



IPAA ACT 2017-18 ANNUAL REPORT

**PROMOTING EXCELLENCE
AND PROFESSIONALISM IN
PUBLIC ADMINISTRATION**
www.act.ipaa.org.au



OUR MISSION

To promote excellence and professionalism in public administration.

ABOUT US

IPAA ACT is a non-profit and non-partisan organisation that works in partnership with the public sector, the private sector, academia and other institutions. It provides a platform for debate and discussion about improving and striving for excellence in public administration in Australia.

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CORPORATE MEMBERS

2017-18

ACIL Allen Consulting	Department of Infrastructure, Regional Development and Cities
ACT Government	Department of Jobs and Small Business
Attorney-General's Department	Department of Social Services
Australian Trade Commission (Austrade)	Department of the Environment and Energy
Australian Bureau of Statistics	Department of the House of Representatives
Australian Centre for International Agricultural Research	Department of the Prime Minister and Cabinet
Australian Commission for Law Enforcement Integrity	Department of the Senate
Australian Communications and Media Authority	Department of Veterans' Affairs
Australian Federal Police	Digital Transformation Agency
Australian Financial Security Authority	Executive Intelligence Group
Australian Institute of Health and Welfare	Ernst & Young
Australian Maritime Safety Authority	Food Standards Australia New Zealand
Australian National Audit Office	Geoscience Australia
Australian Pesticides and Veterinary Medicines Authority	Grains Research & Development Corporation
Australian Public Service Commission	Grosvenor Management Consulting
Australian Research Council	Holding Redlich
Australian Security Intelligence Organisation	Independent Parliamentary Expenses Authority
Australian Sports Anti-Doping Authority	Indigenous Business Australia
Australian Taxation Office	Institute for Governance & Policy Analysis, UC
Boston Consulting Group	Interaction Consulting
Business Aspect	IP Australia
Callida Consulting	Maddocks
Clayton Utz	Murray-Darling Basin Authority
Clean Energy Finance Corporation	Museum of Australian Democracy at Old Parliament House
Clean Energy Regulator	National Blood Authority
Commerce Decisions Pty Ltd	National Disability Insurance Agency
Commonwealth Ombudsman	National Gallery of Australia
CPSU	National Health and Medical Research Council
Crawford School of Public Policy, ANU	National Museum of Australia
CSIRO Planning, Performance and Evaluation	Noetic Group
Defence Housing Australia	Nous Group
Deloitte	Office of National Assessments
Department of Agriculture and Water Resources	Office of Parliamentary Counsel
Department of Communications and the Arts	Office of the Inspector-General of Intelligence and Security
Department of Defence	Parliamentary Library, DPS
Department of Education and Training	PricewaterhouseCoopers
Department of Finance	Questacon
Department of Foreign Affairs and Trade	Reason Group
Department of Health	Royal Australian Mint
Department of Home Affairs	Safe Work Australia
Department of Human Services	Synergy Group Australia Pty Ltd
Department of Industry, Innovation and Science	The Treasury
	Thinkplace Pty Ltd

PRESIDENT'S REVIEW



IPAA ACT has enjoyed a successful year, with great support from across the field of public administration. Following a period of consolidation and refinement in 2016-17, the organisation has continued to grow with increased activity across the board.

The IPAA Council met partway through the year and committed to broaden the organisation's focus to include more perspectives from outside the public sector, and to provide a platform for challenging and provocative discussion. I am pleased to report this focus is becoming evident across our program, with the inclusion of an increasing number of international and external voices.

The quality of the IPAA program remains at a high standard and we continue to see increased attendance from a range of key decision-makers.

Highlights from the year include:

- Attendance – event attendance increased 15% on the previous year to 7,400 attendees, reflecting the ongoing interest in IPAA's program. We continue to engage predominantly with Australian Public Service and ACT Government representatives, as well as representatives from the private sector and academia;
- Digital – our investment in digital content has enabled over 10,500 people to view digital videos from our events online, a 26% increase on last year. For a second year running, our digital audience exceeded the number of people attending events in person;
- Conference – IPAA ACT delivered its third conference in November 2017, with the ACT hosting the IPAA National Conference. Held in the Great Hall at Parliament House with more than 450 people attending, it was a highlight of the year;
- Future Leaders – the Future Leaders Program continues to go from strength to strength. Two cohorts were run through the year to satisfy demand. The development of emerging leaders is an area of ongoing focus for IPAA ACT; and
- Enduring Content – the 'IPAA Speeches 2017' publication is our second book to provide an enduring record of speeches delivered by public sector leaders during the year. Hard copies were circulated to SES officers and corporate members across Canberra and to individual members.

None of our work would be possible without the IPAA ACT Council, committee members and other IPAA advocates. And of course the IPAA team, under Drew Baker's leadership, gave us outstanding support. I thank everyone for their contribution to the promotion of excellence and professionalism in public administration.

A handwritten signature in dark ink, reading 'Frances Adamson'.

Frances Adamson
President

IPAA ACT COUNCIL

A council of IPAA ACT members guide the ACT Division of IPAA under the leadership of its President, Frances Adamson. Councillors are elected every two years and there is provision to co-opt additional members to Council as required.

EXECUTIVE COMMITTEE

**President**

Frances Adamson
Secretary, Department of
Foreign Affairs and Trade

**Treasurer**

Barry Mewett FIPAA
Fellow and Individual
Member

**Deputy President**

Carmel McGregor PSM FIPAA
Fellow and former Deputy
Secretary

**Deputy President**

Michael Manthorpe PSM
Commonwealth Ombudsman

**Secretary**

Elizabeth Kelly PSM
Deputy Secretary,
Department of Industry,
Innovation and Science

**Chair, Corporate Governance**

Jonathan Hutson
Individual Member

**National Representative**

Samantha Palmer FIPAA
General Manager,
Australian Bureau
of Statistics

**Chief Executive Officer**

Drew Baker
March 2015 - current
(ex officio)

Occupants of positions as at 30 June 2018.



Dr Dawn Casey PSM
Deputy CEO,
NACCHO



Brendan Sargeant
Honorary Professor,
Australian National
University



Prof Mark Evans
Director, Institute for
Governance and Policy
Analysis, UC



William Story
Chief of Staff, Office of the
Secretary, Department of
the Prime Minister and
Cabinet



David Hazlehurst
Deputy CEO, Australian
Trade Commission



Prof Helen Sullivan FIPAA
Director, Crawford School
of Public Policy, ANU



Alison Larkins
Principal,
Nous Group



Dr Vivienne Thom AM
Independent Consultant



Kathy Leigh FIPAA
Head of Service,
ACT Government



Meredith Whitten
Deputy Director-General,
ACT Government



Leonie McGregor
First Assistant Secretary,
Department of Finance



Andrew Wood PSM
Deputy Secretary,
Department of Human
Services



Liz Quinn
Group Manager, Australian
Public Service Commission



Kerry Kennedy
IPAA Prime Minister's
Awards Coordinator

CEO'S REPORT



IPAA ACT continues to grow and prosper, with high levels of engagement from across our membership base. The organisation continues to deliver great events and initiatives to promote excellence in public administration.

