

IPAA ACT 2014-15 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

2014-15

ACIL Allen Management	Department of Social Services
ACT Government	Department of the Environment
Attorney-General's Department	Department of the House of Representatives
Australian Bureau of Statistics	Department of the Prime Minister and Cabinet
Australian Commission for Law Enforcement Integrity	Department of the Senate
Australian Competition & Consumer Commission	Department of the Treasury
Australian Customs & Border Protection Service	Department of Veterans' Affairs
Australian Federal Police –Design & Evaluation	Ernst & Young
Australian Financial Security Authority	Food Standards Australia New Zealand
Australian Government Solicitor	Grains Research and Development Corporation
Australian Institute of Health & Welfare	Grosvenor Management Consulting
Australian Maritime Safety Authority	Indigenous Business Australia
Australian National Audit Office	Infrastructure Australia
Australian Pesticides & Veterinary Medicines Authority	Institute for Governance & Policy Analysis,
Australian Public Service Commission	University of Canberra
Australian Research Council	KPMG
Australian Sports Anti-Doping Authority	Maddocks
Australian Taxation Office	Museum of Australian Democracy
Australian Transport & Safety Bureau	National Blood Authority
Civil Aviation Safety Authority	National Film & Sound Archive
Clayton Utz	National Health & Medical Research Council
Clean Energy Finance Corporation	National Water Commission
Comcare	Noetic Group
ComSuper	Office of National Assessments
CPM Reviews	Office of the Commonwealth Ombudsman
CrimTrac Agency	Office of the Inspector-General of Intelligence & Security
CSIRO Performance & Evaluation Unit	Office of National Assessments
Defence Housing Australia	ORIMA
Deloitte	Parliamentary Library
Department of Agriculture	Protiviti
Department of Communications	PwC
Department of Defence	Questacon
Department of Education and Training	Royal Australian Mint
Department of Employment	Russell Kennedy Pty Ltd
Department of Finance	Safe Work Australia
Department of Foreign Affairs & Trade	Synergy Group
Department of Health	Tanner James
Department of Human Services	The Nous Group
Department of Immigration and Border Protection	ThinkPlace
Department of Industry and Science	Vista Advisory
Department of Infrastructure and Regional Development	

PRESIDENT'S REVIEW



IPAA ACT has had a positive and successful year, working with corporate and individual members to deliver a broad range of events and initiatives across the sector. We have secured a strong ongoing commitment to corporate membership from across the sector.

I am pleased to report the appointment of Mr Drew Baker as our new Chief Executive Officer from March 2015. We recently launched our Strategic Plan for 2015-17, which is detailed on page 21, and I look forward to a number of new initiatives in the year ahead. Our focus reflects the constantly changing nature of public administration in Australia.

Highlights from the year include:

- Events – we delivered a series of events to over 3,600 individuals. Our seminar series and the Canberra Evaluation Forum, both free to members, were particularly well attended.
- Flagship – our flagship event series, including the CEOs and Young Professionals' Breakfast and the December Annual Address, received strong and positive feedback. Flagship event will be an area of focus for the year ahead.
- Awards – the Australian Awards for Excellence in Public Sector

Management and the Annual Report Awards both attracted strong fields with high levels of participation from the sector.

- Mentoring – we piloted a cross-agency mentoring program, which included the ACT Public Service. This program was well received by mentors, mentees and agencies.

Four editions of Public Administration Today were produced, with Edition 43 being the last as a national publication. While the publication has been well received by members, falling subscription levels and increased costs have meant that it is no longer economically viable to produce. A priority for the coming months is to develop a replacement publication.

During the year we were pleased to welcome four new IPAA National Fellows for the ACT in Ms Cath Ingram, Mr Paul O'Connor, Dr Martin Parkinson PSM and Mr David Tune AO PSM. I congratulate them on their achievements in the field of public administration.

I would like to take this opportunity to thank Ms Tamara Cutcliffe, the former Executive Director of IPAA ACT, for her four years of service. I wish her well in her role back in the public service.

None of our work would be possible without the IPAA ACT Council members, who have provided fantastic drive and enthusiasm throughout the year! I look forward to continued success in 2015-16.

Glenys Beauchamp PSM
President

IPAA ACT COUNCIL

A council of twenty IPAA ACT members guide the ACT Division of IPAA under the leadership of its President, Glenys Beauchamp PSM. The Chief Executive Officer (CEO) Drew Baker is an ex-officio member of Council and is assisted by a small team of administrative staff. Councillors are elected every two years and there is provision to co-opt additional members to Council as required.

