA WA, but it will enable IPAA WA to work closely with one of our major supporters and Premier Corporate Member, Murdoch University. I would like to thank the Vice Chancellor of Murdoch University, Mr Richard Higgott, for his support and work in ensuring IPAA WA had a new home.

As mentioned in the following CEO report, IPAA WA has spent a lot of resources throughout the 2013 – 2014 financial year in planning for the 2014 International Conference to be held in Perth over the 29th to 31st of October. This has proven to be a very resource intensive activity for the office, however, with the quality of presenters and topics on offer, the work has been well worthwhile. We believe the WA public sector will gain access to a wonderful conference on our own doorstep.

Even with the IPAA WA office planning for the conference and organising the relocation it was imperative that we provide our members with the same level of services in regards to the delivery of our year to year business activities. As you can read from the rest of the report this was achieved and it is a credit to the staff and council of IPAA WA that this was the case.

A highlight of the year was the 2014 Achievement Awards. The Awards are a very important initiative to recognise success in the public sector. In its third year, 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. It is evident that the awards are becoming firmly entrenched in the sector. I would like to congratulate Richard Sellers, Director General at the Department of Mines and Petroleum for being presented with the IPAA WA Patrons Award for his outstanding and ongoing contribution to the public sector. There were many more highlights throughout the year, including the W.S. Lonnie Awards and the Budget Briefing luncheon.

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 also benefit from our events. I believe we have a very professional Council and a professional and dedicated staff who under Gavin's leadership is taking the Institute in the right direction.

As I mention at all IPAA events that I attend, we are extremely grateful to all our Corporate and Individual members. Without the support of our members IPAA would not be able to perform our role as the professional association for the public sector. A special thank you to our Premier and Gold Corporate Members whose ongoing support is greatly appreciated.

I look forward to an exciting year ahead with the Conference being the obvious highlight.



Sue McCarrey FCILT MIPAA
President

Council



Andrew Brien



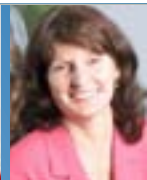
Kylie Coulson



Rob Delane



Emma Forrest



Josphine
Harrison-Ward



Glaucia Hyland



Tahlia Jones

The IPAA WA 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 2014



President

Sue McCarrey FCILT MIPAA
Deputy Director General,
Department of Transport



Vice President

Dr Kim Schofield MIPAA
Managing Director,
Kapability Solutions



Vice President

Dr Yvonne Haigh MIPAA
Lecturer,
Murdoch University



Secretary

Sven Bluemmel MIPAA
Information Commissioner,
Office of the Information Commissioner



Treasurer

Alan Abraham MIPAA
Chief Financial Officer Business Management,
Department of Lands

Councillors

Andrew Brien MIPAA
Chief Executive Officer,
City of Bunbury

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

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

Emma Forrest
Principal Policy Officer,
Department of Housing

Josphine Harrison-Ward
Management Consultant,
Public Sector Commission

Glaucia 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

Councillors 2013/14	Attendance
Alan Abraham	5/7
Sven Bluemmel	4/7
Andrew Brien	3/7
Kylie Coulson	6/6
Rob Delane	3/7
Emma Forrest	5/5
Yvonne Haigh	6/7
Josphine Harrison-Ward	0/1
Glaucia Hyland	4/7
Tahlia Jones	4/7
Sue McCarrey	5/7
Kim Schofield	3/7
Amanda Bott	0/2

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

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

From The Chief Executive Officer

The last twelve months has been a year of structural changes for the Western Australian Institute of Public Administration Australia (IPAA WA). The 2013 / 2014 financial year was my second year as the Chief Executive Officer of IPAA WA and a year which saw us adopt a number of changes within the organisation to meet the challenging economic times.

The IPAA WA Council made constitutional changes to introduce streamlined approaches to the governance of the Institute at last year's AGM. I would like to thank Mr Sven Bluemmel (IPAA WA Secretary) for leading this review. The new constitution will allow for smoother governance of IPAA WA.

At a more operational level, we moved into the first full year of the new Strategic Plan. The Plan has a focus of realigning some of the key result areas to better reflect the core business of the Institute. This realignment has led to a renewed internal focus to achieve our major objectives for the Institute.

At the end of the last financial year, IPAA WA undertook a process of change in terms of budgetary policies and operational planning. This included significant changes to the membership categories and greater alignment between staff roles and budget achievements.

Finally there have been a number of staff role adjustments. During the last eighteen months staff members have moved on from IPAA WA and this provided the opportunity to either restructure duties or remove certain process functions. The result is that the office is now smaller in staff size but we are still able to deliver the great services to our stakeholders. We have not removed any services from our portfolio but we have streamlined processes. Moving forward,

I believe that IPAA WA will need to look at expanding some of the services we deliver to the market place and this will, most probably, need to be driven with an increase in the staff size.

In the tighter financial position that government agencies find themselves operating in, these structural reforms have enabled IPAA WA to maintain quality service delivery to our members at reduced rates across the spectrum of our services.

In a year which we have adopted a streamlined approach through structural reform we have also had the increased responsibility of organising the 2014 International Conference. The Conference falls in the next financial year, and I will discuss this in greater detail in next year's report, but the organising for the conference has predominantly taken place in this financial year.

It has been an arduous but very rewarding effort. I estimate that the International Conference has required one full time position to organise. This extra workload has predominantly been taken up by the current IPAA WA staff. In addition to their own ongoing work, they have worked tirelessly to secure a wonderful program for the conference and hopefully the event will be a great success. I would like to take this opportunity to thank the Vice Chancellor of Murdoch University (Principal Partner for the Conference), Professor Richard Higgott, for his commitment and dedication to the conference, especially in securing a world-class program.

There have been a number of highlights during the year, and I encourage all our members to read the annual report for more information. I would like to single out the W.S. Lonnie Awards and the Achievement Awards. 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.