This report represents my fourth year in the role of CEO for IPAA ACT. I am pleased to report the organisation continues to perform at a high level, with strong program attendance and audience engagement with IPAA ACT's digital content.

The financial performance of the organisation was also strong, as outlined in the Treasurer's report later in this document. While some of this is due to IPAA ACT hosting the National Conference, underlying revenue growth was also strong.

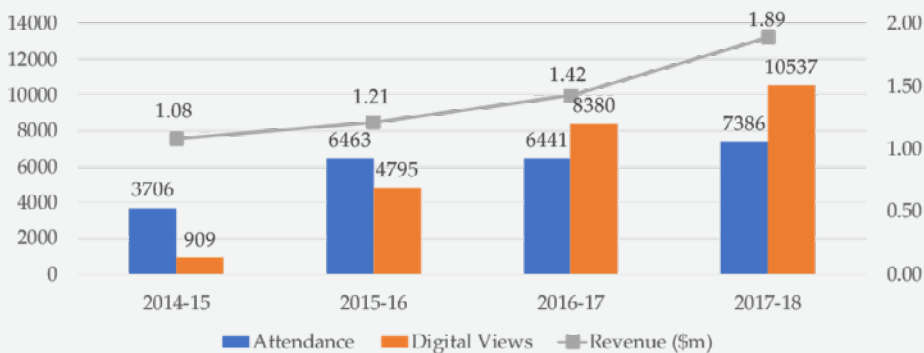
The chart below illustrates the growth we have experienced.

In addition to the achievements outlined in the President's introduction, I would like to highlight two other points:

- IPAA National – the ACT division has taken on the role of providing Secretariat services for IPAA National for the period 2018 to 2021. This provides IPAA ACT with the chance to support the national body under the leadership of Professor Peter Shergold AC, IPAA National President; and
- IPAA Team and Office – the continued growth of the organisation has meant an increase in staffing, with the team maturing and a new structure now in place. We have also taken the opportunity to increase the size of the office accommodation which has been very positive for the team.

I would like to thank Frances Adamson for her leadership of the organisation and the IPAA ACT Council for their support during the year. I would also like to thank the IPAA team who continue to go above and beyond in the delivery of our program!

Drew Baker
Chief Executive Officer



IPAA ACT

COMMITTEES AND STAFFING

IPAA ACT operates several committees to oversee the operation of the division, as detailed below. Each committee operates as a sub-committee of the Council, with members drawn from the division's corporate and individual membership base.

<p>Institute of Public Administration Australia (IPAA) ACT Division</p> <p>Executive Committee – as detailed on page 4</p> <p>Councillors – as detailed on pages 4 and 5</p>		
<p>Corporate Governance Committee</p> <p><i>Chair</i></p> <p>Jonathan Hutson</p>	<p>Programs and Events Committee</p> <p><i>Chair</i></p> <p>David Hazlehurst</p>	<p>Capability and Professionalism Committee</p> <p><i>Chair</i></p> <p>Leonie McGregor</p>
<p>IPAA Conference Committee</p> <p><i>Chair</i></p> <p>Carmel McGregor</p>	<p>Future Leaders Committee</p> <p><i>Chair</i></p> <p>Melanie O'Byrne</p>	<p>Canberra Evaluation Forum</p> <p><i>Chair</i></p> <p>Pierre Skorich</p>
<p>Executive Assistant Series Committee</p> <p><i>Chair</i></p> <p>Fiona Hess</p>		

The IPAA ACT office consists of a small team of dedicated individuals who focus on the efficient and effective operation of the division. The team consists of:

- Gemma Benn-Clibborn – Membership Manager;
- Brenda Brodrick – Communications and Engagement Manager;
- Frank Exon – Manager, IPAA National;
- Chantelle Muyot – Program and Events Coordinator;
- Pauline O'Neill – Finance Officer;
- Tania O'Neil – Secretariat and Program Coordinator;
- Paulette Paterson – Digital and Innovation Manager;
- Sue Regan – Program Director; and
- Mariline Zarrouk – Conference and Events Coordinator.

The team listed above is provided as at 30 June 2018.

IPAA ACT CORPORATE PARTNERS

IPAA ACT thanks our corporate partners, whose support has enabled the division to offer a broader range of services to our members.

IPAA welcomed Microsoft Australia as a new partner during 2017-18. We look forward to continuing productive relationships with Microsoft and all of our partners.



MinterEllison



IPAA ACT PERFORMANCE IN 2017-18



IPAA ACT YEAR IN REVIEW

It has been a successful year of sharing ideas, expertise, networking, professional development, awards, forums and publications.