EXECUTIVE COMMITTEE



President

Glenys Beauchamp PSM
Secretary, Department of
Industry and Science



Treasurer

Barry Mewett FIPAA
Senior Associate
KPMG



Deputy President

Carmel McGregor
PSM FIPAA
Independent



Secretary

Kimberley Dripps
Deputy Secretary, Department
of the Environment



Deputy President

Professor John Halligan
FIPAA
University of Canberra



Chair, Corporate Governance

George Masri
Senior Assistant Ombudsman,
Commonwealth Ombudsman

Occupants of positions as at 30 June 2015.

EX OFFICIO POSITIONS



Chief Executive Officer

Drew Baker
March 2015 - current



Executive Director

Tamara Cutcliffe
July 2014 - March 2015

Drew Baker was an elected Council member for the 2014-15 year, until moving into the position of CEO.

COUNCILLORS



Stephen Bartos FIPAA
Parliamentary Budget
Officer, NSW Parliament



Kathy Leigh
Head of Service,
ACT Public Service



Julia Burns
Principal, Julia Burns
Consulting



Bronwen Overton-Clarke
Commissioner for Public
Administration, ACT
Public Service



Joshua Drummond
President, Young
Professionals' Network



Samantha Palmer
First Assistant Secretary,
Department of Health



Kayelle Drinkwater
Assistant Secretary,
Department of Finance



Brendan Sargeant
Associate Secretary,
Department of Defence



Jonathan Hutson
Deputy Secretary,
Department of Human
Services



William Story
Assistant Secretary,
Department of the Prime
Minister and Cabinet



Kerry Kennedy
IPAA Australian Awards
Coordinator



Alison Turner FIPAA
Director, IPAA
Professional Standards

The IPAA ACT immediate past President and Patron is Andrew Metcalfe AO FIPAA.

CEO'S REPORT



The last year has been a very successful one, with great support from our corporate and individual members. As I believe this Annual Report demonstrates, IPAA ACT has a strong value proposition to the sector, delivery a compelling series of events to promote excellence and professionalism in public administration.

I write this report from an interesting perspective. As a former Council member of over six years, moving into IPAA on a full time basis has highlighted the strong and enduring support that exists for this organisation. There are significant opportunities ahead to increase the range and breadth of services we offer the sector.

Our program of events over the last year was impressive in its scale and breadth and I would like to pay thanks to the many speakers, panellists, contributors and other individuals who contributed to its success. The mentoring program was a particular highlight, indicating the role that IPAA ACT can play in connecting professionals from across public administration.

I would like to take this opportunity to congratulate Tamara Cutcliffe on all that she has achieved over the last four years. She has provided an excellent platform on which to build into the future.

The development of our refreshed Strategic Plan for the period 2015-17 was a positive step forward, with a number of new areas of focus for the period ahead. This coincided with continued support from Australian Public Service departments and agencies in the form of corporate membership for the years ahead.

An area of focus toward the end of 2014-15 was the financial performance of the division, noting the deficit position to end June and the future reduction in revenue following the conclusion of Public Administration Today. This will be an area of continued focus for the year ahead.

I would like to thank the IPAA office team for their warm welcome and support and look forward to a strong and positive year ahead.

Drew Baker
CEO
IPAA ACT

IPAA ACT COMMITTEES AND STAFFING

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

Institute of Public Administration Australia (IPAA) ACT Division

Executive Committee – as detailed on page 4

Council – as detailed on pages 4 and 5

Corporate Governance Committee

Chair

George Masri

IPAA ACT Programs Committee

Chair

William Story

Publications and Online Committee

Chair

Stephen Bartos

IPAA ACT Conference Committee

Chair

Carmel McGregor

Canberra Evaluation Forum

Chair

Noel Sutton

Young Professionals' Network

President

Joshua Drummond

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

- Amanda Anderson – Programs and Canberra Evaluation Forum;
- Melinda Holland – Membership Engagement Manager;
- Jessica Keyes – Office Manager and Webmaster;
- Richard Liljak – IPAA Awards Coordinator;
- Leonie Macri – Program and Administrative Support;
- Pauline O'Neill – Finance Officer; and
- Paulette Paterson – Publications and Online.

We wish to thank the current team, including those who are no longer with IPAA, for their commitment and contribution throughout the year.

IPAA ACT CORPORATE SPONSORS

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

We wish to thank the Centre for Public Management (CPM), a sponsor of six years, who are concluding their role with IPAA. CPM is now part of the Australian Institute of Management (AIM), with whom IPAA enjoys a collegiate ongoing relationship.

We also welcome Minter Ellison, who commenced as a sponsor during 2014-15. We look forward to a positive and productive relationship with Minter Ellison.



MinterEllison



IPAA ACT PERFORMANCE IN 2014-15



IPAA ACT YEAR IN REVIEW

A successful year of sharing ideas and expertise, networking, professional development, awards, forums and publications.

