

# IPAA ACT 2015-16 ANNUAL REPORT



**PROMOTING EXCELLENCE  
AND PROFESSIONALISM IN  
PUBLIC ADMINISTRATION**  
[www.act.ipaa.org.au](http://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.

## CONTACT US

Unit 4, National Press Club  
16 National Circuit, Barton ACT 2600  
02 6154 9800

[www.act.ipaa.org.au](http://www.act.ipaa.org.au)  
[admin@act.ipaa.org.au](mailto:admin@act.ipaa.org.au)  
[twitter.com/IPAAACT](https://twitter.com/IPAAACT)

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## CORPORATE MEMBERS

### 2015-16

ACIL Allen Consulting	Department of Infrastructure and Regional Development
ACT Government	Department of Social Services
Attorney-General's Department	Department of the Environment
Austrade	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 Federal Police	Department of the Treasury
Australian Financial Security Authority	Department of Veterans' Affairs
Australian Institute of Health and Welfare	EY
Australian Maritime Safety Authority	Food Standards Australia New Zealand
Australian National Audit Office	Geoscience Australia
Australian Pesticides & Veterinary Medicines Authority	Grains Research & Development Corporation
Australian Public Service Commission	Grosvenor Management Consulting
Australian Research Council	Hyam Blair Group
Australian Sports Anti-Doping Authority	Indigenous Business Australia
Australian Taxation Office	Infrastructure Australia
Australian Transport Safety Bureau	Institute for Governance & Policy Analysis
Boston Consulting Group	IP Australia
Business Aspect	Maddocks
Clayton Utz	Museum of Australian Democracy at Old Parliament House
Clean Energy Finance Corporation	National Blood Authority
Clean Energy Regulator	National Disability Insurance Agency
Comcare	National Film and Sound Archive
Commerce Decisions	National Gallery of Australia
Commonwealth Ombudsman	National Health and Medical Research Council
CPM Reviews	National Museum of Australia
CPSU	Noetic Group
Crawford School of Public Policy (ANU)	Office of National Assessments
Crimtrac Agency	Office of Parliamentary Counsel
CSIRO Performance and Evaluation Unit	Office of the Inspector-General of Intelligence & Security
Defence Housing Australia	ORIMA
Deloitte	Parliamentary Library (Dept of Parliamentary Services)
Department of Agriculture and Water Resources	Protiviti
Department of Communications and the Arts	PricewaterhouseCoopers
Department of Defence	Quality Management Solutions
Department of Education and Training	Questacon
Department of Employment	Royal Australian Mint
Department of Finance	Safe Work Australia
Department of Foreign Affairs and Trade	Tanner James
Department of Health	Thinkplace
Department of Human Services	Vista Advisory
Department of Immigration and Border Protection	Yellow Edge
Department of Industry, Innovation and Science	

## PRESIDENT'S REVIEW



IPAA ACT has had a very successful year, with a significant increase in engagement from across our membership base. We have enjoyed strong support from across the sector, delivering exciting events and initiatives to professionals in public administration.

I write this introduction a month into my term as President of IPAA ACT, so would like to take this opportunity to thank Ms Glenys Beauchamp PSM, the former President for the period 2013 to 2016. Many of the achievements outlined are a testament to her leadership.

2015-16 was a period of investment and growth, both in terms of our program and delivery capability. The changes have been well received, with significant positive feedback on the expanded events program including the calibre of speakers and the introduction of new initiatives such as the Secretary Series. The quality and scale of our events has increased, as has attendance by key decision-makers across the sector.

Highlights from the year include:

- Membership – we have seen growth in membership and sponsorship across the year, reflecting the strong interest in IPAA.
- Attendance – we have increased attendance at IPAA events by 73%

over the year, with over 6,400 event attendees, up from 3,700 attending in 2014-15.

- Events – new flagship events including an address by the Prime Minister of Australia, the launch of the Secretary Series and the EA Series, and one-off events including Celebrating Women in Leadership and Learning from Failure.
- Conference – the launch of the inaugural IPAA ACT Conference in September 2015, which was a sell-out event that received great feedback from across the sector.
- Awards – IPAA launched the Public Sector Innovation Awards, in partnership with the Public Sector Innovation Network, which elicited a strong response from the sector.

In addition to the highlights above, there were a number of significant achievements behind the scenes. A new Council was elected in September 2015 with strong representation from across the Australian Public Service, the ACT Government, academia and the private sector.

The team also took the opportunity to modernise IPAA with the move to new accommodation in the Parliamentary Triangle precinct, a refresh of the IPAA brand and a new digital platform.

None of our work would be possible without the IPAA ACT Council, committee members and other IPAA advocates, who provide us with so much support throughout the year. I look forward to continued success in 2016-17.

**Dr Gordon de Brouwer PSM**  
President

# IPAA ACT COUNCIL

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

## EXECUTIVE COMMITTEE



### President

Gordon de Brouwer PSM  
Secretary, Department of  
the Environment  
and Energy



### Treasurer

Barry Mewett FIPAA  
Individual Member  
Retired Partner, KPMG



### Deputy President

Brendan Sargeant  
Associate Secretary  
Department of Defence



### Deputy President

Carmel McGregor PSM FIPAA  
Adjunct Professor, University  
of Canberra



### Secretary

Bronwen Overton-Clarke  
Commissioner for Public  
Administration, ACT Govt



### Assistant Secretary

Stephen Bartos FIPAA  
Independent Consultant



### National Representative

Samantha Palmer  
General Manager,  
Australian Bureau  
of Statistics



### Chair, Corporate Governance

Jonathan Hutson  
Deputy Secretary,  
Department of Human  
Services



### Chief Executive Officer

Drew Baker  
March 2015 - current  
(ex officio)

Occupants of positions as at 30 June 2016.