85

CORPORATE MEMBERS
REPRESENTING OVER
150,000+
PUBLIC
ADMINISTRATION
PROFESSIONALS

220+

INDIVIDUAL MEMBERS



MEMBERS

PUBLIC SECTOR
PRIVATE SECTOR
ACADEMIA
NFP & NGO
STUDENTS
FELLOWS OF IPAA

7.4K @ 50

ATTENDEES

EVENTS

16%

INCREASE
OVER 2016-17

95+

 SPEAKERS


10.5K

POST-EVENT
VIEWERS

26%

INCREASE
OVER 2016-17



1,760+

TWITTER
FOLLOWERS

13%

INCREASE
OVER 2016-17



100+

FUTURE
LEADERS



50+

MENTORING
RELATIONSHIPS



700+

ATTENDEES AT
SECRETARY SERIES'
EVENTS



600+

ATTENDEES AT
THE EXECUTIVE
ASSISTANT SERIES



AWARDS

PRIME MINISTER'S AWARDS FOR EXCELLENCE
IN PUBLIC SECTOR MANAGEMENT

PUBLIC SECTOR INNOVATION AWARDS

IPAA 2017-18 THEMES



IPAA ACT

EVENTS AND ATTENDANCE

Event	Activity
Program and Events	
Address by the CEO, DTA	Flagship Event
Transformation Through Shared Services	Flagship Event
Annual Address to the APS	Flagship Event
The Future Public Servant: Canada Insights	Flagship Event
International Women's Day	Flagship Event
Artificial Intelligence and the Public Sector	Flagship Event
Fit for the Future: Doing Policy Differently	Flagship Event
CAPPI Lecture	Flagship Event
Evidence Perspectives Redefining the Research-Policy Interface	Flagship Event
Behavioural Insights: Global Perspectives	Flagship Event
Innovation Pop Up	Flagship Event
Reflections on Advising Government: A US Perspective	Flagship Event
Innovation 2018: Developing Capability, Recognising Innovation	Flagship Event
Conference and Awards	
2017 Public Sector Innovation Awards Presentation Ceremony	Awards Program
2017 Prime Minister's Awards Presentation Ceremony	Awards Program
2018 Public Sector Innovation Awards Pitch	Awards Program
Data Integration (Half-Day Conference)	Conference
National Conference - Thinking Differently: Building Trust (Full-Day Conference)	Conference
Regulating in Fast Moving Times (Half-Day Conference)	Conference
Annual General Meeting	IPAA Activity
Professional Development	
2017 Program Launch (1 of 5)	Future Leaders Program 2017
2017 Program - Future of Work (2 of 5)	Future Leaders Program 2017
2017 Program - Digital Government (3 of 5)	Future Leaders Program 2017
2017 Program - Leadership (4 of 5)	Future Leaders Program 2017
2017 Program Finale (5 of 5)	Future Leaders Program 2017
2018 Program Launch (1 of 5)	Future Leaders Program 2018
2018 Program - Leadership (2 of 5)	Future Leaders Program 2018
2018 Program - Future of Work (3 of 5)	Future Leaders Program 2018
2018 Program - Digital Government (4 of 5)	Future Leaders Program 2018
2018 Program Finale (5 of 5)	Future Leaders Program 2018
2018 Mentoring Program - Launch	Mentoring Program 2018
Secretary Series	
Address by Mike Mrdak AO	Secretary Series
Address by Dr Gordon de Brouwer PSM (Valedictory)	Secretary Series
Address by Martin Bowles PSM (Valedictory)	Secretary Series
Address by Chris Moraitis PSM	Secretary Series
Address by Simon Lewis PSM (Valedictory)	Secretary Series
Future Leaders Series	
Learning Leadership: Risk and Resilience	Future Leaders Series
CEO and Future Leaders' Breakfast	Future Leaders Series
On the Couch: Virginia Haussegger AM	Future Leaders series
Advice to the Younger Me	Future Leaders Series
Canberra Evaluation Forum	
CEF - Using Evaluation to Help Improve Health Outcomes for Indigenous Australians	CEF
CEF - Targeting Disadvantaged Jobseekers	CEF
CEF - Evaluation, Democracy and Social Justice	CEF
CEF - An ANAO Perspective	CEF
CEF - Randomised Control Trials	CEF
CEF - Rethinking Cities for the 21st Century and Beyond	CEF
Executive Assistant Series	
Career Development Panel	EA Series
End of Year Event - Synergy of a Secretary's Office	EA Series
Conflict Management	EA Series
Diversity of Experience	EA Series
Total	

Number Held	Date	Registered	Attended	Post Video
1	16-Aug-17	340	280	798
1	10-Oct-17	240	180	271
1	11-Dec-17	370	295	462
1	20-Feb-18	211	144	na
1	28-Feb-18	501	468	420
1	20-Mar-18	318	264	531
1	22-Mar-18	252	214	679
1	13-Apr-18	263	140	139
1	06-Jun-18	143	118	na
1	28-Jun-18	248	203	154
1	22-Nov-17	103	78	na
1	27-Jun-18	93	39	na
1	22-Feb-18	253	199	na
1	26-Jul-17	210	175	1398
1	14-Nov-17	352	332	658
1	21-Jun-18	81	73	457
1	03-Nov-17	232	226	925
1	15-Nov-17	493	452	1519
1	13-Jun-18	187	168	na
1	19-Sep-17	57	38	na
1	10-Aug-17	78	68	na
1	31-Aug-17	78	72	na
1	14-Sep-17	78	56	na
1	12-Oct-17	65	63	na
1	02-Nov-17	100	90	146
1	05-Mar-18	81	73	na
1	21-Mar-18	81	77	na
1	11-Apr-18	81	69	na
1	02-May-18	81	72	na
1	15-May-18	116	99	151
1	20-Jun-18	104	90	na
1	23-Aug-17	163	123	579
1	07-Sep-17	219	157	335
1	17-Oct-17	235	167	500
1	21-Feb-18	251	162	290
1	15-May-18	227	166	125
1	06-Sep-17	200	133	na
1	20-Oct-17	353	317	na
1	14-Feb-18	223	150	na
1	17-Apr-18	216	139	na
1	20-Jul-17	80	53	na
1	17-Aug-17	35	22	na
1	08-Sep-17	85	41	na
1	19-Oct-17	116	89	na
1	15-Mar-18	119	78	na
1	17-May-18	94	57	na
1	29-Aug-17	226	196	na
1	29-Nov-17	204	187	na
1	12-Apr-18	127	113	na
1	05-Jun-18	171	121	na
50	N/A	9234	7386	10537

2017-18 STRATEGIC THEME 1: SHAPING THINKING IN PUBLIC ADMINISTRATION

EVENTS

IPAA delivered a significant event program throughout 2017-18, with positive feedback received from across our membership base. Our events featured speakers from across the public sector, private sector and academia.

Notable topics included:

- **Artificial Intelligence** – an event that explored how AI will shape the public sector in the future;
- **Behavioural Insights** – a panel of global experts; and
- **Fit for the Future** – a series of events launched in 2018 to explore APS reform priorities.

The IPAA Secretary Series continued with five standalone addresses during the year, which received high levels of attendance.

The 'Annual Address to the APS' with the Secretary of the Department of the Prime Minister and Cabinet was again one of the most popular events on the calendar.

Overall event attendance for the year was up 15% from 2016-17, with approximately 7,400 attendees.

CONFERENCE

IPAA ACT delivered the IPAA National Conference in 2017. The conference theme was "Thinking Differently, Building Trust", modelled on a series of four panel conversations. The move to Parliament House allowed for a 40% increase in attendance from the previous year's ACT Conference, with the event sold to capacity.

DIGITAL

An ongoing theme for IPAA remains a focus on the digital transformation agenda, both in terms of events and the delivery of digital services to members.

The provision of digital video content is proving popular with members, with 10 percent more people viewing video of our events than the number of people attending in person.

The CEO of the Digital Transformation Agency gave a public address during the year and, in partnership with the Australian Bureau of Statistics, a half-day conference was held to explore data integration.

DIVERSITY

IPAA continued to focus on diversity in public administration, with the following two significant events:

- **International Women's Day: Women in Leadership** – with the Hon Julie Bishop MP; and
- **Future Leaders' Executive Breakfast** – with a keynote from Deng Thiak Adut.

INTERNATIONAL

The year saw an increase in international speakers and perspectives.

IPAA hosted the Canada Australia Public Policy Initiative (CAPPI) Lecture, in partnership with the Department of the Prime Minister and Cabinet, and hosted speakers from the United Kingdom, France, Canada and the Organisation for Economic Co-operation and Development (OECD).



Minister the Hon Julie Bishop MP



Sir John Key GNZM AC



Dr David Halpern



Jane Halton AO PSM



Blair Comley PSM, Dr Heather Smith PSM, David Thodey AO and Frances Adamson
at *'Doing Policy Differently: Challenges and Insights'*

2017-18 STRATEGIC THEME 2: PROMOTING EXCELLENCE IN PUBLIC ADMINISTRATION

PRIME MINISTER'S AWARDS

The Prime Minister's Awards for Excellence in Public Sector Management were held again in 2017, with a strong field of nominations from public services across Australia.

The Awards were presented by Senator the Hon James McGrath, the former Assistant Minister to the Prime Minister, at the 2017 National Conference Dinner in November.