79

CORPORATE MEMBERS
REPRESENTING OVER

150,000

PUBLIC
ADMINISTRATION
PROFESSIONALS

130+

INDIVIDUAL MEMBERS



MEMBERS

PUBLIC SECTOR
PRIVATE SECTOR
ACADEMIC
NFP & NGO

3.7K

ATTENDEES



47

EVENTS

THREE PROFESSIONAL
CAPABILITY STANDARDS

POLICY PROCUREMENT REGULATION



500+

LIVESTREAM
VIEWERS

900+

POST-EVENT
VIEWERS



650+

CURRENT
TWITTER
FOLLOWERS

130%

INCREASE IN
FOLLOWERS



PROFESSIONAL DEVELOPMENT 40 MENTORING RELATIONSHIPS

EVALUATION TRAINING
PROFESSIONAL WRITING TRAINING



500+

ATTENDEES AT
THE CANBERRA
EVALUATION FORUM



AWARDS

AUSTRALIAN AWARDS FOR EXCELLENCE
IN PUBLIC SECTOR MANAGEMENT AND THE
ANNUAL REPORT AWARDS

EVENT AND SEMINAR THEMES



IPAA ACT

EVENTS AND ATTENDANCE

Function	Name
Program and Events	
Australian Awards	Assessors Workshops
Australian Awards	Awards Dinner
Annual Report Awards	Various training workshops
Annual Report Awards	Better Annual Report workshops
Annual Report Awards	Awards Dinner
Recognition Dinner	IPAA ACT Life Members, Council and Fellows Dinner
Program Launch/Professional Standards	Launch of 2015 Program and Regulatory Standards
Practice Based Series	PID - Observations from the Six Month Mark
Practice Based Series	Portfolio and Investment Management
Practice Based Series	Health Reform and eHealth
Practice Based Series	Deregulation: Carrots, Sticks and a Light Touch
Practice Based Series	Governing in the Information Era
Practice Based Series	Stay Calm and Remain Ethical
Practice Based Series	Showcasing the Winners of the 2014 Australian Awards
Practice Based Series	Shared Services and Outsourcing
Practice Based Series	PGPA - One Year On Lessons Learned
Annual General Meeting	Annual General Meeting
Collaboration Series	Hays Breakfast - The Balancing Act
Collaboration Series	Is Australia Ready for an Innovative Public Service
Collaboration Series	Cisco, Deloitte, Telstra
Annual Address	Stephen Sedgwick Address
Collaboration Series	High Wire Act (joint with AIPM)
Collaboration Series	Stay Calm and Increase Productivity
Training and Professional Development	
Evaluation Training	Evaluation Training
PGPA Training	PGPA Training Pilot
Professional Writing in the APS	Professional Writing Courses
Mentoring Pilot	Launch Event
Mentoring Pilot	Speaker Event
Mentoring Pilot	Speaker Event
Mentoring Pilot	Finale Event
Canberra Evaluation Program	
CEF seminar	Evaluations of Indigenous Programs
CEF seminar	A New Approach to Evaluation
CEF seminar	APSC Capability Reviews
CEF seminar	Evaluation Capability in DIBP
CEF Seminar	Evaluation in the Department of Infrastructure
CEF Seminar	Building and Evaluation Culture: DFAT a case study
Young Professionals Network	
YPN	Drinks with Leaders
YPN	Coffee with Leaders
YPN	YPN Debate
YPN	YPN Innovation Breakfast
YPN	CEOs and YPN Breakfast - Marita Cheng
YPN	Drinks with Leaders
YPN	Networking for the Future
Total	