I would like to take this opportunity to acknowledge the hard working and dedicated staffing team we have at IPAA WA. This year has been extremely busy for all the reasons mentioned earlier and the staff work has shone through. Our members are extremely fortunate to have such a dedicated team working for them.

Thank you to 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. Sue is an amazing advocate for IPAA WA and under her guidance the Council provides excellent leadership, guidance and assistance to IPAA WA.

To all of our members, I thank them for their support. I know that the role of the Institute is vitally important for the public service and as I mentioned last year, I am always impressed with the level of dedication in the sector to improving the outcomes for the community. 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 demonstrating their commitment to deliver quality services to the Western Australian community.



Gavin Lewis
Chief Executive Officer

IPAA WA Staff



Gavin Lewis
Chief Executive Officer



Bevan Long
Training & Business
Development Coordinator



Guy Craft
Administration Officer
(Until December 2013)



Andrew Dunkin
Program Development
Manager



Kylie Macqueen
Marketing &
Communications
Coordinator



Yohan Fernando
Marketing &
Communications Assistant
(From April 2014)
(Casual)



Nadia Khalaf
Events Coordinator



Ekaterina Tenerova
Finance Officer



Amy Bouckley
Project Officer
(Casual)

Membership

In 2013, IPAA WA replaced its financial year Individual membership with a 12 month rolling membership period; introduced a new Associate member category for only \$60 and reduced Personal membership fees from \$195 to \$150. In response to the continued difficult economic environment, IPAA WA did not increase any of its Corporate membership fees for the 2013/14 financial year. A total of **84 organisations renewed their membership** and we gained **10 new Corporate members** including two from the private sector.

All members receive a range of benefits including discounts on our entire learning and development program, free publications and access to exclusive member events.

Individual members received complimentary or up to 50% off a number of professional development and networking events as follows:

- **Group Member Mentoring** (Personal member benefit only) - Launched Feb. 2014
- **Achievement Awards** - only members can nominate for an award
- **Member Meet and Greet Annual General Meeting** (complimentary)
- **Insights from the Hon Alannah MacTiernan** (young professional event)
- **Insights from Social Entrepreneur Fergus Hanson** (young professional event)
- **Members Christmas Party** - (complimentary)

Member Satisfaction

Our annual member and non member survey was distributed over 2 weeks from 27 February 2014 until 14 March 2014. Respondents went into the draw to win a 12 month Personal Membership.

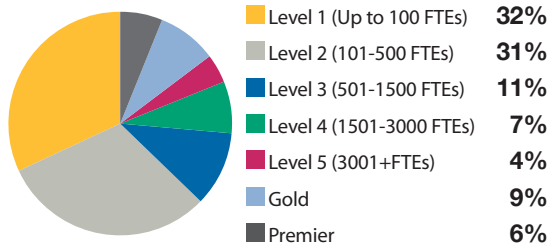
- A total of 256 people completed the survey.
- 86.3% of respondents who received the iNews newsletter found the newsletter interesting and relevant.
- The survey identified that the Institute was perceived primarily as a professional association and a training organisation (70%).
- There was an increase from the previous year in people considering becoming an Individual member.
- Free member-only events and discounts for events and training were still rated 'highly valuable' but the ability to nominate for a governing board and member only access to iConnect was not considered as valuable.
- The top 3 reasons for not taking up an Individual membership were;
 1. Cost is too high to pay myself (40.3%) – This has reduced from 55% last financial year.
 2. Employer isn't willing to pay the membership fees (36.5%).
 3. Don't have enough time to attend events (34.0%).
- Policy development; Seeking operational efficiency; and Internal and external collaboration were the three most in demand topics for IPAA WA's PD program.

- The average rating given for the Institute's events and training courses was 3.85 and 3.79 respectively (1 is poor and 5 is excellent).
- There has been an increase from last year in members hearing about training and events through emails and training flyers.

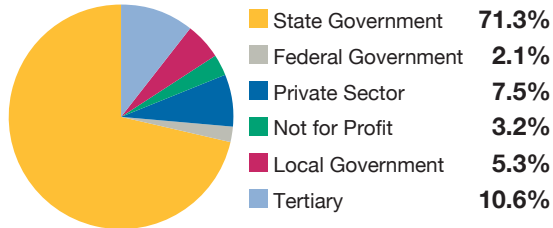


Member Profile

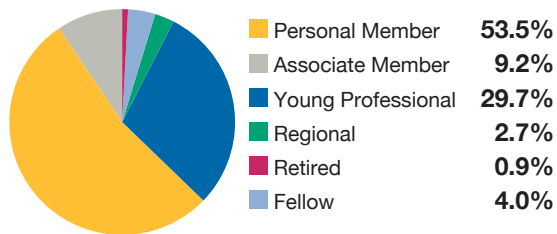
Corporate Members



Corporate Membership by Employment Sector

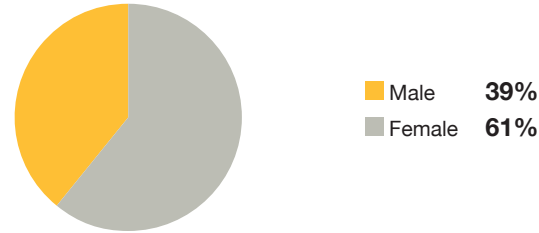


Individual Members

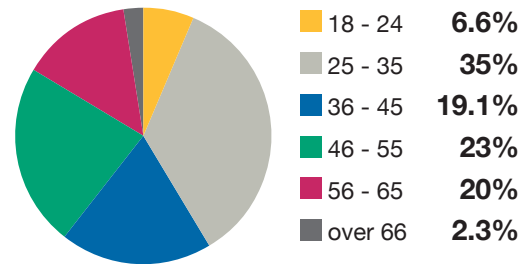


*47 complimentary Young Professional memberships were provided to Corporate Member organisations (reduction of 21 from 2012/13 financial year)