The winners were:

- *Gold Award*
'South Australian River Murray Sustainability Regional Economic Development Program'
South Australian Government - Primary Industry and Regions
- *Silver Award*
'Implementation of world-leading trademark search systems'
Australian Government - IP Australia
- *Silver Award*
'Trial of a specialist domestic and family violence court at Southport, Queensland'
Queensland Government - Department of Justice and Attorney-General. This nomination also received a *Collaboration Award*.

The Tasmanian Department of Premier and Cabinet received a *Commendation and Collaboration Award* for **'Safe Homes, Safe Families: Tasmania's Violence Action Plan 2015-2020'**.

Commendations were also awarded to the New South Wales Government Department of Health and the Australian Government Department of Employment.

INNOVATION AWARDS

This year saw the second annual Public Sector Innovation Awards, a partnership between IPAA and the Public Sector Innovation Network (PSIN) to promote and celebrate innovation in the public sector. The Awards were presented at a ceremony in July 2017 as part of Innovation Month.

The winners were:

- *Category 1 - Innovative Solutions*
Renewable Energy Reverse Auctions
ACT Government
- *Category 2 - Culture and Practice*
'ON'
CSIRO
- *Category 3 - Digital and Data*
Maritime Arrivals Reporting System (MARS)
Department of Agriculture and Water Resources
- *Judges' Award*
Digital First Capability
Department of the Prime Minister and Cabinet
- *Judges' Award*
Finance Transformation Program
Department of Finance

IPAA FELLOWS

IPAA ACT was pleased to recognise two new IPAA Fellows in 2017:

- Dr Gordon de Brouwer PSM – former Departmental Secretary, and IPAA ACT President; and
- Renée Leon PSM – Secretary, Department of Human Services.

The new IPAA Fellows were announced at the *National Conference Dinner* in November 2017.



Prime Minister's Awards – Gold Winner
Primary Industry and Regions, SA



Innovation Awards – Innovative Winner
ACT Government



Prime Minister's Awards – Silver Winner
IP Australia



Innovation Awards – Digital Winner
Department of Agriculture and Water Resources



Senator the Hon James McGrath



Senator the Hon Arthur Sinodinos AO

2017-18 STRATEGIC THEME 3:

CAPABILITY AND PROFESSIONALISM

CAPABILITY DEVELOPMENT

The capability and professionalism stream made significant progress throughout the year.

FUTURE LEADERS

Following the success of the launch of the Future Leaders Program in 2016, IPAA ACT was pleased to deliver the program twice in 2017-18.

The two programs brought together 154 attendees from across the sector, based on a series of events delivered over several months each. The programs were a great success and will run again in 2018-19.

The Future Leaders Committee, established in early 2017, oversaw four events as part of the 'Future Leaders Series' across the year with over 700 attendees.

This included a CEO's and Future Leaders breakfast event with a keynote address by Deng Thiak Adut, the 2017 NSW Australian of the Year.

MENTORING

IPAA launched the fifth iteration of our Mentoring Program in June 2018, which brought together 100 people from across the APS, ACT Government and the private sector.

An interactive series of four events will be delivered into the 2018-19 year and one-on-one discussions to be facilitated outside of the formal sessions. Mentoring In-Brief materials are provided to program attendees.

Kerri Hartland, Secretary of the Department of Jobs and Small Business, spoke at the launch following her participation in the 2017 program.

IPAA Thanks Yellow Edge for their ongoing support of the Mentoring Program.

EA SERIES

The Executive Assistant (EA) Series continued to thrive, with four events run throughout the year, all of which sold to capacity. Over 600 participants attended across the year, with extremely positive feedback received from all.

The EA Series is overseen by an EA committee who meet at the IPAA ACT Office once a month. They are known to be IPAA's most engaged and efficient committee!

A highlight of the EA Series this year was '*Synergy of a Secretary's Office*' which was an engaging discussion with Renée Leon PSM, Secretary of the Department of Human Services, her Executive Officer Ben Keily and Executive Assistant Kathryn Molloy.

CANBERRA EVALUATION FORUM

The Canberra Evaluation Forum (CEF) is an inter-agency network made up of Commonwealth and ACT Government departments and agencies, interested in evaluation and performance management issues in the public sector.

The CEF ran six events over the year with over 300 attendees.



The launch of the 2017 IPAA Future Leaders Program



The launch of the 2018 IPAA Future Leaders Program (Cohort 1)



Members of the Future Leaders' Committee with Deng Thiak Adut
at the 'CEOs and Future Leaders Breakfast'

2017-18 STRATEGIC THEME 4: EXTENDING OUR INFLUENCE AND ENGAGEMENT

PARTNERSHIPS

IPAA worked closely with the APS and ACTPS throughout 2017-18 to discuss issues of importance across the sector.

IPAA partnered with several government organisations including the Department of the Prime Minister and Cabinet, the Australian Public Service Commission, the Australian Bureau of Statistics and the Department of Industry, Innovation and Science.

Notable partnered events included *'Innovation 2018: Developing Capability, Recognising Innovation'* and *'Regulating in Fast Moving Times'*.

A highlight for the year was *'Public Sector Data Integration: Unlocking the value of Australia's Public Data'*. This was run as a half-day conference in partnership with the Australian Bureau of Statistics.

The conference featured an opening address by Adrian Turner, CEO of Data 61, followed by two panel discussions and a summation by David W. Kalisch, Australian Statistician.

MEMBERSHIP ENGAGEMENT

IPAA saw an increase in membership in 2017-18, as a result of an ongoing focus on engaging with corporate and individual members.

Engagement with departmental Secretaries remained strong, with attendance at several significant events throughout the year.

Notable new members in 2017-18 included the Murray-Darling Basin Authority and the Australian Communications and Media Authority.

PRIVATE SECTOR & ACADEMIA

IPAA continued to work with the private sector and academia, with an increasing number of approaches by member organisations to partner on events and initiatives.

One new collaboration was with the Academy of the Social Sciences in Australia to deliver *'Evidence Perspectives: Redefining the Research-Policy Interface'*.

IPAA also continued its work with corporate partners on events. Two notable examples were KPMG's support for the 2017 IPAA National Conference and Telstra's support of the Prime Minister's Awards Ceremony.

IPAA NATIONAL

IPAA ACT continues to have a strong commitment to working in a collaborative and collegiate manner with IPAA National and other divisions of IPAA.

The IPAA National Secretariat function was transferred from IPAA NSW to IPAA ACT in early 2018. The Secretariat collaborated with the IPAA Divisions on the development of a new IPAA brand due to be rolled out in late 2018.

Another notable activity for IPAA National in 2017-18 was the design and development of a National Event Series scheduled for August 2018 involving the National President, Professor Peter Shergold AC.



Secretary colleagues farewelled Martin Bowles PSM at his 'Valedictory Address'



Dr Martin Parkinson AC PSM providing the '2017 Address to the APS'



Interactive audience Polling at the half-day conference 'Public Sector Data Integration'

IPAA ACT: DIGITAL AND ONLINE ENGAGEMENT

Digital and online engagement continues to grow for IPAA ACT. Significant work was undertaken during the year and will continue into 2018-19 to update and modernise the organisation’s digital presence and online engagement.