Activity	Number held	Date	Registered	Attended	Live Stream	Post video
AAEIPSM	0	various	93	93	na	na
AAEIPSM	1	27-Nov-15	130	130	na	na
Training	various	various	89	89	na	na
Training	2	17/18 March	28	28	na	na
Dinner	1	21-May	146	141	na	na
Dinner	1	13-Nov	30	30	na	na
Launch	1	3-Feb	60	60	na	na
Seminar	1	29-Jul	144	94	34	110
Seminar	1	26-Aug	65	38	34	25
Seminar	1	23-Sep	106	72	34	51
Seminar	1	23-Oct	185	85	101	136
Seminar	1	25-Nov	230	170	56	214
Seminar	1	24-Feb	120	69	48	158
Seminar	1	24-Mar	60	25	16	21
Seminar	1	28-Apr	180	150	43	26
Seminar	1	16-Jun	157	118	61	43
Meeting	1	9-Sep	35	35	na	na
Collaboration	1	2-Jul	70	70	na	na
Collaboration	1	15-Jul	80	55	na	na
Collaboration	1	10-Nov	75	60	na	na
Collaboration	1	11-Dec	160	130	133	125
Collaboration	1	25-Feb	100	130	na	na
Collaboration	1	11-Mar	180	180	na	na
Training	3	23-Jul	52	52	na	na
Training	1	30-Jul	24	24	na	na
Training	6	various	62	62	na	na
Pilot program	1	21-Oct	95	80	na	na
Pilot program	1	18-Nov	55	55	na	na
Pilot Program	1	17-Feb	40	40	na	na
Pilot Program	1	26-May	46	37	na	na
Seminar	1	17-Jul	170	100	na	na
Seminar	1	28-Aug	170	114	na	na
Seminar	1	18-Sep	160	70	na	na
Seminar	1	16-Oct	117	75	na	na
Seminar	1	19-Mar	165	90	na	na
Seminar	1	21-May	127	80	na	na
Networking	1	8-Jul	90	80	na	na
Networking	1	25-Jul	27	20	na	na
YPN	1	28-Aug	130	120	na	na
YPN	1	6-Nov	180	180	na	na
Breakfast	1	6-Mar	300	300	na	na
Networking	1	19-Mar	40	35	na	na
Networking	1	6-May	40	40	na	na
	49	na	4613	3706	560	909

2014-15 STRATEGIC THEME 1:

EXCELLENCE IN PUBLIC SECTOR ADMINISTRATION AND MANAGEMENT PRACTICE

KEY FOCUS: BETTER PRACTICE, LESSONS LEARNT

IPAA ACT supports the pursuit of excellence in public administration and management practice. This includes recognition and encouragement of innovative practice in the public sector and initiatives aimed at encouraging continuous improvement through communities of practice.

A key strategic priority for IPAA ACT is the coordination of two public sector awards – the Annual Reports Awards and the Australian Awards for Excellence in Public Administration. These awards promote and acknowledge the professionalism of the public sector and provide a platform for recognising, celebrating and sharing significant achievements.

ANNUAL REPORT AWARDS

The Annual Report Awards is one of IPAA's flagship events, recognising and encouraging the production of high quality annual reports from government agencies. All Commonwealth entities regardless of location, as well as all ACT Government agencies are eligible to enter.

This year 67 agencies registered their reports for assessment while 93 individuals from 34 public and private sector agencies attended assessor training workshops and completed at least one assessment report.

The Annual Report Awards will be redeveloped in 2015 to reflect the implementation of the Public

Governance, Performance and Accountability Act 2013 (PGPA).

AUSTRALIAN AWARDS FOR EXCELLENCE IN PUBLIC SECTOR MANAGEMENT

The 2014 Australian Awards for Excellence in Public Sector Management, managed by IPAA ACT, were open to organisations in all three levels of government.

The Awards were presented at the National Press Club in November 2014, by Senator the Hon. Eric Abetz, Minister assisting the Prime Minister for the Public Service.

The Australian Awards for Excellence in Public Sector Management have been run since 2002 to encourage and recognise better practice and innovation across all levels of government.

In 2014, there were 30 diverse nominations seeking recognition on the basis of demonstrated sustainable excellence in public sector management.

IPAA FELLOWS DINNER

Since 1983, IPAA ACT has admitted a number of members as Fellows recognised for their significant contributions to the work of the organisation.

The 2014 Fellows Dinner was held at the Boathouse by the Lake on 13 November 2014. This event recognised four new ACT National Fellows: Cath Ingram, Paul O'Connor, Dr Martin Parkinson PSM and David Tune AO PSM.



Australian Awards for Excellence



Australian Awards for Excellence



Annual Report Awards



Annual Report Awards



IPAA Fellows



IPAA Fellows

2014-15 STRATEGIC THEME 2: HIGH QUALITY CAPABLE AND PROFESSIONAL PUBLIC SERVANTS

PROFESSIONAL STANDARDS CAPABILITY

IPAA ACT develops professional capability standards designed to complement and integrate seamlessly with public employment and leadership frameworks of public services agencies around the country. The standards support professional performance that is effective, reliable, consistent and of a high standard.

On 2 February 2015, the Head of Domestic Policy, Department of the Prime Minister and Cabinet, Rebecca Cross, officially launched The Regulatory Professional Capability Guidance. This guidance sets out the capability requirements for the regulatory professional role that primarily have a strategic focus on regulatory planning and design, implementation planning and management oversight, and review and reform.

This is the third of IPAA's professional capability standards and complements professional standards for procurement and policy issued in February 2014. The standards provide guidance on the technical skills and knowledge expected of public sector officers working as professionals in these roles.