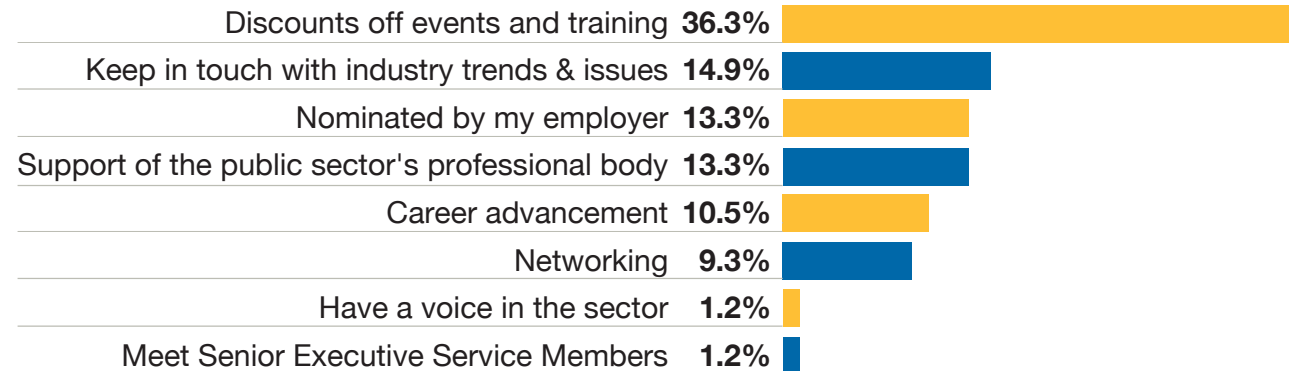
Member Demographic



Individual Member Age Range



Reason Individual 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 12 month complimentary memberships to the Institute and professional development vouchers. Congratulations to the following students who graduated with top marks in their relevant courses for 2013.



Ms Kourtney Williams (left) with IPAA WA Vice President, Dr Yvonne Haigh
Graduate Certificate in Public Policy and Management - Murdoch University



IPAA WA President, Ms Sue McCarrey (left) with graduates **Ms Sara Burke** (Top Marks - Cohort 1/12), **Mr Swarnarajah Nilakshan** (Valedictorian) and **Ms Sandra Thompson** (Top Marks - Cohort 3/12)
Public Sector Management Program - Public Sector Commission



Mr John Board (right) with IPAA WA Vice President, Dr Yvonne Haigh
Graduate Certificate of Business (Management) - Edith Cowan University

Expand Your Horizons Scholarship

The 2013 Expand Your Horizons Scholarship was awarded to one IPAA WA Young Professional (YIPAA) member to attend the IPAA National Conference in Canberra on 20 – 21 November 2013.

Scholarship Winner

Kate Loudon, Department of Housing

On review of the conference, Kate Loudon said, "I applied for the scholarship to broaden my understanding of the key challenges facing the public sector, and the opportunity to network with public sector professionals from across the country. Over the course of the conference, the speakers left me enthused and motivated about my chosen profession, and thinking about ways that I can improve policy practice and efficiency within my agency."



Young Professional Members

Under the direction and guidance of the IPAA WA Young Professional Advisory Committee (YPAC), IPAA WA's young professionals have been re-branded as YIPAA (Young Institute of Public Administration Australia) members (formerly YP's).

Chair of the IPAA WA Young Professional Advisory Committee (YPAC), Brett Osler said, **"YIPAA reflects young IPAA members who are a vibrant membership that is growing in Western Australia. It also resonates better with our demographic and is a name with which our peers would seek to associate."**

"Future YIPAA events will be targeted to reflect our young, vibrant and growing membership providing great opportunities for networking, professional development and social engagement with YIPAA's from across the sector."

YIPAA 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 YIPAA memberships were provided again this year as a benefit to Corporate Members. A total of **47 complimentary YIPAA memberships** were claimed and have helped to increase recognition of the Institute's services amongst this demographic.

Young Professional Advisory Committee

The Young Professional Advisory Committee (YPAC) is made up of 15 nominated YIPAA members and act as an advisory committee to the Council of Western Australia's Institute of Public Administration Australia.

YPAC have developed four goals:

1. Support and promote the interests of young professionals in the public sector in WA;
2. Provide networking opportunities to facilitate engagement with a range of young professionals from across the public sector as well as other young professional networks;
3. Enhancing and sharing knowledge through

networking, events with experienced public sector guest speakers and forums where young professionals can discuss key public sector issues and share innovative ideas; and

4. Informing and engaging young professionals in public sector issues and specific areas of interest to YIPAA's.

2013/2014 YPAC Committee



Chair

Brett Osler
Department of Sport and Recreation



Vice Chair

Talitha Engstroem
Parliament of Western Australia
(until May 2014)



Communications

Kathryn Carew-Hopkins
Main Roads WA



Program Developer

Rebecca White
Department of State Development

Secretary

Rina Murtaza
Department for Child Protection and Family Support (until May 2014)

Committee Members

- Anushka Duncan - Department of the Attorney General
- Carina Uehr - Department of Training and Workforce Development
- Claire Scullin - Department of Sport and Recreation
- Emma Forrest - Department of Housing
- Felicia Wong - Public Sector Commission
- Gareth Govan - Public Sector Commission
- Karina McCrohan - Department of Housing
- Rachel Morrice - Department of Treasury
- Anna Cortier - Department of Mines and Petroleum
- Kate Loudon - Department of Housing
- Megan Neervoort - Department of Health

Events developed by YPAC:

28 Aug 2013 – Insights with the Hon Alannah MacTiernan

YIPAA breakfast event held at Spacecubed

11 Oct 2014 – Suit Up: Mad Men & Martinis

IPAA WA’s YIPAA members were invited to attend the Institute of Chartered Accountants Australia annual Suit Up event. IPAA WA donated door prizes for the event and over a dozen Institute young professionals were amongst the 180 guests who dressed up in the 1950/60s cocktail theme, inspired by the American TV series Mad Men.

14 Apr 2014 – Insights with Fergus Hanson

YIPAA breakfast event on Innovation in Diplomacy at ETRO Bar and Bistro.