## COUNCILLORS



**Prof Deborah Blackman**  
School of Business,  
UNSW, Canberra



**Kathy Kostyrko**  
Director, Public Sector,  
Hays Specialist Recruitment



**James Cameron**  
Authority Member,  
Australian Communications  
& Media Authority



**Alison Larkins**  
Deputy Secretary,  
Department of Health



**Kent Chambers**  
Chair, IPAA Young  
Professionals' Network



**Kathy Leigh FIPAA**  
Head of Service,  
ACT Public Service



**Michelle Crosbie**  
General Manager,  
Clean Energy Regulator



**Leonie McGregor**  
First Assistant Secretary,  
Department of Finance



**Dr Jack Dan**  
National General Manager,  
Government, Telstra



**Liz Quinn**  
Group Manager,  
Australian Public  
Service Commission



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



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



**Kerry Kennedy**  
IPAA Prime Minister's  
Awards Coordinator



**Alison Turner FIPAA**  
Program Review  
Consultant



## CEO'S REPORT



IPAA ACT has had a very successful year, with a significant increase in membership engagement and event attendance. There has been strong interest from across the sector in our program of events and activities to promote excellence and professionalism in public administration.

In addition to the improved engagement and event performance, as detailed in the President's Report and in the Performance section of this report, 2015-16 was a big year for IPAA with a significant number of changes to the business:

- Governance – following the election of the new Council in September 2015, we refocused our committee structure to better align with the priorities for the division.
- Digital – over the year we refreshed IPAA's digital presence, including a new public-facing website and email system, along with a move to cloud-based systems to improve office productivity and facilitate a 'work anywhere' team.
- Accommodation – in August 2015 we moved into new premises in the Parliamentary Triangle, bringing us

closer to our membership base and allowing us to run committees from the IPAA office.

- Human Resources – there was considerable turnover in the IPAA team over the year, as we refocused our resources on the event program, broader membership engagement and the new digital platform.

The financial performance of the division is covered in the Treasurer's report on page 27, including the investment made in building a strong base for future growth. In the latter half of the year we reviewed our membership structures and fees, which was implemented in the 2016-17 renewal process. The increased revenue from the new structure will provide a solid foundation for financial performance in the years ahead.

I would like to conclude my report by thanking Glenys Beauchamp PSM, the President of IPAA ACT until June 2016, for her leadership and passion for IPAA and public administration generally. I welcome Gordon de Brouwer PSM as our new President and look forward to working with him in the years 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*

Jonathan Hutson

#### **Programs and Events Committee**

*Chair*

William Story

#### **Digital and Engagement Committee**

*Chair*

Alison Larkins

#### **Capability and Professionalism Committee**

*Chair*

Leonie McGregor

#### **IPAA ACT Conference Committee**

*Chair*

Carmel McGregor

#### **Young Professionals' Network**

*Chair*

Kent Chambers

#### **Canberra Evaluation Forum**

*Chair*

Pierre Skorich

#### **Executive Assistant Series Committee**

*Chair*

Fiona Hess

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:

- Amanda Anderson – Program and Events Manager;
- Chantelle Muyot – Event Coordinator;
- Melinda Holland – Membership Engagement Manager;
- Pauline O'Neill – Finance Officer;
- Paulette Paterson – Digital and Innovation; and
- Tania O'Neil – Secretariat and Program Coordinator.

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 welcomed StatePlus as a new sponsor during 2015-16. We look forward to a positive and productive relationship with StatePlus and all our sponsors.



MinterEllison



# IPAA ACT PERFORMANCE IN 2015-16



## IPAA ACT YEAR IN REVIEW

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

# 86

CORPORATE MEMBERS  
REPRESENTING OVER

# 150,000+

PUBLIC  
ADMINISTRATION  
PROFESSIONALS

# 200+

INDIVIDUAL MEMBERS  
(35% INCREASE)



# MEMBERS

PUBLIC SECTOR  
PRIVATE SECTOR  
ACADEMIA  
NFP & NGO

# 6.4K @ 50

ATTENDEES  
(73% INCREASE)

EVENTS

# 60+

 SPEAKERS  
INCLUDING THE PRIME  
MINISTER OF AUSTRALIA

# 3

 LAUNCHES

IPAA ACT CONFERENCE  
SECRETARY SERIES  
EXECUTIVE ASSISTANT SERIES



# 3.7K

LIVESTREAM  
VIEWERS

# 4.8K

POST-EVENT  
VIEWERS



# 1,050+

CURRENT  
TWITTER  
FOLLOWERS

# 40%

INCREASE IN  
FOLLOWERS

## EVALUATION TRAINING PROFESSIONAL WRITING TRAINING



## ATTENDEES AT THE CANBERRA EVALUATION FORUM



## PRIME MINISTER'S AWARDS FOR EXCELLENCE, ANNUAL REPORT AWARDS, LAUNCH OF 2016 INNOVATION AWARDS

## IPAA 2015-16 THEMES



# IPAA ACT

## 2015-16 EVENTS AND ATTENDANCE

Name	Activity
<b>Program and Events</b>	
IPAA ACT Annual General Meeting	AGM
Prime Minister's Awards - Assessor Workshops	Award Program
Prime Minister's Awards - Moderation Day	Award Program
Prime Minister's Awards - Judging Day	Award Program
Prime Minister's Awards - Presentation Dinner	Award Program
Annual Report Assessor Workshops	Award Program
Annual Report Awards	Award Program
IPAA ACT 2015 Conference - Dinner Function	Conference
IPAA ACT 2015 Conference - Day Session	Conference
EA Series Launch: The Importance and Evolution of Executive Assistants	EA Series (new activity)
Innovate APS: Making it Happen	Flagship Event
Public Address by the DTO - Paul Shetler	Flagship Event
A Profound Opportunity - How the APS must Harness its Data	Flagship Event
30 Years Celebrating Women in Leadership	Flagship Event
International Women's Day - Senator the Hon Michaelia Cash	Flagship Event
Learning from Failure - Dr Peter Shergold AC	Flagship Event
The Hon Malcolm Turnbull MP - Prime Minister's Address to the Public Sector	Flagship Event
Secretary Series - Kathryn Campbell CSC	Secretary Series
Secretary Series - Michael Thawley AO Annual Address to the Public Sector	Secretary Series
Address by the Auditor-General of Australia	Secretary Series
Secretary Series - Michael Pezzullo	Secretary Series
Valedictory Address by Peter Varghese AO	Secretary Series
Secretary Series - Martin Bowles PSM	Secretary Series
Respect and Indigenous Recognition	Seminar
Quit the Red Tape Habit	Seminar
Public Interest Disclosure	Seminar
Understanding the Drivers of Public Trust	Seminar
<b>Training and Professional Development</b>	
Evaluation Training	Training
Professional Writing Courses	Training
Better Annual Reports	Training
Launch Event (ACT)	Mentoring
Launch Event (APS)	Mentoring
Speaker Event 1 (ACT)	Mentoring
Speaker Event 1 (APS)	Mentoring
Speaker Event 2 (ACT)	Mentoring
Speaker Event 2 (APS)	Mentoring
<b>Canberra Evaluation Forum</b>	
Social Return on Investment	Seminar
The Question of Ethics in Evaluation - is it ethical?	Seminar
Complex Program Lifecycles: Evaluating Success	Seminar
It's Time for Diversity	Seminar
Understanding the Power of Statistics in Evaluation	Seminar
Big Data Perspectives	Seminar
<b>Young Professionals' Network</b>	
From 7:30 to 24/7: is it time to end standard hours in the public service?	Debate
Drinks with Leaders	Networking
Megatrends - the Future of Work	Workshop
CEOs and YPN Breakfast: The Hon Wyatt Roy MP	Breakfast
Networking	Networking
<b>Total</b>	