YOUNG PROFESSIONALS' NETWORK

The Young Professionals' Network (YPN) provides capability development and networking opportunities for young professionals in the public and private sector in the ACT.

YPN held a number of events and networking opportunities throughout the year, including the popular CEO Breakfast event with RoboGals founder Marita Cheng and the Annual Debate on the theme "Is it a Good Time to be a Public Servant?"

CANBERRA EVALUATION FORUM

The Canberra Evaluation Forum (CEF) was established in 1990 with the aim of promoting better practice in program and project evaluation.

As an IPAA ACT responsibility since 2013, the CEF continues to be an inter-agency network of Commonwealth and ACT Government departments and agencies and some private sector companies interested in evaluation and performance management issues in the public sector.

During 2014-15, the CEF hosted six well-attended seminars on evaluation and performance management.

MENTORING PROGRAM

A mentoring program was launched in 2014 with a pilot cohort of 40 mentors and 40 mentees from IPAA ACT's corporate membership base. The program included four events with a mix of professional development and presentations by guest speakers. The program was highly successful with good feedback from across the board and a further program will be delivered in late 2015.



Professional Standards Launch



Professional Standards Launch



Innovation Breakfast



Innovation Breakfast



Mentoring Program



YPN Annual Debate

2014-15 STRATEGIC THEME 3: CONTEMPORARY AND CONNECTED

SPEAKER EVENTS

IPAA ACT's busy events calendar meets the needs of those in the sector who want to share ideas and opinions on current and emerging issues and challenges in public administration.

Along with monthly seminars and flagship events, IPAA also hosts a number of premier events that accent the uniqueness of Canberra's public sector and provide a platform for thought leadership in the public administration arena. Many of these are joint events with IPAA ACT's sponsors, other organisations and academia.

Keynote speakers throughout the year included Jane Halton AO PSM, Steve Sedgwick AO, Glenys Beauchamp PSM, the Hon John Lloyd PSM, Mike Mrdak, Martin Parkinson AO, Lord Gus O'Donnell, Martin Stewart-Weeks and Marita Cheng (former Young Australian of the Year).

PUBLIC ADMINISTRATION TODAY

Public Administration Today (Today) has been published quarterly by IPAA ACT since 2004 as a national members'

magazine. Edition 43 was the last as a national publication, with falling subscription levels and increasing costs meaning the publication was no longer financially viable.

IPAA ACT is moving towards offering Today as an element of an updated digital platform in 2015-16. Today will become a Canberra-based publication focusing on a target audience of senior and middle managers across the public sector and those interested in public sector issues.

INNOVATION

IPAA ACT actively participates in public sector innovation initiatives in the community, including Innovation Month, which is held in July each year.

In 2014-15, IPAA hosted a forum of public service leaders and commentators discussing whether Australia is ready for a truly innovative public service.

Speakers included IPAA ACT President Glenys Beauchamp PSM, Secretary of the Department of Communications Drew Clarke PSM, Questacon Director Professor Graham Durant and CSIRO CEO Dr Megan Clark AC.



Public Administration Today – Editions 40 to 43



Dr Martin Parkinson AO and Carmel McGregor PSM



The Hon John Lloyd AO and Julia Burns



Lord Gus O'Donnell and Glenys Beauchamp PSM



Marita Cheng, former Young Australian of the Year



Drew Clarke AO and Dr Megan Clark AC



Barry Sandison talking Big Data

IPAA ACT: ONLINE ENGAGEMENT

SOCIAL MEDIA

The evolution and popularity of social media has made available new techniques for digital engagement to facilitate dialogue, collaboration and participation. IPAA ACT maintains a Facebook page, a LinkedIn group and a Twitter account.

The @IPAA_ACT Twitter account saw a significant increase in community interest during 2014-15 with the number of followers more than doubling from 280 to 640. This facilitated the “reach” of the IPAA ACT message and enhanced other forms of digital communication including the streaming of events.

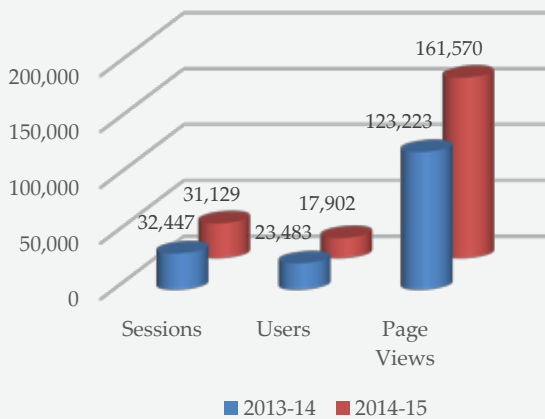
IPAA WEB SITE

A key communication channel for IPAA ACT is its website. There have been two contradictory trends evident when comparing traffic with previous years:

- page views increased from 123k in 2013-14 to 162k in 2014-15, a significant increase of 31%; and
- unique visitors to the site reduced from 23k in 2013-14 to only 18k in 2014-15, a reduction of 24%.