YPAC received valuable feedback from YIPAA’s via post-event surveys undertaken by IPAA WA. The response was generally positive, including ‘fantastic event – let’s have more of these’ and the ‘small group gave opportunity to ask questions and to easily mingle’. YPAC has utilised this feedback in planning events and to further meet the needs of the YIPAA membership.

Plans for the Future

Heading into the fifth year since re-establishment, YPAC is well placed to develop an even bigger and better year of YIPAA events and professional development

opportunities, following the hosting of the IPAA 2014 International Conference and relocation of the IPAA WA administration offices. A number of events currently in planning to be delivered in 2014/15 include:

- IPAA 2014 International Conference Welcome Sundowner (October 2014). An early evening networking event for young local IPAA WA members and out-of-town conference delegates with presentations by three prominent, local young leaders.
- Shaping the Views at the Top event with a panel of senior figures across government, industry and not-for-profit sectors is to return in 2015.
- Q and A event in partnership with IPAA WA’s corporate partner, Murdoch University.
- Insights Breakfast Series with special guests being identified.
- More targeted YIPAA communications, promotion and wrap up of events via social media.

YPAC’s success is attributed to all those that contributed to the actions of the committee over the past year and have assisted in setting up the frameworks and formal governance structures that are to provide for greater event and professional development opportunities for YIPAA’s into the 2014/15 year.

Member Benefits, Discounts & Special Offerse

	Personal	Associate	CORPORATE MEMBER
Professional Development			
Demonstrate your professionalism by using the post nominal MIPAA after your name	✓	✓	Membership Certificate
Stay connected and track your own professional development through the member only online resource centre iConnect & access career enhancing tools/articles/member news/ Today Magazine & AJPA Journals online	✓	✗	Access to the Institute's Event Administration Service
Be involved and nominate or vote for Institute Council Members	✓	✗	Complimentary Young Professional Memberships (YIPAA) in accordance with Band level
Invitation to nominate for IPAA WA's Achievement Awards	✓	✓	
NEW! Small Group Member Mentoring	✓	✗	
Networking			
Priority invitation to member only events	✓	✗	Invitation to FREE member only networking events
Join a special interest group - Young Professional Advisory Committee	✓	✓	
Discounts			
Up to 50% off all Institute events and conferences	✓	✓	Up to 30% off all Institute events and conferences
Up to 25% off all Institute training courses	✓	✓	Up to 20% off all Institute training courses
NEW! One Free Hour with an experienced coach OR Access discounted coaching services & choose from twelve coaches (valued up to \$600)	✓	✗	20% off in-agency training
NEW! \$75 PD Voucher	✓	✗	
NEW! \$25 PD Voucher	✗	✓	
Referral Reward - \$25 CREDIT	✓	✓	
Subscriptions			
<i>Australian Journal of Public Administration</i> (AJPA) Peer review journal - Posted quarterly to members	✓	✗	Nominated staff receive AJPA
<i>Public Administration Today</i> (Today) national members only magazine - Posted quarterly to members	✓	✗	Nominated staff receive Today magazine
Free six month subscription to Business News	✓	✓	Regular electronic updates from the Institute on latest events and training via newsletter and event bulletins

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*

Mr Brian Burgess*

Dr Wally Cox PSM FIPAA FIPAAWA

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 FIPAA FIPAAWA

*Deceased

Fellows

National Fellows (FIPAA)

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.

2013 WA National Fellow Recipient

Mr Colin Murphy PSM FIPAA FIPAAWA

Auditor General
Office of the Auditor General

WA Fellows (FIPAAWA)

The IPAA WA National Fellows was launched in 2012, and is 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.

2013/14 IPAA WA Fellows

- Ms Sue Ash AO FIPAAWA
Chief Executive Officer, UnitingCare West
- Dr Lynn Allen FIPAA FIPAAWA
- Dr Wally Cox PSM FIPAA FIPAAWA
- Ms Maxine Murray FIPAA FIPAAWA
- Dr Jim Rhoads FIPAAWA
- Mr Grahame Searle FIPAA FIPAAWA
Director General, Department of Housing
- Mr Reece Waldock FIPAAWA
Director General, Department of Transport
- Ms Susan Hunt PSM FIPAAWA
Chief Executive Officer, Perth Zoo
- Dr Ruth Shean FIPAAWA
Director General, Department of Training and Workforce Development
- Dr Lesley van Schoubroeck FIPAAWA
Commissioner, Queensland Mental Health Commission
- Dr Mike Wood FIPAA FIPAAWA
- Ms Kerry Sanderson AO FIPAAWA
- Mr Colin Murphy PSM FIPAA FIPAAWA
Auditor General, Office of the Auditor General

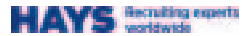


Corporate Members

Premier



Government of Western Australia
Department of Mines and Petroleum



Gold

Government of
Western Australia
Department of Housing
Department of Lands
Department of Planning
Department of Regional
Development
Department of State
Development
Department of Transport
Public Transport Authority



Band One

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

Equal Opportunity Commission

Faculty of Business & Law ECU

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

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-Chancellor)

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

Rottnest 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 and Food WA

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 2013/14 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 **15 seminars, breakfasts and member networking sessions** were delivered to a total of **1,260 participants**. Corporate Members represented 71% (852) of all registrations whilst 15% (176) were Personal Members and 14% (173) were Non Members.

Shaping The Views at The Top engaged our senior leaders and young professionals in useful dialogue to begin the financial year.

An appearance by veteran political journalist, Michelle Grattan AO, drew a large audience to our annual Women in Leadership session, while a highlight of early 2014 was a presentation on large scale crisis response for which IPAA WA brought to Perth a representative of the International Recovery Plan of Japan, Mr Shingo Kouchi. In the remainder of the program we covered perennial topics including culture change in which there was strong interest. We would like to thank the **39 presenters** who volunteered their time to come and speak to delegates from across the public service.