Number held	Date	Registered	Attended	Livestream	Post Video
1	08-Sep-15	40	37	na	na
1	03-Sep-15	45	42	na	na
1	22-Oct-15	45	39	na	na
1	05-Nov-15	6	6	na	na
1	26-Nov-15	144	141	na	na
3	Jan-Feb	45	45	na	na
1	19-May-16	150	116	na	na
1	23-Sep-15	173	165	na	na
1	24-Sep-15	219	210	na	371
1	15-Jun-16	235	228	na	na
1	14-Jul-15	134	106	na	na
1	28-Jul-15	286	280	na	67
1	28-Oct-15	230	186	na	193
1	02-Nov-15	329	273	na	na
1	02-Mar-16	340	340	na	89
1	11-Apr-16	340	340	na	1027
1	20-Apr-16	800	800	3700	2321
1	19-Aug-16	208	180	na	na
1	09-Dec-15	185	155	na	na
1	27-Apr-16	280	151	na	na
1	10-May-16	280	200	na	77
1	09-Jun-16	280	210	na	279
1	21-Jun-16	260	190	na	152
1	01-Dec-15	88	55	na	na
1	22-Mar-16	200	145	na	219
1	06-Apr-16	150	104	na	na
1	23-Jun-16	120	70	na	na
1	26-Aug-15	13	13	na	na
1	13-Aug-16	13	10	na	na
3	April	53	53	na	na
1	17-Feb-16	80	60	na	na
1	24-Feb-16	80	40	na	na
1	15-Mar-16	70	56	na	na
1	16-Mar-16	70	44	na	na
1	10-May-16	70	50	na	na
1	12-May-16	70	43	na	na
1	16-Jul-15	134	108	na	na
1	17-Sep-16	68	45	na	na
1	19-Nov-15	131	84	na	na
1	17-Mar-16	150	117	na	na
1	21-Apr-16	280	205	na	na
1	28-Jun-16	160	120	na	na
1	27-Aug-15	54	54	na	na
1	17-Nov-15	66	53	na	na
1	17-Feb-16	80	60	na	na
1	16-Mar-16	309	309	na	na
1	21-Jun-16	138	125	na	na
<b>51</b>	<b>na</b>	<b>7701</b>	<b>6463</b>	<b>3700</b>	<b>4795</b>



# 2015-16 STRATEGIC THEME 1: SHAPING THINKING IN PUBLIC ADMINISTRATION

## EVENTS

A major focus for IPAA in 2015-16 was expanding the program and event series, including sourcing high calibre speakers, improving event quality and broadening attendance across the sector.

The expansion has been a great success with speakers including:

- the Prime Minister of Australia
- three Ministers; and
- eleven Secretaries.

In addition, IPAA featured a wide range of speakers from the public sector, private sector and academia.

Notable topics included the inaugural address from the CEO of the Digital Transformation Office, Minister Cash for International Women's Day, Professor Peter Shergold AC speaking about the *Learning from Failure* report and an address from The Hon Malcolm Turnbull MP, the Prime Minister of Australia.

The launch of the Secretary Series was well received, with strong attendance from across the sector. Secretary Series events are free to members.

Overall, event attendance increased from 3,600 in 2014-15 to 6,400 in 2015-16, a 73% net increase.

## CONFERENCE

IPAA ACT delivered our inaugural Conference in September 2015, following on from the success of the IPAA National Conference held in Canberra in 2013

The IPAA ACT Conference was a great success, with very positive feedback from attendees and speakers. Based on a series

of three "conversations", each facilitated by a thought leader, the one-day event was fully subscribed. The Conference will become an annual event.

## DIGITAL

A key theme for IPAA in 2015-16 was to focus on the digital transformation agenda, both in terms of events and the delivery of digital services to members.

A key feature of this shift was the move to digital content that can be consumed on any device at any time. IPAA moved away from the previous livestreaming of seminars, and instead focused on filming flagship events and making them available through the IPAA Vimeo channel after the event. When combined with promotion through The Mandarin, video engagement increased dramatically to over 8,000 viewers.

Internally, the division created a 'Digital and Engagement' committee to oversee activities in this area.

## DIVERSITY

The division continued a focus on diversity in public administration, with a strong focus on gender through the 'Celebrating Women in Leadership' event to celebrate 30 years since the appointment of the first female secretary. This was followed by a, inaugural IPAA International Women's Day event.

IPAA also ran a 'Respect and Indigenous Recognition' event along with a Canberra Evaluation Forum seminar on Diversity in the APS.



The Hon Malcolm Turnbull MP



Dr Martin Parkinson PSM



Senator the Hon Michaelia Cash



Dr Peter Shergold AC



Peter Varghese AO



Emma Alberici, ABC

## 2015-16 STRATEGIC THEME 2: PROMOTING EXCELLENCE IN PUBLIC ADMINISTRATION

### PRIME MINISTER'S AWARDS

The Prime Minister's Awards for Excellence in Public Sector Management were run again in 2015, replacing the former Australian Awards.