A refresh of the IPAA ACT web site in late 2015 will provide the opportunity to update IPAA’s web analytics, providing more comprehensive information.

Figure 1 – IPAA ACT web traffic



IPAA ACT **STRATEGIC PRIORITIES 2015-17**



OUR MISSION PROMOTING EXCELLENCE AND PROFESSIONALISM IN PUBLIC ADMINISTRATION

OUR PRIORITIES FOR 2015-17

EXCELLENCE IN PUBLIC ADMINISTRATION

We will promote the achievements of, and excellence in, public administration.

CAPABILITY AND PROFESSIONALISM

We will develop the capability and increase the professionalism of public administration.

KEY INITIATIVES

NATIONAL AWARDS

Australian Awards for Excellence in Public Sector Management.

LEADERSHIP AWARDS

Recognising the contribution of public sector leaders.

ANNUAL REPORT AWARDS

Awarding good governance in public administration.

PUBLIC ADMINISTRATION TODAY

Promoting and celebrating achievements in public administration.

IPAA ACT CONFERENCE

The launch of the inaugural IPAA ACT conference.

PROFESSIONAL CAPABILITY STANDARDS

To enable a high-performing public sector.

YOUNG PROFESSIONALS' NETWORK

To champion the interests of young professionals in public administration.

MENTORING PROGRAMME

To provide development opportunities across public administration.

COMMUNITIES OF PRACTICE

To provide a platform to share knowledge and experiences in specific areas of public administration.

PROFESSIONAL DEVELOPMENT

Delivering programmes focused on public administration.





LEADING THINKING IN PUBLIC ADMINISTRATION

We will provide a platform to develop, explore and debate issues in public administration.

THOUGHT LEADERSHIP

Increasing awareness of best practice and influencing future directions in public administration.

EVENTS SERIES

A diverse range of events to discuss current reforms and challenges in the Commonwealth and ACT public sectors.

INNOVATION AND AGILITY

A focus on addressing the challenges facing public administration.

DIVERSITY

Promoting the importance and value of diversity in public administration.

EXTENDING OUR INFLUENCE AND ENGAGEMENT

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

MEMBERSHIP

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

PRIVATE SECTOR AND NGOS

Working with leading providers in the field of public administration.

UNIVERSITIES

Pursuing partnerships with leading academic institutions.

IPAA NATIONAL

Continued and increasing collaboration with IPAA National and other state and territory divisions.

ONLINE

Expanding our online offering to meet the needs of members and clients.



IPAA ACT FINANCIAL PERFORMANCE



TREASURER'S REPORT



The audited financial statements for the year 2014-2015 show an operating deficit of \$128,402 resulting in a retained net asset position of \$696,833.

The strong cash position in the balance sheet gives the Division a very healthy current ratio with assets exceeding liabilities by \$682,044. The current liabilities includes substantial memberships paid in advance for the next 3 years.

During this financial year the trading position was affected by a reduction in membership income from the 2013-14 year as well as increased costs related to program expenditure and publications.

Publications costs were impacted by the decision to not continue with Public Administration Today (PAT) in its present form following a decision at the National Council to only support PAT as a national publication to the end of June 2015. Exit costs from this decision have been met by both ACT Division and National Council under the agreement for the publication of PAT.

The Division continued an extremely active program during the year to ensure quality of events at both our premium level and at the regular monthly activities. The Report of the President has highlighted the level of activity achieved during the year. One consequence of this level of activity was the increase in total costs of membership offerings, some of which occurred in event running costs, and some of which occurred in increased salary and wages costs.

One issue which became apparent was the cost of a number of events which were completely free to members. Whilst membership benefits are paramount the Division is examining the extent of completely free offerings in its program structure.

The Division has put in place steps to achieve higher levels of membership participation along with steps to improve cost recovery on appropriate activities, supported by a new chart of accounts to provide better transparency in all our income and expenditure and a more frequent management reporting regime.

The Division has a good balance sheet but one that needs to be carefully managed to ensure a healthy operating position is maintained to continue to offer quality member benefits.

Barry Mewett FIPAA
Treasurer



Principal Phillip W Miller CA
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 Gungahlin ACT 2912
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 ASIC Authorised Audit Company No. 408893

**INDEPENDENT AUDITOR'S REPORT
 TO THE MEMBERS OF
 Institute of Public Administration
 Australia Incorporated – ACT Division
 ABN: 24 656 727 375**

Report on the Financial Report

We have audited the accompanying financial report of Institute of Public Administration Australia Incorporated – ACT Division, which comprises the statement of financial position as at 30 June 2015, and the 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 statement by committee of association.