WEBSITE

The IPAA ACT website remains a key communication channel for the division, with 72,244 website sessions from 41,895 users over the 2017-18 period. This is an increase from the 2016-17 financial year of 36% in sessions and 32% in users.

Interestingly, over 10% of our website activity comes from outside of Australia, with a majority from the United States, Canada, the United Kingdom and India.

EMAIL ENGAGEMENT

Email remains a key tool to communicate with the public sector, with continued growth in IPAA’s email subscription list to over 7,000 active subscribers. Open and click-through rates are high and well above industry benchmarks.

VIMEO CHANNEL

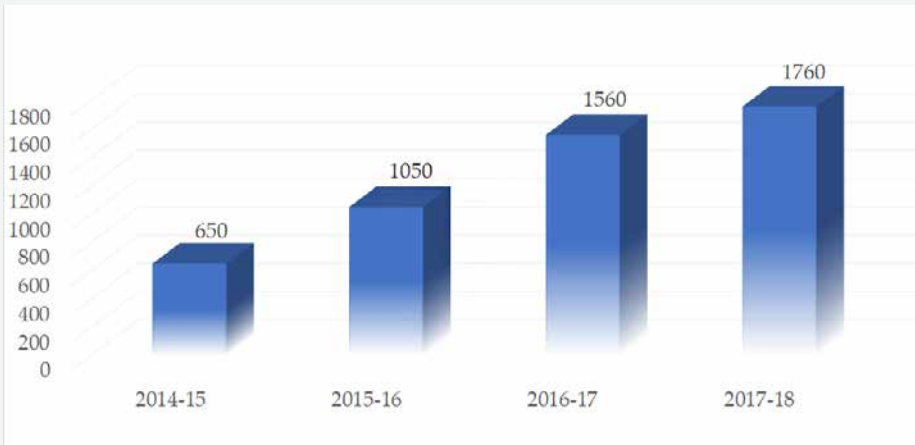
IPAA’s Vimeo Channel continues to grow with a library of over 150 videos now available, covering most of our flagship events. Video content views reached over 10,500 during the year. More detail on views of video content can be found in the events report on pages 12-13.

SOCIAL MEDIA ENGAGEMENT

IPAA ACT continued to increase its social media engagement during 2017-18, with regular activity on Twitter (@IPAAACT), Instagram (@ipaa_act), Facebook and LinkedIn. Twitter followers increased by 13 percent to 1,760 followers over the 12 months and the LinkedIn group page has more than 450 followers. The Future Leaders Committee continues to engage with their followers on Twitter and Facebook.

The IPAA ACT website homepage features a livestream of IPAA’s tweets and a link through to IPAA’s Vimeo channel, further increasing the division’s social media engagement.

Figure 1 – IPAA Twitter followers



IPAA ACT STRATEGIC PRIORITIES 2016-18



OUR MISSION PROMOTING EXCELLENCE AND PROFESSIONALISM IN PUBLIC ADMINISTRATION

OUR PRIORITIES FOR 2016–18

SHAPING THINKING IN PUBLIC ADMINISTRATION

Provide a platform to communicate and debate best practice in public administration.

PROMOTING EXCELLENCE IN PUBLIC ADMINISTRATION

Promote the achievements of, and excellence in, public administration in Australia.

KEY INITIATIVES

THOUGHT LEADERSHIP

Increase awareness of best practice and influence future directions in public administration.

IPAA CONFERENCE

Deliver the annual flagship event for public administration in Canberra.

IPAA EVENTS

Deliver a leading event series to discuss and debate contemporary public administration.

DIGITAL TRANSFORMATION

Promote the digital transformation agenda.

DIVERSITY

Promote the value of diversity in public administration.

NATIONAL AWARDS

Prime Minister's Awards for Excellence in Public Sector Management.

INNOVATION AWARDS

Award new and innovative approaches to public administration.

PERFORMANCE REPORTING AWARDS

Award good governance in public administration.

RECOGNISING LEADERSHIP

Recognise the contribution of public sector leaders.





CAPABILITY AND PROFESSIONALISM

Develop the capability and increase the professionalism of public administration.

PROFESSIONAL PUBLIC SERVICE

Promote the practice and craft of professional public service.

CAPABILITY DEVELOPMENT

Promote and develop professional capability in the public sector.

NETWORKS AND COLLABORATION

Provide platforms for practitioners in public administration to interact and engage.

FUTURE LEADERS

Develop the next generation of public administration professionals.

MENTORING

Link experienced professionals from across the field of public administration.

EXTENDING OUR INFLUENCE AND ENGAGEMENT

Engage and influence across the full range of sectors that engage in public administration.

PUBLIC SECTOR PARTNERSHIPS

Work with the APS and ACTPS to provide a platform for excellence and professionalism in the broader public sector.

ENGAGING MEMBERS

A renewed focus on engaging with IPAA corporate and individual members.

PRIVATE SECTOR, ACADEMIA AND NGOS

Work with leading organisations in the field of public administration.

IPAA NATIONAL

Continue and increase collaboration with IPAA National and other state and territory divisions.



IPAA ACT: A YEAR IN PHOTOS



Frances Adamson



Dr Gordon de Brouwer PSM



Martin Bowles PSM



Dr Michele Bruniges AM



David Hazlehurst, David Halpern, Mariam Chammat, Filippo Cavassini and Elizabeth Hardy
at 'Behavioural Insights: Global Perspectives'



Chris Moraitis PSM



Renée Leon PSM



Duncan Lewis AO DSC CSC



Rosemary Huxtable PSM



Dr Martin Parkinson AC PSM, Dr Dawn Casey PSM, Paul Rochon and Rosemary Huxtable PSM
at the 'Canada Australia Public Policy Initiative (CAPPI) Lecture'

IPAA ACT: A YEAR IN PHOTOS



Professor Genevieve Bell



Professor Peter Shergold AC



Simon Lewis PSM



Mariam Chammat



Carmel McGregor PSM, Glenys Beauchamp PSM, Dr Gordon de Brouwer PSM and Drew Baker
at 'Secretary Series: Gordon de Brouwer Valedictory'



Patrick Borbey



Carmel McGregor PSM



Dr Heather Smith PSM



Deng Thiak Adut



Jenet Connell, Craig Simmons, Natalie Malligan, Michele Crosbie, David Parker AM, Dave Pepper, Nerida O'Loughlin and Nigel Morris at 'Regulating in Fast Moving Times'

IPAA ACT: A YEAR IN PHOTOS



Frances Adamson and the Hon Julie Bishop MP
at 'International Women's Day: Women in Leadership'



Carmel McGregor PSM makes opening remarks
at the '2017 IPAA National Conference Dinner and Prime Minister's Awards'



Virginia Haussegger AM, Dr Michele Bruniges AM, Ken Smith, Gill Callister and
Dr Steven Kennedy at the '2017 IPAA National Conference'



Frances Adamson makes closing remarks
at *'Secretary Series: Chris Moraitis PSM'*