The Awards were presented by The Hon Robert Smith MP, Minister for Human Services, at a gala dinner at the National Portrait Gallery in Canberra.

The Gold award winner was the Tasmanian Government Department of Education for the Education Information (EDI) initiative, an innovative web portal that provides school staff with valuable school and student data at their fingertips.

Silver award winners were the Department of Communications and the Arts for the Restack and Retune Campaign, IP Australia for the Regional Patent Examiner Training Program (RPET) and the Great Barrier Reef Marine Park Authority and Queensland Parks and Wildlife Service for the Joint Field Management Program for the Great Barrier Reef.

### INNOVATION AWARDS

2016 saw the launch of the inaugural 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 launched in March 2016 and attracted a strong field of 83 nominations from across the APS. A shortlisted field of 12 finalists were invited to present a pitch to a panel of

judges, from which the winners were determined. A more fulsome report will follow in the 2016-17 IPAA ACT Annual Report, as the Awards were not presented until July 2016.

### ANNUAL REPORT AWARDS

The Annual Report Awards continued in their thirty-second year, with a number of changes in 2016, including:

- PGPA – Annual Reports for the APS being awarded under the PGPA Act, rather than the former FMA and CAC categories; and
- Online only – a move to awards being presented for online reports only, in recognition that this is the primary means of accessing reports.

The Annual Report Awards are currently being reviewed as part of the broader changes to performance reporting under the PGPA Act.

### IPAA FELLOWS

IPAA ACT was pleased to recognise three new IPAA Fellows:

- Glenys Beauchamp PSM – Secretary, Department of Industry, Innovation and Science;
- Kathy Leigh – Head of Service, ACT Public Service; and
- George Masri – Senior Assistant Ombudsman, Commonwealth Ombudsman.

In addition to an announcement at the IPAA National Conference, IPAA ACT was pleased to recognise all three recipients at the 'Celebrating Women in Leadership' event in November 2015.



Gold Winner at the PM's Awards



Silver Winner at the PM's Awards



IPAA ACT Fellows



Gold Winner at the Annual Report Awards



The Hon Robert Smith MP



Jane Halton AO PSM



## 2015-16 STRATEGIC THEME 3: CAPABILITY AND PROFESSIONALISM

### CAPABILITY DEVELOPMENT

The capability and professionalism stream represented an area of renewed focus for IPAA ACT throughout the year, with the establishment of a new committee to oversee the current and future work program.

### YOUNG PROFESSIONALS

The Young Professional's Network (YPN) was active throughout the year, running a series of five successful events including the always-popular 'CEOs and YPN Breakfast'.

This year the event featured The Hon Wyatt Roy MP, Assistant Minister for Innovation, and the youngest Minister in the history of the Commonwealth, appointed at the age of 25. The event was hugely successful with over 300 attendees and a number of Secretaries hosting tables of young employees.

Other events included networking sessions and the annual debate.

### MENTORING

Following a successful pilot in 2014-15, IPAA ran a successful mentoring program in 2016.

Building on feedback from the pilot, the new program was timed to avoid the Christmas period. Due to significant demand from the APS and ACT Public Service, the program was run across two cohorts of 40 mentoring pairs, for a total of 80 pairs and 160 attendees.

Speakers included Dr Michele Brungies AM, Secretary of the Department of Education, Ms Kathy Leigh, Head of

the ACT Public Service, Mr Brendan Sargeant, Associate Secretary at the Department of Defence along with other public and private sector speakers.

### EA SERIES

IPAA launched a new activity during the year, in the form of the Executive Assistant Series (EA Series).

Designed to cater for Executive Assistants and Executive Officers, the sold out EA Series Launch Event was held in June with a panel of EA speakers from the APS and ACT Public Service.

The development of the series reflects the critical role that EAs play in the public sector. It provides an opportunity for EAs to come together and share ideas with the goal of building the capability of Executive Assistants in public administration.

### CANBERRA EVALUATION FORUM

The Canberra Evaluation Forum (CEF) is 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.

There was significant change to the CEF Facilitation Group during the year, with the Convenor Noel Sutton stepping down after 20+ years of service. IPAA wishes to thank Noel for his contribution.

The CEF ran six events over the year with over 670 attendees, an increase of over 25% on the year prior, including a well-attended session with David Kalisch, the new Australian Statistician.



Secretary Pezzullo with Young Professionals



Assistant Minister Wyatt Roy at YPN CEOs



Mentoring Program attendees



Mentoring Program Attendees



Sharon McCluskey PSM at the EA Series



Gabrielle Ide at the EA Series

## 2015-16 STRATEGIC THEME 4: EXTENDING OUR INFLUENCE AND ENGAGEMENT

### PARTNERSHIPS

IPAA engaged closely with the APS and ACTPS throughout 2015-16 to provide valuable opportunities to our members. This included partnering with the Department of the Prime Minister and Cabinet to deliver an Address by the Prime Minister of Australia, the Annual Address to the Public Service, and an event to promote the public data agenda.

IPAA also partnered with the Australian Public Service Commission to deliver a lunchtime panel with Professor Peter Shergold AC to discuss the *Learning from Failure* report; and the ACT Government to offer a mentoring program to ACT public servants.

### ENGAGING MEMBERS

IPAA saw an increase in membership in 2015-16, as a result of a renewed focus on engaging with corporate and individual members. Throughout the year, IPAA regularly met with corporate member organisations to enable collaborative opportunities, communicate IPAA's direction and priorities and seek feedback.

IPAA welcomed new memberships from a number of private sector and tertiary organisations, including the Crawford School of Public Policy at the Australian National University.

### PRIVATE SECTOR & ACADEMIA

IPAA ACT increased its engagement with leading organisations in the field of public administration throughout 2015-16. Notably, Professor Mark Evans

of the Institute for Governance and Policy Analysis, and Professor Deborah Blackman of the University of New South Wales – Canberra, both joined the IPAA ACT Council in 2015 to ensure strong links with academia.

The Council also welcomed Dr Jack Dan from Telstra and Kathy Kostyrko from Hays Specialist Recruitment as private sector representatives who have a strong engagement with public administration.