Highlighting the continuing market preference for low cost professional development opportunities the IPAA WA Young Professional Advisory Committee (YPAC) again drew solid audiences to their breakfast Insights Series.

Significant work in Program Development has been dedicated to building the program for the 2014 IPAA International Conference.

Gift Policy

From July 2013, the Institute adopted a new Gift Policy. Instead of the traditional wine bottle as a gift for presenters at IPAA WA's seminars, events and conference, the Institute now donates to a local charity on behalf of its speakers. For the 2013/14 financial year, IPAA WA made 37 donations to charities across Australia.

Learning & Development Program

Year	Events & Awards	Training	In-Agency
13/14	17	97	71
12/13	21	87	46
11/12	31	78	75

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).

Paul Mcleod, Associate Professor of Economics at The University of Western Australia and Adjunct Professor at the Australian and New Zealand School of Government (ANZSOG), Mr Paul McLeod, delivered a very timely and well

received oration entitled "Balancing the Role of Government and the Market: The Challenge of Formulating Public Policy 'In Public'".

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 and marketed **2 events** for the Misconduct Resistance Forums on behalf of the Corruption and Crime Commission. Both events attracted record attendance of over 500 delegates per seminar.



Special Interest Groups

Program Development Special Interest Group (PDSIG)

The PDSIG has continued to provide a valued contribution to the development of the IPAA program helping to ensure a program that reflects the contemporary issues facing public administration in Western Australia.

We wish to thank the members listed below for their contributions in 2013-14.



Mr Jason Banks	Director General, Department of Environmental Regulation
Mr Michael Bradford	A/Director General, Department of Lands
Mr Brian Bradley	Director General, Department of Commerce
Ms Stephanie Buckland	Chief Executive Officer, Tourism Western Australia
Mr Joe Calleja	Chief Executive Officer, Richmond Fellowship
Dr Ron Chalmers	Director General, Disability Services Commission
Mr Peter Deague	Chief Executive Officer, Metropolitan Cemeteries Board
Mr Robert Delane	Director General, Department of Agriculture and Food
Mr Chris Field	Ombudsman, Western Australia
Ms Maryann Hazard	Principal, Nous
Ms Susan Hunt PSM FIPA AWA	Chief Executive Officer, Perth Zoo
Ms Jennifer Mathews	Director General, Department of Local Government and Communities
Dr Karl O'Callaghan	Commissioner, WA Police
Ms Michelle Reynolds	Chief Executive Officer, WorkCover WA
Mr Grahame Searle FIPAA FIPA AWA	Director General, Department of Housing
Mr Richard Sellers	Director General, Department of Mines and Petroleum
Dr Ruth Shean FIPA AWA	Director General, Department of Training and Workforce Development
Dr Shayne Silcox	Chief Executive Officer, City of Melville
Ms Jan Stewart	Chief Executive Officer, Lotterywest
Mr Cliff Weeks	Director General, Department of Aboriginal Affairs

Awards

W.S. Lonnie Awards

The Honourable Joe Francis MLA Minister for Emergency Services; Corrective Services; Small Business; Veterans commenced celebrations for the Institute of Public Administration Australia WA (IPAA WA) 29th Annual W.S. Lonnie Awards for excellence and accountability in annual reporting, at the Hyatt Regency Perth on Friday 28th March 2014. A total of 316 delegates from across the sector were in 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.

Deputy Director General Policy, Planning and Investment, Department of Transport and Institute President, Ms Sue McCarrey said the awards recognise and highlight excellence and improved accountability standards in annual reporting across the WA State Public Sector. "This is a mammoth task as all State government annual reports from the 2012/13 financial year, published online by the Public Sector Commission's reporting deadline, are automatically included in the judging process," Ms McCarrey said.

The Water Corporation was the ultimate winner for the day, winning the Gold award in the Government Trading Enterprises category



and swept up the major awards, the Margaret Nadebaum Trophy, Margaret McAleer Special Commendation and the ultimate award, the W.S. Lonnie Memorial Trophy and shield.

Chair of the W.S. Lonnie Judging Committee, Professor Christopher Doepel PSM, said "**The Water Corporation's report overall, was a model of clarity, setting a new benchmark in agency reporting for Western Australia.**"

"The chemistry was right this past year for the Water Corporation. The agency appears to have observed the best practice demonstrated in recent years by W.S. Lonnie Trophy winners and has taken in the judges' comments." Professor Doepel said.

Thank you to the 2013/14 W.S. Lonnie Judging Panel:

CHAIR

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



JUDGES

Hon. Cheryl Edwards
Strategic Project Advisor, Atlas Iron Ltd

Dr Jim Rhoads
Director, Rhoads Bird & Associates

Ms Sheryl Fewster
Director Communications Directorate,
Department of Health

Ms Carolyn Gibon
Senior Manager, KPMG

Thank you to our W.S. Lonnie Specialist Awards Sponsors:





MAJOR AWARD WINNERS

W.S. Lonnie Memorial Trophy
Water Corporation

Margaret Nadebaum Trophy
Water Corporation

Allan Skinner Trophy
WorkCover WA

Margaret McAleer Special Commendation
Water Corporation

SPECIALIST AWARDS

Office of Auditor General Award for Transparency & Accountability
Department of Fire and Emergency Services

Ombudsman Western Australia Award for Complaints Handling
Aqwest

The Institute of Chartered Accountants in Australia Award for Chief Financial Officer of 2013
Karl Matacz, Synergy

CPA Australia Award for Performance Reporting
Department of Fire and Emergency Services

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

Public Sector Commission Award for Good Governance
Office of the Auditor General

State Records Commission Award for Excellence in Compliance Reporting
Fremantle Port Authority

CATEGORY AWARDS

AWARD	CATEGORY 1 Under 100 FTEs	CATEGORY 2 101-1000 FTEs	CATEGORY 3 Over 1000 FTEs	CATEGORY 4 Government Trading Enterprises
GOLD	Western Australian Electoral Commission	WorkCover WA	Department of Fire and Emergency Services	Water Corporation
SILVER	State Heritage Office	Office of the Auditor General and Zoological Parks Authority	Department of Education	Fremantle Port Authority
BRONZE	Economic Regulation Authority	No winner awarded	Western Australia Police	Geraldton Port Authority

Achievement Awards

The IPAA WA 2014 Achievement Awards were hosted at the Hyatt Regency Perth on Friday 27 June 2014 and choir group A Cappella West helped to kick off celebrations.