Committee's Responsibility for the Financial Report

The committee is responsible for the preparation of the financial report which gives a true and fair view in accordance with Australian Accounting Standards and the *Associations Incorporation Act 1991 (ACT)* and for such internal control as the committee and management 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 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 and fair presentation of the financial report 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 directors, 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.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional accounting bodies.

Auditor's Opinion

In our opinion, the financial report gives a true and fair view of the financial position of Institute of Public Administration Australia Incorporated – ACT Division as of 30 June 2015, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations).

Name of Firm: **MCS Audit Pty Ltd**
Chartered Accountants

Name of director: 
Phillip W Miller CA

Address: **Unit 1/37 Geills Court, Deakin ACT 2600**

Dated: **1 September 2015**

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375
Detailed Balance Sheet as at 30 June 2015

	Note	2015 \$	2014 \$
Current Assets			
Cash Assets			
CPS Bank Account		358,368	634,828
CBA Bank Account		187,543	658,535
CBA Bank A/c - Prov for Leave		-	12,761
CPS E-Saver Account		210,135	396,076
CPS Saving Account		-	12
CBA CEF Account		-	12,424
CPS Term Deposit		1,000,000	-
Undeposited Funds		18,700	15,240
		<u>1,774,747</u>	<u>1,729,876</u>
Receivables			
Trade debtors		273,540	443,854
		<u>273,540</u>	<u>443,854</u>
Other			
Prepayments		7,472	47,111
Deposit Paid in Advance		21,483	-
		<u>28,956</u>	<u>47,111</u>
Total Current Assets		<u>2,077,244</u>	<u>2,220,841</u>
Total Assets		<u>2,092,033</u>	<u>2,235,212</u>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375
Detailed Balance Sheet as at 30 June 2015

	Note	2015 \$	2014 \$
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		94,205	135,432
Accrued Liabilities		8,633	1,077
Payroll Liability		<u>19,315</u>	<u>-</u>
		<u>122,154</u>	<u>136,509</u>
Current Tax Liabilities			
GST payable control account		24,867	39,085
Input tax credit control account		<u>(4,481)</u>	<u>(3,984)</u>
		<u>20,385</u>	<u>35,101</u>
Provisions			
Provision for Annual Leave		7,730	11,658
Provision Long Service Leave		<u>6,375</u>	<u>4,874</u>
		<u>14,105</u>	<u>16,533</u>
Other			
PAT Subs in Advance		-	69,615
PAT Sponsorship in Advance		-	8,000
Income in Advance		101,530	1,200
Memberships in Advance		1,064,296	1,069,664
Sponsorships in Advance		<u>72,727</u>	<u>64,727</u>
		<u>1,238,554</u>	<u>1,213,207</u>
Total Current Liabilities		<u>1,395,200</u>	<u>1,401,351</u>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375
Detailed Balance Sheet as at 30 June 2015

	Note	2015 \$	2014 \$
<hr/>			
Non-Current Liabilities			
Provisions			
Provisions for Long Service Leave		-	8,626
		-	8,626
			<hr/>
Total Non-Current Liabilities		<hr/> -	<hr/> 8,626
			<hr/>
Total Liabilities		<hr/> 1,395,200	<hr/> 1,409,977
			<hr/>
Net Assets		<hr/> 696,833	<hr/> 825,235
			<hr/>
Members' Funds			
Reserves			
CEF Members Equity		21,454	21,454
Accumulated surplus (deficit)		675,379	803,781
Total Members' Funds		<hr/> 696,833	<hr/> 825,235
			<hr/>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375
Income and Expenditure Statement
For the year ended 30 June 2015

	2015	2014
	\$	\$
Income		
Assessor Training	7,400	11,470
Today Administration Fee	44,421	-
Conferences & Seminars	62,988	74,865
Training	128,300	122,143
Copyright Income - CBPA & PAT	19,558	6,230
Today Magazine Income	-	29,288
Awards	39,768	-
ARA Dinner 2013	-	(136)
Memberships	505,330	583,382
Sale of Assets	1,300	-
Publication Sales	90,655	82,454
Sponsorship Income	83,333	49,909
Subscriptions Income	29,146	31,559
CEF Membership	-	13,800
YPN	1,227	745
APR Dinner	13,416	14,946
ARA 2014	12,704	14,640
PMs 2013	-	18,000
Reimbursement for Conferences	-	92,389
Other Income	39,474	14,517
IPAA National Payment	-	(46,194)
Total income	<u>1,079,020</u>	<u>1,114,007</u>
Less Cost of Sales		
Postage	22,576	25,932
Printing	64,785	54,267
Typesetting & Editing	<u>123,111</u>	<u>83,069</u>
	<u>210,472</u>	<u>163,268</u>
Total Income	868,548	950,739