IPAA partnered with MinterEllison in November 2015 to celebrate women in leadership and mark the occasion of 30 years since the first female secretary was appointed. The celebration event featured secretaries' Glenys Beauchamp PSM, Jane Halton AO PSM, Kathryn Campbell CSC, Renée Leon PSM and former secretary Lisa Paul AO PSM.

### IPAA NATIONAL

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

During the year Samantha Palmer, an IPAA ACT Council member, commenced as an IPAA National Council member. The IPAA ACT CEO and Samantha attended an IPAA National Planning Day in March 2016 and the division is now part of a working party looking at ways in which IPAA state and territory divisions can work more effectively together.

IPAA ACT enjoys a productive relationship with IPAA NSW, with IPAA ACT having adopted the same digital platform as IPAA NSW.





The Hon Malcolm Turnbull MP and departmental secretaries at the Address to the APS



Celebrating Women in Leadership, 30 years since the appointment of the first female secretary



Annual Address to the APS

# IPAA ACT: DIGITAL AND ONLINE ENGAGEMENT

In line with IPAA ACT’s decision to invest in the division for future growth, significant work was undertaken during the year to update and modernise the organisation’s digital presence and online engagement.

### WEB REDEVELOPMENT

The IPAA ACT website was redeveloped, with Phase 1 delivered in March 2016. The redevelopment has increased engagement with IPAA members, with a 41 percent increase in the number of visits to the website (sessions).

The website shares the IPAA NSW web platform, providing cost savings for IPAA ACT and offering enhanced online booking and payment for IPAA events.

### EMAIL ENGAGEMENT

In mid-2015, IPAA introduced a monthly newsletter to better engage members, decrease the frequency of email communication, and to keep members informed on activities of the division.

IPAA ACT adopted a new mail platform in March 2016, resulting in a 15 percent increase in subscribers for the four months from March to June 2016.

### VIMEO CHANNEL

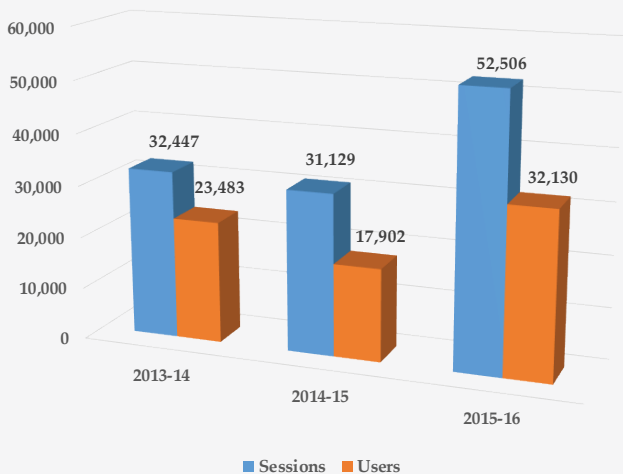
During 2015-16, IPAA established a Vimeo Channel to allow members to access video content. Video content views reached over 8,000 during the year. More detail on views of video content can be found in the Events and Attendance report on pages 12-13.

### SOCIAL MEDIA ENGAGEMENT

IPAA ACT continued to increase its social media engagement during 2015-16, with regular activity on Twitter (@IPAAACT), Facebook and LinkedIn. Twitter followers increased by 40 percent to 1,059 followers at 30 June 2016.

The IPAA ACT website homepage features a livestream of IPAA’s tweets, further increasing the division’s social media engagement.

Figure 1 – IPAA web traffic



# 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.

### YOUNG PROFESSIONALS

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 FINANCIAL PERFORMANCE



## TREASURER'S REPORT



The audited financial statements for the year 2015-16 show an operating deficit of \$78,948 resulting in a retained net asset position of \$619,885.

The activity of the division has increased significantly during this financial year, revenue turnover having increased by \$132,515. This increase reflected both increased membership income and conferences and seminar turnover. Expenses for the year increased \$79,479 which largely reflected the additional costs related to events.

The strong cash position in the balance sheet gives the division a very healthy current ratio with assets exceeding liabilities by \$512,965. The current liabilities include substantial memberships paid in advance for the next 3 years.

During this financial year the trading position reflected the increase in activity around member events, a conscious decision by Council to upgrade the events program in conjunction with our

members, and introduction of changes to events to improve productivity and efficiency. Council also approved improvements to the management and administration of the division. These initiatives included the upgrade of the facilities from which IPAA operates, including support arrangements such as information technology.

The President's Report has highlighted the level of activity achieved during the year. The financial position of the division has been able to support the investments made in 2015-16 and to remain strong during this investment stage.

In planning for 2016-17 the division has continued to increase membership, the response to renewals and expansion of the base has been strong, providing a very solid position for the next 3 years. The initiatives commenced in 2015-16 to improve return on events by increasing efficiencies and maintain high participation will be a continuing financial focus in 2106-17.

The division continues to have a good balance sheet, investments in change have been made and a prime focus will now be to generate a healthy operating position to continue to offer quality member benefits. Support from the membership over the past 12 months has been outstanding.

Barry Mewett FIPAA  
Treasurer



# INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION

ABN 24 656 727 375

## COMMITTEE'S REPORT

Your Committee submit the financial report of the Institute of Public Administration Australia Incorporated – ACT Division for the year ended 30 June 2016.

### COMMITTEE

The Committee throughout the year and at the date of this report are:

Gordon de Brouwer (appointed 8-Jun-2016)	Michelle Crosbie (appointed 8-Sept-2015)
Barry Mewett	Jack Dan (appointed 8-Sept-2015)
Carmel McGregor	Kerry Kennedy
Stephen Bartos	Jonathan Hutson
Alison Turner	Brendan Sargeant
Samantha Palmer	Bronwen Overton-Clarke
Kathy Kostyrko (appointed 8-Sept-2015)	Mark Evans (appointed 8-Sept-2015)
William Story	James Cameron (appointed 8-Sept-2015)
Leonie McGregor (appointed 8-Sept-2015)	Kathy Leigh
Alison Larkins (appointed 8-Sept-2015)	Liz Quinn (appointed 8-Sept-2015)
Deborah Blackman (appointed 8-Sept-2015)	Glenys Beauchamp (resigned 8-Jun-2016)
Kent Chambers (appointed 8-Sept-2015)	John Halligan (resigned 8-Sept-2015)
Kimberley Dripps (resigned 8-Sept-2015)	George Masri (resigned 8-Sept-2015)
Julie Burns (resigned 8-Sept-2015)	Kayelle Drinkwater (resigned 8-Sept-2015)
Joshua Drummond (resigned 8-Sept-2015)	

### PRINCIPAL ACTIVITIES

The principal activities of the Association during the financial year ended 30 June 2016 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 loss for the year ended 30 June 2016 was \$78,948 (2015: loss \$128,402).