Professor Anne Tiernan and Dr Gordon de Brouwer PSM
at *'Evidence Perspectives: Redefining the Research-Policy Interface'*



The *'2017 IPAA National Conference'* at The Great Hall, Parliament House

IPAA ACT: A YEAR IN PHOTOS



Kathryn Campbell CSC, Daryl Quinlivan and Glenys Beauchamp PSM and fellow attendees at *'Secretary Series: Martin Bowles Valedictory'*



Frances Adamson, the Hon Julie Bishop MP and attendees at *'International Women's Day: Women in Leadership'*



Charles McHardie, James Kavanagh and Tatham Oddie at *'Artificial Intelligence and the Public Sector'*



Jenet Connell and Patrick Borbey
at *'The Future Public Servant: Insights from Canada'*



Departmental Secretaries and Agency Heads
at the *'2017 Address to the APS'*



Laura Tingle and Professor Peter Shergold AC
at the *'2017 IPAA National Conference'*

IPAA ACT FINANCIAL PERFORMANCE



TREASURER'S REPORT



The audited financial statements for the year 2017-18 show an operating surplus of \$50,136 resulting in a retained net asset position of \$714,351.

The activity of the division has increased significantly for the fourth year running, with revenue turnover having increased by \$470,144 or 33.1%.

This reflects both increased membership income and additional revenue from conferences and events.

The National Conference brought in significant revenue for the division this year, which represented approximately half of the increase over 2016-17.

Expenses for the year increased by \$466,338 or 33.9%, which reflects the additional costs of running more activities and the Conference.

The strong cash position in the balance sheet gives the division a very healthy current ratio. The liabilities include substantial memberships paid in advance for the next three years.

It is pleasing to see the division remain in a surplus position for the second year running.

A number of successful activities continued again this year, including the Mentoring Program and the Future Leaders Program which was run twice in 2017-18. These activities further diversified IPAA's income beyond our membership and program revenue.

Bellchambers Barrett conducted the audit for the second year, and it is good to see another positive audit report, as detailed on the following pages.

Looking ahead to 2018-19, the division will continue to focus on consolidation of our position in the market and gradual revenue growth with a small budgeted surplus each year.

I would like to take this opportunity to thank our corporate and individual members for their ongoing support, which has again been outstanding over the past twelve months.

I would also like to thank Drew and the IPAA team for their efforts throughout the year, to deliver significantly improved financial management and reporting.

A handwritten signature in dark ink, appearing to read 'Barry Mewett', written over a horizontal line.

Barry Mewett FIPAA
Treasurer

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

COUNCIL'S REPORT

Your Council submit the financial report of the Institute of Public Administration Australia Incorporated – ACT Division for the year ended 30 June 2018.

COUNCIL

The Council throughout the year and at the date of this report are detailed below. There were six meetings of Council throughout the 2017-18 period.

Council Member		Date Appointed / Concluded	Number of Meetings Attended
Dr Gordon de Brouwer PSM	concluded	19 September 2017	1
Mr James Cameron	concluded	19 September 2017	1
Ms Kathy Kostyrko	concluded	19 September 2017	1
Ms Bronwen Overton-Clark	concluded	19 September 2017	1
Professor Debbie Blackman	concluded	19 September 2017	0
Ms Alison Turner	concluded	19 September 2017	0
Ms Michelle Crosbie	concluded	19 September 2017	0
Dr Jack Dan	concluded	27 April 2018	1
Ms Carmel McGregor PSM	re-appointed	19 September 2017	6
Mr Brendan Sargeant	re-appointed	19 September 2017	4
Mr Barry Mewett	re-appointed	19 September 2017	5
Mr Jonathan Hutson	re-appointed	19 September 2017	5
Ms Kathy Leigh	re-appointed	19 September 2017	6
Ms Elizabeth Kelly PSM	re-appointed	19 September 2017	5
Ms Leonie McGregor	re-appointed	19 September 2017	4
Ms Liz Quinn	re-appointed	19 September 2017	5
Ms Samantha Palmer	re-appointed	19 September 2017	5
Mr William Story	re-appointed	19 September 2017	5
Ms Alison Larkins	re-appointed	19 September 2017	4
Professor Mark Evans	re-appointed	19 September 2017	4
Mr Kerry Kennedy	re-appointed	19 September 2017	3
Ms Frances Adamson	new appointment	19 September 2017	3
Mr Michael Manthorpe PSM	new appointment	19 September 2017	3
Dr Dawn Casey PSM	new appointment	19 September 2017	3
David Hazlehurst	new appointment	19 September 2017	3
Professor Helen Sullivan	new appointment	19 September 2017	3
Dr Vivienne Thom AM	new appointment	19 September 2017	3
Mr Andrew Wood PSM	new appointment	19 September 2017	3
Ms Meredith Whitten	new appointment	10 May 2018	1

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION

ABN 24 656 727 375

COUNCIL'S REPORT**Principal Activities**

The principal activities of the Association during the financial year ended 30 June 2018 were to promote excellence and professionalism in public administration.

Significant Changes

No significant change in the nature of the principal activities of the Association occurred during the year.

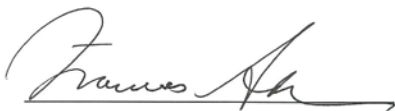
Operating Result

The surplus from ordinary activities amounted to \$50,136 (2017 surplus: \$46,330).


Subsequent Events

No matters or circumstances have arisen since the end of the financial year which have significantly affected or may significantly affect the operations of the Association, the results of those operations, or the state of the affairs of the Association in subsequent financial years.

Signed for on behalf of the Council by:



Frances Adamson
President, IPAA ACT



Barry Mewett
Treasurer

Date this 17 day of August 2018.



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report of the Institute of Public Administration Australia Incorporated – ACT Division (the association), which comprises the statement of financial position as at 30 June 2018, the statement of profit or loss, statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report of the Institute of Public Administration Australia Incorporated – ACT Division is in accordance with the *Associations Incorporation Act 1991*, including:

- (i) giving a true and fair view of the association's financial position as at 30 June 2018 and of its financial performance for the year then ended; and
- (ii) that the financial records kept by the association are such as to enable financial statements to be prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Responsibilities of the Council for the Financial Report

The committee of the association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the *Associations Incorporation Act 1991* and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the ability of the association to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Liability limited by a scheme approved under Professional Standards Legislation



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Shane Bellchambers, FCA
Registered Company Auditor
BellchambersBarrett

Canberra, ACT
Dated this 17 day of August 2018

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
Revenue	2	1,892,049	1,421,905
Depreciation expense		(25,050)	(41,225)
Employee benefits expense		(791,905)	(672,120)
Operating expenses		(673,932)	(366,857)
Office expenses		(175,306)	(113,417)
Digital and ICT expenses		(50,108)	(52,970)
Administrative expenses		(125,612)	(128,986)
Net current year surplus		<u>50,136</u>	<u>46,330</u>
Other comprehensive income		<u>-</u>	<u>-</u>
Total comprehensive income for the year		<u>50,136</u>	<u>46,330</u>