The Achievement Awards offer **seven categories** for entry with a total of **fifteen awards**. Ten open to individuals and five best practice awards for organisations. This year we introduced one **new award** for the leadership category, Leader of the Year working within a Division / Team / Organisation.

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.

A total of **53 nominations were received** this year, 21 for the individual awards and 32 for the organisational awards, with an overwhelming and high calibre of nominations received for the Collaboration between Government and Non Government Organisations award.



A total of **262 delegates** attended the awards in 2014, representing an **11% increase** on 2013. We hope to continue to increase awareness of the awards amongst our members and to showcase the achievements of the public service.



Thank you to our 2014 Judges:

CO-CHAIRS

Ms Sue McCarrey

President IPAA WA and Deputy Director General,
Department of Transport

Mr Mal Wauchope

Commissioner, Public Sector Commission

JUDGES

Mr Ian Carter AM - Chief Executive Officer,
Anglicare

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

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

Ms Lyn Genoni - Executive Director Strategic
Policy, Department of Premier and Cabinet, IPAA
WA Life Member

Dr Yvonne Haigh - Lecturer, Murdoch University

Mr Stuart Hicks – Chairman, South West
Development Commission

Ms Susan Hunt PSM FIPAANA - Chief
Executive Officer, Perth Zoo

Ms Maxine Murray FIPAA - Deputy Chancellor,
Murdoch University, IPAA WA Life Member

Dr Kim Schofield DBA FAHRI – IPAA WA Vice
President and Consultant, Kapability Solutions



Ms Margaret Stockton – Consultant, IPAA WA
Life Member

Ms Jan Stuart PSM - Nexus Group, IPAA WA
Life Member

Prof Tarun Weeramanthri - Executive Director,
Public Health and Clinical Services Division,
Department of Health

Thank you to our 2014 Achievement Awards
Sponsors:





Congratulations to the following 2014 Achievement Award winners:

IPAA WA Patrons Award

Richard Sellers, Department of Mines and Petroleum

Public Sector Commission Award Young Leader of the Year

Jamie MacKenzie, VenuesWest

Hays Recruitment Award Leader of the Year Working within a Division / Team / Organisation

Ruth Charles, Department of Housing

Murdoch University Award Leader of the Year State or Federal Government

Rod Hughes, Swan River Trust

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

Irina Cattalini, Western Australian Council of Social Service Inc.

Corruption and Crime Commission Award Leader of the Year Local Government

Dr Shayne Silcox, City of Melville

Special Commendation to Donald Burnett, City of Kalgoorlie-Boulder

Department of Finance Award Finance Practitioner of the Year

Karl Matacz, Synergy

Department of Fisheries Award Policy Practitioner of the Year

Anne-Marie Brits, Department of Transport

Information Technology Practitioner of the Year

Lorenz Schmidt-Simon, Department of Agriculture and Food WA

Human Resource Management Practitioner of the Year

No winner awarded

Business News Award Innovation in the Not-for-Profit Sector

Centrecare Incorporated

One Life WA

Department of Health Award Best Practice in Health and Wellbeing

City of Melville

Lifewise Resources Project

Award for Best Practice in Collaboration Across Government Agencies in the Same Jurisdiction

Department of Finance

Sustainable Funding and Contracting Reform Initiative

Award for Best Practice in Collaboration Between Government and Non Government Organisations

Department of Housing: The Wunan Foundation; and Community Housing Limited

East Kimberley Development Package (EKDP) Transitional Housing Program

Best Practice in Corporate Social Values

City of Melville

Project Robin Hood

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 97 public courses delivered in the Perth CBD.

28% of our public training courses were cancelled in 2013/14. This can be attributed to the higher number of planned courses in 2013/14 (total 136) compared to last financial year (total 102).

In 2014 we established a partnership with Gold Corporate Member, State Super Financial Services (SSFS), to utilise their boardroom for training purposes. This has helped to assist in delivering courses in the Perth CBD after the IPAA WA offices moved to Murdoch University. We are very appreciative of the partnership between IPAA WA and SSFS.

Overall we delivered:

- 97 courses, delivered from our suite of 46 public courses
- 6 new courses and 1 new course category
- 71 in-agency courses delivered to 24 organisations across the public sector

A key strategy to raise awareness of our public training services was the development of a Public Service Training Guide, launched in July – December 2013 with plans to publish half-yearly. A print and electronic version of the Guide was available for members and has helped to significantly increase awareness of IPAA WA's public courses.

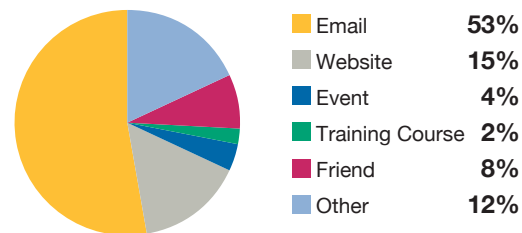
Thank you to our facilitators and partners who have continued to support the Public Service Training Program:

- Greg Bayne
- Alistair Box
- Dr Sarah Butler
- Carina Calzoni
- Professor Rick Cummings
- Hannah van Didden
- Vivian Garde
- John Harman
- Dr Alan Hancock
- Professor Phil Hancock
- Andrew Huffer
- Dr Dorothy Lucks
- Mark Kelly
- Susan Kurtjak
- Joel Levin
- Tony Malkovic
- Wayne Mitchell
- Theo Nabben
- Kath Polglase
- Peter Robinson
- Jan Rodgers
- Jan Siggers
- Karen Schwenke
- Maxinne Sclanders
- Jan Stuart

Top 5 Performing Public Courses

COURSE	TYPE	# DELIVERED	ATTENDANCE
1. Introduction to Policy Work	Full Day	6	73
2. Writing Skills for Government	Full Day	6	72
3. Writing Policy Documents	Full Day	5	61
4. Executive Writing Skills	Full Day	5	60
5. Getting Started in Project Management	Full Day	4	49

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 had an increase of 54% (total 71 delivered, compared to 46 in 2012/13).