### 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 Committee by:



Jonathan William Jay Hutson

Committee Member



Committee Member

Dated this 19<sup>TH</sup> day of AUGUST 2016



Principal Phillip W Miller CA  
 Address Unit 1/37 Geils Court, Deakin ACT 2600  
 PO Box 105, Deakin West ACT 2600  
 Suite 1.3, 33 Highberson Street  
 Gungahlin ACT 2912  
 Phone (02) 6215 7600  
 Fax (02) 6281 7708  
 Web [www.mcsaudit.com.au](http://www.mcsaudit.com.au)  
 ASIC Authorised Audit Company No. 408893

**INDEPENDENT AUDITOR'S REPORT  
 TO THE MEMBERS OF  
 INSTITUTE OF PUBLIC ADMINISTRATION  
 AUSTRALIA INCORPORATED – ACT BRANCH  
 ABN 24 656 727 375**

We have audited the accompanying financial report of the Institute of Public Administration Australia Incorporated – ACT Branch, which comprises the balance sheet as at 30 June 2016, and the income and expenditure statement for the year then ended, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by members of the committee.

**Committee's responsibility for the financial report**

The committee of the Institute of Public Administration Australia Incorporated – ACT Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Associations Incorporation Act 1991 (ACT)* and for such internal control as the committee determine is necessary to enable the preparation and fair presentation of a financial report that are 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 about 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 judgement, including the assessment of the risks of material misstatement of the financial report whether due to fraud or error. In making those assessment, the auditor considers internal control relevant to the Associations preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies

used and the reasonableness of accounting estimates made by the committee, 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 the Australian professional accounting bodies.

### **Auditor's Opinion**

In our opinion, the financial report of the Institute of Public Administration Australia Incorporated - ACT Branch presents fairly, in all material respects the Institute of Public Administration Australia Incorporated - ACT Branch's financial position as at 30 June 2016, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and *the Associations Incorporation Act 1991 (ACT)*.

Name of firm:

**MCS Audit Pty Ltd  
Chartered Accountants**

Name of director:



**Phillip W Miller CA**

Address:

**Unit 1/37 Geils Court, Deakin ACT 2600**

Dated:

*23 August 2016*

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**  
**ABN 24 656 727 375**  
**BALANCE SHEET**  
**AS AT 30 JUNE 2016**

	Note	2016 \$	2015 \$
<b>Current Assets</b>			
<b>Cash and Cash Equivalents</b>			
Cash at bank	2	873,325	774,747
Investments	3	1,017,500	1,000,000
Accounts Receivable	4	51,903	302,496
<b>Total Current Assets</b>		<u>1,942,728</u>	<u>2,077,243</u>
<b>Non-Current Assets</b>			
Property Plant and Equipment	5	104,920	14,790
<b>Total Non-Current Assets</b>		<u>104,920</u>	<u>14,790</u>
<b>Total Assets</b>		<u>2,047,648</u>	<u>2,092,033</u>
<b>Current Liabilities</b>			
Trade Creditors and Payables	6	102,283	142,540
Unearned Revenue	7	1,311,495	1,238,554
Provisions	8	15,985	7,730
<b>Total Current Liabilities</b>		<u>1,429,763</u>	<u>1,388,824</u>
<b>Non-Current Liabilities</b>			
<b>Provisions</b>			
Provisions for Long Service Leave	8	-	6,376
<b>Total Liabilities</b>		<u>1,429,763</u>	<u>1,395,200</u>
<b>Net Assets</b>		<u>617,885</u>	<u>696,833</u>
<b>Members' Funds</b>			
<b>Reserves</b>			
CEF Members Equity		21,454	21,454
Accumulated surplus (deficit)		596,431	675,379
<b>Total Members' Funds</b>		<u>617,885</u>	<u>696,833</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 2016**

	<b>CEF Members Equity \$</b>	<b>Retained Earnings \$</b>	<b>Total \$</b>
Balance at 30 June 2014	21,454	803,781	825,235
Loss attributable to members	-	(128,402)	(128,402)
Balance at 30 June 2015	<u>21,454</u>	<u>675,379</u>	<u>696,833</u>
Loss attributable to members	-	(78,948)	(78,948)
Balance at 30 June 2016	<u><u>21,454</u></u>	<u><u>596,431</u></u>	<u><u>617,885</u></u>

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 2016**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Income</b>		
Assessor Training	11,100	7,400
Today Administration Fee	-	44,421
Conferences & Seminars	361,751	62,988
Training	45,864	128,300
Copyright Income - CBPA & PAT	7,950	19,558
Awards	70,166	39,768
Memberships	586,501	505,330
Sale of Assets	-	1,300
Publication Sales	-	90,655
Sponsorship Income	82,727	83,333
Subscriptions Income	284	29,146
YPN	-	1,227
APR Dinner	-	13,416
ARA 2014	-	12,704
Reimbursement for Conferences	5,426	-
Interest received	39,766	39,474
Total income	<u>1,211,535</u>	<u>1,079,020</u>
<b>Less Cost of Sales</b>		
Postage	3,582	22,576
Printing	-	64,785
Typesetting & Editing	-	123,111
	<u>3,582</u>	<u>210,472</u>
<b>Total Income</b>	<u>1,207,953</u>	<u>868,548</u>