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375
Income and Expenditure Statement
For the year ended 30 June 2015

	2015	2014
	\$	\$
Expenses		
Accounting & Audit Fees	16,800	13,875
Bookkeeping	11,869	10,050
Administrative Services	10,000	10,000
Advertising	11,971	18,593
Bank Fees	8,721	6,209
Bad Debt Expense	6,675	20,009
Consulting Fees	16,000	56,566
Depreciation	2,732	2,196
Donation	-	500
Eligible Equipment <\$1000	15,153	1,725
Insurance	9,128	8,131
Leasing Charges	2,124	2,124
Office Expenses	-	4,597
Parking	470	358
Postage	2,637	3,209
Printing & Stationery	35,566	21,961
Subscriptions & Newspapers	2,920	1,111
Website Hosting & Design	16,074	23,300
Computer Maintenance & Service	9,786	14,328
Telephone	6,650	7,307
Staff & Council Amenities	3,424	1,486
Security Costs	517	498
Repairs & Maintenance	592	536
Rent	20,045	18,745
Electricity	2,431	2,504
Computer Expenses	179	-
Cleaning Costs	7,692	7,282
Australian Journal	25,871	20,521
Capitation Fees	5,330	9,936
Photography	6,015	4,384
Trophies & Prizes	-	3,340
Awards & Prizes	3,865	636
Venue Hire & Expenses	88,644	90,207
Workshop Services	80,305	76,560
Catering Expenses	60,656	12,281
Conferences & Seminars - Other	20,430	2,000

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375
Income and Expenditure Statement
For the year ended 30 June 2015

	2015	2014
	\$	\$
Expenses (Cont.)		
Travel & Accommodation	9,458	7,824
Internet Expenses	1,181	1,000
Membership Fees	-	1,515
Staff Development	2,250	-
Loss on Sale Assets	-	207
Presentation Costs	6,767	650
Salaries - ordinary	413,265	328,314
Leave Provision	(11,054)	3,453
Superannuation	45,160	41,642
Reportable Super Expense	9,730	14,085
Professional Development	-	264
Typesetting & Editing	8,921	300
Total expenses	<u>996,950</u>	<u>876,319</u>
Profit from ordinary activities before income tax	(128,402)	74,420
Income tax revenue relating to ordinary activities	-	-
Net profit attributable to the association	<u>(128,402)</u>	<u>74,420</u>
Total changes in equity of the association	<u>(128,402)</u>	<u>74,420</u>
Opening retained profits	803,781	729,361
Net profit attributable to the association	(128,402)	74,420
CEF Members Equity	21,454	21,454
Closing retained profits	<u>696,833</u>	<u>825,235</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 2015

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act . The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is 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.

(b) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

(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) 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 reasonably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Notes to the Financial Statements
For the year ended 30 June 2015

(e) 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.

(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 rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

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

(g) Leases

Leases of PPE, 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 recording an asset and a liability at the lower of the amounts 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 that period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

(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 Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

(i) Trade and Other Payables

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

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Notes to the Financial Statements
For the year ended 30 June 2015

2015

2014

Note 2: Cash assets

Bank accounts:

CPS Bank Account	358,369	634,828
CBA Bank Account	187,543	658,535
CBA Bank A/c - Prov for Leave	-	12,761

Other cash items:

CPS E-Saver Account	210,135	396,076
CPS Saving Account	-	12
CBA CEF Account	-	12,424
CPS Term Deposit	1,000,000	-
Undeposited Funds	18,700	15,240
	1,774,747	1,729,876

Note 3: Property, Plant and Equipment

Leasehold improvements:

- At cost	56,706	53,556
- Less: Accumulated depreciation	(41,917)	(39,185)
	14,789	14,371

Leased plant and equipment:

- At cost	7,108	7,108
- Less: Accumulated amortisation	(7,108)	(7,108)
	-	-
	14,789	14,371

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375
Statement by Members of the Committee
For the year ended 30 June 2015

The Committee 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 Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Institute of Public Administration Australia Incorporated - ACT Division as at 30 June 2015 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:



Carmel McGregor

Acting President



Barry Mewett

Treasurer

27. 8. 2015

The accompanying notes form part of these financial statements.

IPAA ACT: ACKNOWLEDGEMENTS

IPAA ACT wishes to acknowledge the many Committee Chairs, Facilitators, Speakers, Committee Members, Judges, Members and Organisations who generously contributed to our success over the past year.

We also wish to thank the many suppliers who help 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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