In 2013/14, in-agency requests have continued to increase for courses in **communication skills** (28 courses delivered) and **leadership and management** (23 courses delivered).

Many of our clients were repeat users of our in-agency service with **79% 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:

- Challenger Institute of Technology
- City of Melville
- Department for Child Protection and Family Support
- Department of Corrective Services
- Department of Fire and Emergency Services
- Department of Fisheries
- Department of Health
- Department of Housing
- Department of Mines and Petroleum
- Department of Sport and Recreation

- Department of State Development
- Department of Finance
- Disability Services Commission
- Department of Social Services
- Insurance Commission of Western Australia
- Main Roads WA
- Mental Health Commission
- State Solicitors Office
- VenuesWest
- Western Australian Treasury Corporation

In addition to the above, we delivered a total of 5 in-agency programs across regional WA to the following organisations:



- Broome Port Authority
- Department of Agriculture and Food (Albany)
- Port Hedland Port Authority
- Regional Development Australia - South West Region (Bunbury)



2013/14 Public Service Training Courses

2013/14 Public Service Training	Career Stage
 Business & Finance	
Budget Process, Cycle and Preparation	N S M
Financial Statements in the Public Sector	N
 Communication Skills	
NEW! Administration Skills: Supporting Committees and Boards	N S
NEW! Brushing Up On Your Grammar and Punctuation	N S
Developing Resilience	N S M L
Editing and Proofreading Skills	N S
Executive Writing Skills	N S M
Facilitation Tools and Techniques	N S M L
Grammar and Punctuation Essentials	N S
How to Produce Better Publications - On Paper and Online	N S
Presenting to Influence and Persuade with Confidence	N S
Speak Up - And Boost Your Career Prospects	N S
NEW! Supporting High Level Committees and Boards	S M L
The Essentials of Good Report Writing	N S M
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	
Capturing Social Outcomes: The Most Significant Change Technique	S M L
NEW! Embedding Engagement	S M L
Engaging Your Stakeholders and the Community	N S M L
Understanding Emotion, Outrage and Community Engagement	S M L
 Governance & Compliance	
Interviewing Skills for Investigations	N S M
Introduction to Conducting Investigations	N S M
 Government & Policy	
Inside Government: The Legislative Framework	N
Introduction to Policy Work	N
Policy Evaluation	S M L
Writing Policy Documents	N
 NEW! Human Resources	
Getting The Application Right	S M L
Managing The Recruitment Relationship	S M L
 Leadership & Management	
5 Quick Moves for Improving Your Team's Effectiveness	S M L
Building and Leading High Performance Teams	M L

Change Management for Team Leaders	S M L
Coaching Style of Leadership	S M L
Conflict Management	S M L
Hard Conversations: Effective Feedback in Performance Management	S M L
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
 Monitoring & Evaluation	
Developing Monitoring and Evaluation Frameworks	N S M L
NEW! Evaluation Project Reporting: How To Avoid The Bottom Drawer	N S M L
Introduction to Monitoring and Evaluation	N S M L
NEW! Managing Evaluation Contracts Effectively	N S M L
 Project Management	
Getting Started in Project Management	N S

CAREER STAGE KEY

New Recruits / Graduates	N
Supervisors	S
Managers	M
Leadership	L

Financial Report

Treasurer's Financial Report

The Council advises members that the financial outcome for the 2013-14 financial year is a surplus of **\$1,125**. This is primarily because of a concerted effort by the Council to contain expense growth.

INCOME

Total income in 2013-14 **decreased** by \$40,277 or 3.1% from the previous year for the following reasons:

- Professional Development income **increased** by \$11,909 or 1.4%.
- Sponsorship income **increased** by \$6,900 or 15.4%.
- Membership subscriptions **decreased** by \$40,974 or 14.0% mainly as a result of a decrease in corporate membership and a previously identified accounting error where future income was recorded in the previous year.
- WS Lonnie Awards income **decreased** by \$13,579 or 31.5% mainly as a result of austerity measures in place at the time of the event across the WA public sector.
- Other income **decreased** by \$4,764 or 20.7% mainly due to a decrease in bank interest received.

EXPENSES

Total expenses in 2013-14 **decreased** by \$45,338 or 3.5% from the previous year for the following reasons:

- Professional Development expenses **increased** by \$56,851 or 9.8% mainly as a result of operating more professional development courses and events and higher costs associated with this operation.
- Cost of Goods Sold (excluding professional development) **decreased** by \$12,139 or 13.5% mainly as a result of workforce restructure of the office

and tighter expense controls.

- Rent expenses on premises **increased** by \$5,352 or 3.4%.
- Employment expenses **decreased** by \$61,778 or 17.5%, mainly as a result of a workforce restructure of the office.
- Depreciation charges **decreased** by \$16,861 or 15.9% mainly as a result of the relevantly minor asset acquisitions this financial year.

BALANCE SHEET

Total equity in the organization has **increased** by \$1,125 or 0.3% from \$377,088 to \$378,213 mainly as a result of the surplus generated this financial year.