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 2016**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Expenses</b>		
Accounting & Audit Fees	12,140	16,800
Bookkeeping	20,250	11,869
Administrative Services	46,217	10,000
Advertising	7,585	11,971
Bank Fees	8,756	8,721
Bad Debt Expense	-	6,675
Consulting Fees	18,500	16,000
Depreciation	12,958	2,732
Eligible Equipment <\$1000	8,440	15,153
Insurance	9,078	9,128
Leasing Charges	2,553	2,124
Parking	2,215	470
Postage	1,865	2,637
Printing & Stationery	35,017	35,566
Subscriptions & Newspapers	3,031	2,920
Website Hosting & Design	10,577	16,074
Computer Maintenance & Service	14,805	9,786
Telephone	5,307	6,650
Staff & Council Amenities	3,013	3,424
Security Costs	553	517
Repairs & Maintenance	902	592
Rent	41,592	20,045
Electricity	2,922	2,431
Computer Expenses	9,443	179
Cleaning Costs	6,292	7,692
Australian Journal	19,207	25,871
Capitation Fees	12,280	5,330
Photography	9,357	6,015
Awards & Prizes	3,155	3,865
Venue Hire & Expenses	64,373	88,644
Workshop Services	22,435	80,305
Catering Expenses	155,539	60,656
Conferences & Seminars - Other	5,589	20,430

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 2016**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Expenses (Cont.)</b>		
Travel & Accommodation	4,796	9,458
Internet Expenses	10,788	1,181
Staff Development	39	2,250
Loss on Sale Assets	2,125	-
Presentation Costs	-	6,767
Salaries - ordinary	573,758	413,265
Leave Provision	1,879	(11,054)
Superannuation	52,936	45,160
Reportable Super Expense	-	9,730
Audio Visual and Speakers Fees	64,634	8,921
Total expenses	<u>1,286,901</u>	<u>996,950</u>
<b>Profit from ordinary activities before income tax</b>	(78,948)	(128,402)
Income tax revenue relating to ordinary activities	<u>-</u>	<u>-</u>
<b>Net profit attributable to the association</b>	<u>(78,948)</u>	<u>(128,402)</u>
<b>Total changes in equity of the association</b>	<u>(78,948)</u>	<u>(128,402)</u>
Opening retained profits	675,379	803,781
Net profit attributable to the association	(78,948)	(128,402)
CEF Members Equity	<u>21,454</u>	<u>21,454</u>
<b>Closing retained profits</b>	<u>617,885</u>	<u>696,833</u>

The accompanying notes form part of these financial statements.

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**  
**ABN 24 656 727 375**  
**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2016**

	Note	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and government		1,422,361	1,209,860
Interest received		39,766	39,474
Payments to suppliers and employees		(1,258,337)	(2,201,314)
<b>Net cash from operating activities</b>	9	<u>230,790</u>	<u>(951,980)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property, plant and equipment		<u>(105,211)</u>	<u>(3,150)</u>
<b>Net cash from investing activities</b>		<u>(105,211)</u>	<u>(3,150)</u>
NET INCREASE (DECREASE) IN CASH HELD		98,579	(955,130)
Cash at the beginning of the year		774,746	1,729,876
<b>CASH AT THE END OF THE YEAR</b>	2	<u><u>873,325</u></u>	<u><u>774,746</u></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 2016**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, including Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board. This association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial report covers the Institute of Public Administration Australia Incorporated – ACT Division ("the Association") as an individual entity. The Association is an association incorporated in the Australian Capital Territory under the *Associations Incorporation Act (ACT) 1991*.

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 to which they apply.

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Basis of Preparation**

The accounting policies set out below have been consistently applied to all years presented.

**Reporting Basis and Conventions**

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**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) Inventories**

Inventories are measured at the lower of cost and net realisable value.

**(c) Cash and Cash Equivalents**

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

**(d) Property, Plant and Equipment**

Each class of property, plant and equipment are carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

*Property*

Land and buildings are measured at fair value. Fair value is determined based on periodic independent valuations prepared by external valuation experts, based on market values. The fair values are recognised in the financial statements of the association, and are reviewed at the end of each reporting period to ensure that the carrying value of land and buildings is not materially different from their fair values.

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

**ABN 24 656 727 375**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

**(d) Property, Plant and Equipment (Cont)**

*Plant and equipment*

Plant and equipment is measured on the cost basis and is 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 its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount.

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 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 available for use.

**(e) Leases**

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).

**(f) Financial Instruments**

*Initial Recognition 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 (i.e. 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 expensed to profit or loss immediately.

*Derecognising*

Financial assets are derecognised where the contractual rights to receipt of cash flows expire 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 where the related obligation are either discharged, cancelled or expire. The difference between carrying value 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.



**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

**ABN 24 656 727 375**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

**(f) Financial Instruments**

*Classification and Subsequent Measurement*

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

Financial assets are classified at 'fair value through profit or loss' when they are held for trading for the purpose of short-term profit taking, where they are 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 fair value (i.e. gains and losses) recognised 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.

*(iii) Available-for-sale financial assets*

Available-for-sale financial assets 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.

*(iv) Financial liabilities*

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

*(v) Fair value*

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing guide models.

*(vi) Impairment*

At the end of each reporting period, the association assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are immediately recognised in other comprehensive income is reclassified to profit or loss at this point.

**(g) 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 that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the profitability that the employee may not satisfy vesting requirements. Those cash outflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

**(h) Revenue**

Revenue from the sale of goods and services is recognised upon the delivery of goods and services to customers.

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

**ABN 24 656 727 375**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

**(h) Revenue (Cont)**

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

Grants are treated according to the specifications of the grant funding deeds. Grant income and expenses are recognised as specified by each grant funding deed. Grants required to be returned to the funding provider due to specific circumstances are treated as unexpended grants which form part of the liabilities in the balance sheet at the end of the financial year.

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

**(i) 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 receivable 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 including receipts from customers or payments to suppliers.

**(j) 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.

**(k) 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.

**(l) 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 amount normally paid within 20 days of recognition of liability.