The accompanying notes form part of these financial statements.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	1,111,621	1,154,550
Financial assets	5	1,038,100	1,013,275
Trade and other receivables	6	31,400	2,440
Other assets	7	21,966	12,353
TOTAL CURRENT ASSETS		<u>2,203,087</u>	<u>2,182,618</u>
NON-CURRENT ASSETS			
Plant and equipment	8	103,531	53,903
TOTAL NON-CURRENT ASSETS		<u>103,531</u>	<u>53,903</u>
TOTAL ASSETS		<u>2,306,618</u>	<u>2,236,521</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	9	128,685	114,838
Provisions	10	42,513	26,313
Other liabilities	11	1,421,069	1,431,155
TOTAL CURRENT LIABILITIES		<u>1,592,267</u>	<u>1,572,306</u>
TOTAL LIABILITIES		<u>1,592,267</u>	<u>1,572,306</u>
NET ASSETS		<u>714,351</u>	<u>664,215</u>
EQUITY			
Retained earnings		<u>714,351</u>	<u>664,215</u>
TOTAL EQUITY		<u>714,351</u>	<u>664,215</u>

The accompanying notes form part of these financial statements.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2018

	CEF Members Equity	Retained Earnings	Total
	\$	\$	\$
Balance at 1 July 2016	21,454	596,431	617,885
Comprehensive income			
Transfer (from) / to reserves	(21,454)	21,454	-
Net surplus for the year	-	46,330	46,330
Balance at 30 June 2017	-	664,215	664,215
Comprehensive income			
Net surplus for the year	-	50,136	50,136
Balance at 30 June 2018	-	714,351	714,351

The accompanying notes form part of these financial statements.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and members		2,012,989	1,582,244
Interest received		9,760	63,067
Payments to suppliers and employees		<u>(1,990,607)</u>	<u>(1,359,290)</u>
Net cash generated from operating activities		<u>32,142</u>	<u>286,021</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of plant and equipment		<u>(75,071)</u>	<u>(4,796)</u>
Net cash used in investing activities		<u>(75,071)</u>	<u>(4,796)</u>
Net (decrease) / increase in cash held		<u>(42,929)</u>	<u>281,225</u>
Cash and cash equivalents at beginning of financial year		<u>1,154,550</u>	<u>873,325</u>
Cash and cash equivalents at end of financial year	4	<u>1,111,621</u>	<u>1,154,550</u>

The accompanying notes form part of these financial statements.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were authorised for issue on 16 August 2018 by the Council.

Basis of Preparation

The Institute of Public Administration Australia Incorporated - ACT Division applies Australian Accounting Standards – Reduced Disclosure Requirements as set out in AASB 1053: *Application of Tiers of Australian Accounting Standards*.

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the *Associations Incorporation Act (ACT) 1991*. The Association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of the financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

Accounting Policies

a. Income Tax

The Association is exempt from income tax pursuant to Section 50-45 of the *Income Tax Assessment Act 1997*.

b. Plant and Equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than the estimated recoverable amount, the carrying amount is written down immediately to the estimated recoverable amount and impairment losses recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(e) for details of impairment).

The cost of fixed assets constructed within the Association includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Association and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, is depreciated on a straight-line basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

b. Plant and Equipment (Continued)

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Office furniture and equipment	15 - 40%
Web site design	40%
Building improvements	30%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing net proceeds with the carrying amount. These gains and losses are recognised in profit or loss in the period in which they occur. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

c. Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the Association, are classified as finance leases.

Finance leases are capitalised by recognising an asset and a liability at the lower of the amount equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the Association will obtain ownership of the asset or ownership over the term of the lease.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are recognised as expenses on a straight-line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

d. Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Association commits itself to either purchase or sell the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss" in which case transaction costs are recognised immediately as expenses in profit or loss.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

d. **Financial Instruments (Continued)**

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest method, or cost.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The *effective interest method* is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying amount with a consequential recognition of an income or expense item in profit or loss.

(i) *Financial assets at fair value through profit or loss*

Financial assets are classified as “fair value through profit or loss” when they are held for trading for the purpose of short-term profit taking, derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in carrying amount included in profit or loss.

(ii) *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

(iii) *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the Association's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

(iv) *Available-for-sale investments*

Available-for-sale investments are non-derivative financial assets that are either not capable of being classified into other categories of financial assets due to their nature or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

(v) *Financial liabilities*

Non-derivative financial liabilities are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

d Financial Instruments (Continued)

Impairment

A financial asset (or a group of financial assets) is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered to constitute a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the Association recognises the impairment for such financial assets by considering the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

Derecognition

Financial assets are derecognised when the contractual right to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised when the related obligations are discharged, cancelled or have expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

e. Impairment of Assets

At the end of each reporting period, the Association assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard.

Where it is not possible to estimate the recoverable amount of an individual asset, the Association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION
ABN 24 656 727 375

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

f. Employee Provisions

Short-term employee benefits

Provision is made for the Association's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled within 12 months after the end of the annual reporting period in which the employees render the related service. Short-term employee benefits are measured at the amounts expected to be paid when the obligation is settled.

Other long-term employee benefits

Provision is made for employees' leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements of obligations for other long-term employee benefits for changes in assumptions are recognised in profit or loss in the periods in which the changes occur.

The Association's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Association does not have an unconditional right to defer settlement for at least 12 months after the reporting period, in which case the obligations are presented as current provisions.

g. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks and other short-term highly liquid investments with original maturities of three months or less.

h. Trade and Other Receivables

Trade and other receivables include amounts due from members as well as amounts receivable from customers for events, seminars and other programs. 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.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment. Refer to Note 1(e) for further discussion on the determination of impairment losses.

i. Revenue and Other Income

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

Membership fees are payable annually in advance. Only those membership fee receipts that are attributable to the current financial year are recognised as revenue.

Membership fees, sponsorships and deposits relating to periods beyond the current financial year are shown, excluding applicable taxes, in the Statement of Financial Position as Other liabilities.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

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

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

j. **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

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

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities, which are recoverable from or payable to the ATO, are presented as operating cash flows included in receipts from customers or payments to suppliers.

k. **Comparative Figures**

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

l. **Accounts Payable and Other Payables**

Accounts payable and other payables represent the liabilities outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

m. **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 recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

n. **Key Estimates**

(i) *Impairment*

The Association assesses impairment at the end of each reporting period by evaluation of conditions and events specific to the Association that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