- Total Assets **increased** by \$211,629 or 25.0% mainly as a result of **increased** cash and cash equivalents and higher trade and other receivables held at year-end.
- Property, plant and equipment **decreased** by \$3,556 or 3.7% mainly as a result of asset write-downs this financial year.
- Current Liabilities have **increased** by \$210,503 or 44.9% mainly as a result of higher trade and other payables and an increase 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 organisation 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 2014 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 15th day of September 2014

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 2014, 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 2014 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 5th day of September 2014

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 2014 there have been:

- a) no contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- b) 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 5th day of September 2014

Income and Expenditure Statement for the Year Ended 30 June 2014

	Note	2014 \$	2013 \$
Income			
Members Subscription		251,154	292,128
Professional Development		881,896	869,987
WS Lonnie Awards		29,541	43,120
Sponsorship		51,500	44,600
Achievement Awards		29,468	29,057
Other Income		18,923	23,867
		1,262,482	1,302,759
Less Direct Expenses			
Membership Subscription		31,388	48,967
Professional Development		637,183	580,332
National Conference Expenses		-	1,099
Journals and Capitation Fees		34,499	23,594
Merchant Fees		11,811	16,177
	2	714,881	670,169
Gross Income from Business Activity		547,601	632,590
Expenditure			
Auditor's Remuneration		4,000	4,064
Bank Charges		1,419	1,501
Depreciation		36,310	43,171
Insurance Cost		5,478	6,081
Office Expenses		5,537	9,499
Printing & Stationary		6,085	5,166
Rent		161,387	156,035
Salaries		243,234	294,968

	Note	2014 \$	2013 \$
Staff Amenities & Training		2,575	5,118
Subscriptions		260	1,150
Superannuation Contribution		44,855	49,884
Telephone		3,089	5,145
Travelling Expenses		-	2,472
Marketing, Promotion & Advertising		2,784	6,571
Other Expenses		285	2,237
IT Expenses		22,438	22,158
National Conference		6,613	3,691
Miscellaneous Expenses		127	17,615
	2	546,476	636,526
Net Surplus (Deficit) for Year		1,125	-3,936
Accumulated Surplus at the beginning of the year		377,088	381,024
Accumulated Surplus at the end of the year		378,213	377,088

Balance Sheet As at 30 June 2014

	Note	2014 \$	2013 \$
Current Asset			
Cash and Cash Equivalents	3	795,695	614,163
Trade and Other Receivables	4	169,663	136,010
Total Current Assets		965,358	750,173
Non-Current Assets			
Cash and Cash Equivalents	5	92,484	59,730
Property, Plant and Equipment	6	-	36,310
Total Non-Current Assets		92,484	96,040
Total Assets		1,057,842	846,213
Current Liabilities			
Trade and Other Payables	7	387,177	188,830
Short-Term Financial Liabilities	8	262,633	253,165
Provisions	9	29,818	27,129
Total Current Liabilities		679,628	469,125
Total Liabilities		679,628	469,125
Net Assets		378,213	377,088
Equity			
Retained Surplus		378,213	377,088
Total Equity		378,213	377,088

Notes to the Financial Statements for the Year ended 30 June 2014

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 borrowing 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 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 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).

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

Notes to the Financial Statements for the Year ended 30 June 2014

	2014 \$	2013 \$
2. Expenses		
COGS	714,881	670,169
Employee Benefits Expense	288,089	344,852
Depreciation and Amortisation	36,310	43,171
Bank Charges	1,419	1,501
Insurance Cost	5,478	6,081
Printing & Stationery	6,085	5,166
Rent	161,387	156,035
Repairs & Maintenance	-	410
Telephone	3,089	5,145
Other Expenses	285	1,827
Auditor's Remuneration	4,000	4,064
Office Expenses	5,537	9,499
Subscriptions	260	1,150
Travelling Expenses	-	2,472
Staff Amenities & Training	2,575	5,118
Marketing, Promotion & Advertising	2,784	6,571
IT Expenses	22,438	22,158
National Conference Expenses	6,613	3,691
Miscellaneous Expenses	127	17,615
	<u>1,261,357</u>	<u>1,306,694</u>

	2014 \$	2013 \$
3. Cash and Cash Equivalents - Current		
Cash on Hand	500	500
Term Deposit at Bank NAB	263,963	255,381
Cash at Bank NAB	258,159	62,926
PFA Account at Bank NAB	273,073	295,356
	<u>795,695</u>	<u>614,163</u>

4. Trade and Other Receivables

Current

Accounts Receivables Events Pro	20,687	62,245
Prepaid Deposit/Expenses	76,103	5,248
Debtors	72,873	68,517
	<u>169,663</u>	<u>136,010</u>
Total Trade and Other Receivables	<u>169,663</u>	<u>136,010</u>

5. Cash and Cash Equivalents - Non current

Bank Guarantee Deposit with NAB	57,436	56,422
Deposit paid	31,740	2,378
Prepaid Expense	3,308	930
	<u>92,484</u>	<u>59,730</u>

Notes to the Financial Statements for the Year ended 30 June 2014

	2014 \$	2013 \$
6. Property, Plant and Equipment		
Plant and Equipment		
Plant and Equipment	202,376	202,376
Less Accumulated Depreciation & Impairment	202,376	166,066
	-	36,310
Furniture & Fittings	15,747	15,747
Less Accumulated Depreciation & Impairment	15,747	15,747
	-	-
Total Plant and Equipment	-	36,310
Total Property, Plant and Equipment	-	36,310

7. Trade and Other Payables

Current		
Sundry Creditors	3,093	1,508
Accounts Payable	50,210	33,575
Payroll Liabilities	45,561	20,961
GST Liabilities	52,149	1,779
Deposits Received in Advance of Event	236,164	131,007
Total Trade and other Payables	387,177	188,830

	2014 \$	2013 \$
8. Financial Liabilities		
ED VISA	1,587	1,293
Superannuation Payable	11,269	10,810
Income in Advance	249,777	241,062
	262,633	253,165
Total Financial Liabilities	262,633	253,165
9. Provisions		
Current		
Employee Entitlements	23,818	22,129
Provision for Old Expenses	6,000	5,000
	29,818	27,129

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BITL Building (#461), Level 3,
Murdoch University
90 South Street
MURDOCH WA 6150
PO Box 288
BULL CREEK WA 6149
T: 08 9360 1400
F: 08 9360 1410
E: info@ipaawa.org.au
www.wa.ipaa.org.au