**(m) Comparative figures**

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

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

**ABN 24 656 727 375**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

**2. CASH AND CASH EQUIVALENTS**

	<b>2016</b>	<b>2015</b>
	\$	\$
Bank accounts:		
CPS Bank Account	50	358,368
CBA Bank Account	5703	187,543
CPS E-Saver Account	15	210,136
Undeposited Funds	-	18,700
ANZ Cheque Account	261,675	-
ANZ Interest Account	591,582	-
INV Deposit security	14,300	-
	<u>873,325</u>	<u>774,747</u>

**3. INVESTMENTS**

CPS Term Deposit	1,017,500	1,000,000
	<u>1,017,500</u>	<u>1,000,000</u>

**4. RECEIVABLES AND PREPAYMENTS**

Trade Debtors	45,600	273,540
Prepayments	3,667	7,472
Deposit Paid in Advance	2,636	21,484
	<u>51,903</u>	<u>302,496</u>

**5. PROPERTY, PLANT AND EQUIPMENT**

Office Furniture and Equipment		
At Cost	48,407	41,137
Less Accumulated Depreciation	(13,059)	(26,347)
	<u>35,348</u>	<u>14,790</u>
Web Site Design		
At Cost	12,224	15,570
Less Accumulated Depreciation	(2,551)	(15,570)
	<u>9,673</u>	<u>-</u>
Building Improvements		
At Cost	61,278	-
Less Accumulated Depreciation	(1,379)	-
	<u>59,899</u>	<u>-</u>
<b>Total Property Plant &amp; Equipment</b>	<u>104,920</u>	<u>14,790</u>



**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

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**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

**5. PROPERTY, PLANT AND EQUIPMENT (CONT)**

**Movements in carrying amounts**

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

	<b>Office Furniture &amp; Equipment \$</b>	<b>Web Site Design \$</b>	<b>Building Improvements \$</b>	<b>Total \$</b>
Balance at the beginning of the year	14,790	-	-	14,790
Additions	31,712	12,224	61,278	105,214
Net disposals	(2,125)	-	-	(2,125)
Depreciation expense	(9,028)	(2,551)	(1,379)	(12,958)
<b>Carrying amount at the end of the year</b>	<b>35,348</b>	<b>9,673</b>	<b>59,899</b>	<b>104,920</b>

**6. TRADE CREDITORS AND PAYABLES**

	<b>2016 \$</b>	<b>2015 \$</b>
Trade Creditors	1,071	94,206
Accrued Liabilities	-	8,633
Payroll Liabilities	20,832	19,316
GST Payable Control Account	80,380	20,385
	<u>102,283</u>	<u>142,540</u>

**7. UNEARNED REVENUE**

	<b>2016 \$</b>	<b>2015 \$</b>
Income in Advance	6,273	101,531
Memberships In Advance	1,191,586	1,064,296
Sponsorships in Advance	113,636	72,727
	<u>1,311,495</u>	<u>1,238,554</u>

**8. PROVISIONS**

**CURRENT**

	<b>2016 \$</b>	<b>2015 \$</b>
Annual Leave	15,985	7,730

**NON CURRENT**

	<b>2016 \$</b>	<b>2015 \$</b>
Long Service Leave	-	6,376
	<u>15,985</u>	<u>14,106</u>



**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

**ABN 24 656 727 375**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

<b>9. CASH FLOW INFORMATION</b>	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Reconciliation of Cash Flow from operations with Profit after Income Tax</b>		
(Loss) after Income tax	(78,948)	(128,402)
Non-cash flows in profit		
Depreciation	12,958	2,732
Loss on disposal of asset	2,125	-
Changes in assets and liabilities		
(Increase)/Decrease in trade debtors	250,592	188,469
(Increase) in investments	(17,500)	(1,000,000)
(Decrease)/Increase in trade payables	(40,257)	(29,071)
(Decrease)/Increase in other liabilities	72,941	25,347
Increase/(Decrease) in employee benefits	1,879	(11,055)
Net cash provided by operating activities	<u>203,790</u>	<u>(951,980)</u>

**10. FINANCIAL INSTRUMENTS**

**(a) Financial Risk Management Policies**

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

The Association does not have any derivative instruments at 30 June 2016.

i. *Treasury Risk Management*

The committee members meet on a regular basis to analyse financial risk exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

ii. *Financial Risk Exposures and Management*

The main risks the Association is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

*Foreign Currency Risk*

The Association is not exposed to fluctuations in foreign currencies.

*Liquidity Risk*

The Association manages liquidity risk by monitoring forecast cash flows and maintaining adequate cash reserves.

*Credit Risk*

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets, is the carrying amount, net of any provisions for impairment of those assets, are disclosed in the balance sheet and notes to the financial statements. The Association does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the Association.

There are no material amounts of collateral held as security at 30 June 2016.

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

**ABN 24 656 727 375**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2016**

**10. FINANCIAL INSTRUMENTS (CONT)**

**(a) Financial Risk Management Policies (Cont)**

*Credit Risk (Cont)*

Credit risk is managed by the Association and reviewed regularly by the committee members. It rises from exposures to customers as well as through deposits with financial institutions.

*Price Risk*

The Association is not exposed to any material commodity price risk.

**11. ASSOCIATION DETAILS**

The principal place of business is:

Institute of Public Administration Australia Incorporated - ACT Division  
Unit 4  
16 National Circuit  
Barton ACT 2600

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA INCORPORATED - ACT DIVISION**

**ABN 24 656 727 375**

**STATEMENT BY MEMBERS OF THE COMMITTEE**

In the opinion of the Committee the financial report as set out on pages 3 to 19:

1. Presents a true and fair view of the financial position of the Institute of Public Administration Australia Incorporated – ACT Division at 30 June 2016 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe the Institute of Public Administration Australia Incorporated – ACT Division will be able to pay its debts as and when they become due and payable.

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



**Jonathan William Jay Hutson**  
Committee Member



**Barry Mewett**  
Treasurer

Dated this 19<sup>TH</sup> day of AUGUST 2016

## 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

Drew Baker  
Chief Executive Officer  
[drew.baker@act.ipaa.org.au](mailto:drew.baker@act.ipaa.org.au)

Melinda Holland  
Membership Engagement Manager  
[melinda.holland@act.ipaa.org.au](mailto:melinda.holland@act.ipaa.org.au)

Amanda Anderson  
Program and Events Manager  
[amanda.anderson@act.ipaa.org.au](mailto:amanda.anderson@act.ipaa.org.au)

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