(ii) *Employee benefits*

For the purpose of measurement, AASB 119: *Employee Benefits* defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service. As the Association expects that all of its employees would use all of their annual leave entitlements earned during a reporting period before 12 months after the end of the reporting period, the Association believes that obligations for annual leave entitlements satisfy the definition of short-term employee benefits and, therefore, can be measured at the (undiscounted) amounts expected to be paid to employees when the obligations are settled.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
NOTE 2: REVENUE AND OTHER INCOME			
Revenue			
Membership fees			
— Corporate		728,041	658,896
— Individual		35,757	43,827
Sponsorship		181,136	139,852
Interest income		34,585	58,842
Programs		749,972	442,569
Professional development		114,407	74,064
Publications		-	3,855
Other income		48,151	-
		<u>1,892,049</u>	<u>1,421,905</u>
Total revenue		<u>1,892,049</u>	<u>1,421,905</u>
NOTE 3: KEY MANAGEMENT PERSONNEL COMPENSATION			
The totals of remuneration paid to key management personnel (KMP) of the Association during the year are as follows:			
Key management personnel compensation		<u>249,893</u>	<u>239,974</u>
NOTE 4: CASH AND CASH EQUIVALENTS			
CURRENT			
Cash at bank		<u>1,111,621</u>	<u>1,154,550</u>
Total cash on hand as stated in the statement of financial position and statement of cash flows	16	<u>1,111,621</u>	<u>1,154,550</u>
NOTE 5: FINANCIAL ASSETS			
CURRENT			
Term deposit		<u>1,038,100</u>	<u>1,013,275</u>
NOTE 6: TRADE AND OTHER RECEIVABLES			
CURRENT			
Trade Debtors		<u>31,400</u>	<u>2,440</u>
	16	<u>31,400</u>	<u>2,440</u>
NOTE 7: OTHER ASSETS			
CURRENT			
Prepayments		<u>21,966</u>	<u>12,353</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
NOTE 8: PLANT AND EQUIPMENT		
Office equipment:		
At cost	51,410	36,507
Accumulated depreciation	<u>(25,306)</u>	<u>(24,116)</u>
	<u>26,104</u>	<u>12,391</u>
 Leasehold Improvements		
At Cost	116,935	61,278
Accumulated depreciation	<u>(39,508)</u>	<u>(19,766)</u>
	<u>77,427</u>	<u>41,512</u>
 Total plant and equipment	<u>103,531</u>	<u>53,903</u>

Movements in carrying amounts

Movement in the carrying amounts for each class of plant and equipment between the beginning and the end of the current financial year:

	Office Equipment	Leasehold Improvements	Total
	\$	\$	\$
Balance at 1 July 2017	12,391	41,512	53,903
Additions at cost	19,414	55,657	75,071
Disposals	(4,511)	-	(4,511)
Depreciation write-back	4,118	-	4,118
Depreciation expense	<u>(5,308)</u>	<u>(19,742)</u>	<u>(25,050)</u>
 Carrying amount at 30 June 2018	<u>26,104</u>	<u>77,427</u>	<u>103,531</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
NOTE 9: TRADE AND OTHER PAYABLES			
CURRENT			
Trade and other payables		32,923	12,097
Accrued expenses		13,574	10,322
Payroll liabilities		17,429	14,048
GST payable		64,759	78,371
		<u>128,685</u>	<u>114,838</u>
a. Financial liabilities at amortised cost classified as trade and other payables			
Trade creditors and accruals		128,685	114,838
Less: Accrued expenses		(13,574)	(10,322)
Less: Payroll liabilities		(17,429)	(14,048)
Less: GST payable		(64,759)	(78,371)
	16	<u>32,923</u>	<u>12,097</u>
NOTE 10: EMPLOYEE PROVISIONS			
CURRENT			
Provision for employee benefits: annual leave		33,903	26,313
		<u>33,903</u>	<u>26,313</u>
NON-CURRENT			
Provision for employee benefits: long service leave		8,610	-
		<u>8,610</u>	<u>-</u>
Total employee provisions		<u>42,513</u>	<u>26,313</u>
Analysis of employee provisions			
		Employee Benefits	Total
		\$	\$
Opening balance at 1 July 2017		26,313	26,313
Net increase in employee provisions		16,200	16,200
		<u>16,200</u>	<u>16,200</u>
Balance at 30 June 2018		<u>42,513</u>	<u>26,313</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018

NOTE 10: EMPLOYEE PROVISIONS (CONTINUED)

Employee provisions – annual leave and long service leave entitlements

The provision for employee benefits represents amounts accrued for annual leave. Based on past experience, the Association expects the full amount of the annual leave balance to be settled within the next 12 months. Further, these amounts must be classified as current liabilities since the Association does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlements.

The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service.

	2018	2017
	\$	\$
NOTE 11: OTHER LIABILITIES		
CURRENT		
Deposits received in advance	56,450	54,376
Memberships in advance	1,342,668	1,325,109
Sponsorships in advance	21,951	51,670
	<u>1,421,069</u>	<u>1,431,155</u>

IPAA accepts memberships to be paid up to three years in advance.

Membership fees, sponsorships and deposits relating to periods beyond the current financial year are shown, excluding applicable taxes, in the Statement of Financial Position as Other liabilities.

NOTE 12: CAPITAL AND LEASING COMMITMENTS

a. Operating Lease Commitments

Non-cancellable operating leases contracted for but not recognised in the financial statements

Payable – minimum lease payments:

– not later than 12 months	71,009	68,548
– between 12 months and five years	430,745	134,192
	<u>501,754</u>	<u>202,740</u>

The property lease commitment is a non-cancellable operating lease with a 5-year term, which commenced in July 2018. Included in the lease was a four-month rent free period and annual fixed rental increases of 3%.

The MFD printer lease commenced in 2016 for a period of 3 years.

The telephony lease commenced in 2017 for a period of 2 years.

NOTE 13: EVENTS AFTER THE REPORTING PERIOD

The Council is not aware of any significant events since the end of the reporting period.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED – ACT DIVISION

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2018**

NOTE 14: RELATED PARTY TRANSACTIONS

Other related parties include close family members of key management personnel and entities that are controlled or jointly controlled by those key management personnel individually or collectively with their close family members.

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other persons unless otherwise stated.

NOTE 15: CONTINGENT LIABILITIES AND CONTINGENT ASSETS

As at balance date the Association has no known contingent liabilities or contingent assets.

NOTE 16: FINANCIAL RISK MANAGEMENT

The Association's financial instruments consist mainly of deposits with banks, short-term investments, accounts receivable and payable.

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139: *Financial Instruments: Recognition and Measurement* as detailed in the accounting policies to these financial statements, are as follows:

	Note	2018	2017
		\$	\$
Financial assets			
Cash and cash equivalents	4	1,111,621	1,154,550
Term deposit	5	1,038,100	1,013,275
Trade and other receivables	6	31,400	2,440
Total financial assets		2,181,121	2,170,265
Financial liabilities			
Financial liabilities at amortised cost:			
– trade and other payables	9a	32,923	12,097
Total financial liabilities		32,923	12,097

NOTE 17: ASSOCIATION DETAILS

The registered office of the Association is:

Institute of Public Administration Australia – ACT Division

Unit 4, 16 National Circuit

Barton ACT 2600

IPAA ACT: ACKNOWLEDGEMENTS

IPAA ACT wishes to acknowledge the many Committee Chairs, Committee Members, Facilitators, Speakers, judges, individual members and organisations who generously contributed to our success over the past year.

We also wish to thank the many suppliers who have helped us deliver our range of services, often at a discounted or reduced rate.

If you are interested in working with IPAA ACT, as a partner, supplier or sponsor, please contact us.

CONTACTS

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