

Institute of Public Administration Australia

ACT DIVISION | ANNUAL REPORT 2010-11



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2010-11

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Council Office Holders

President

Andrew Metcalfe
Secretary, Department of Immigration and Citizenship

Deputy Presidents

Carmel McGregor
Deputy Public Service Commissioner

Professor John Halligan
Faculty of Business and Government, University of Canberra

Secretary

Drew Baker
Centre for Public Management

Treasurer

Barry Mewett
KPMG

Immediate Past President

Ian McPhee
PSM Auditor General for Australia

Councillors

Stephen Bartos, Sapere
Research Group
(co-opted from 7 June 2011)

Jennifer Cooke
Department of Human Services

Greg Field
Australian Institute of Management ACT
(resigned September 2010)

Shaun Gath
Private Health Insurance Administration Council

Kathy Hilyard
People and Strategy

Stephen Kendal
Consultant

Kerry Kennedy
Department of Education,

Employment and Workplace Relations

Kathy Kostyrko
Hays Personnel

George Masri
Commonwealth Ombudsman's Office

Carl Murphy
Department of the Sustainability, Environment, Water, Population and Communities

Scott Prasser
Australian Catholic University

Meryl Stanton
Consultant

Lynne Tacy
Consultant

Alison Turner
National Blood Authority

Meeting attendance by Councillors is shown in the Attachment on page 34.

Secretariat

Executive Director

Mark Holmes
Jul 2010 – Jan 2011

Tamara Cutcliffe
Mar 2011 – present

Office and Accounts Manager-Webmaster

Jessica Keyes

Annual Report Awards Coordinator and Project Officer

John Brain (part time)

Programs

Phil Flaherty (part time)

Finance Officer

Pauline O'Neill (part time)



Andrew Metcalfe



Carmel McGregor



Professor John Halligan



Drew Baker



Barry Mewett



Ian McPhee



Andrew Metcalfe

President's Report

IPAA ACT has had a very successful year. This is largely due to improved financial support from its corporate members, and a windfall gain from copyright arrangements from the *Canberra Bulletin of Public Administration* and *Public Administration Today*.

The Council developed a Strategic Statement for 2011-14, reproduced later in this annual report. We are now working to pursue the plan's strategic themes:

- Excellence in public administration and management practice;
- High quality capable and professional public servants; and
- A dynamic public sector into the next decade.

Successful implementation of all the major initiatives envisaged will stretch the existing resources of the IPAA ACT Office and will necessitate additional staff and Council effort.

The Division's flagship events, the Annual Reports Awards and the Prime Minister's Awards for Excellence in Public Sector Administration continued to perform strongly. There was a

33 per cent increase in those Commonwealth government agencies governed under the *Financial Management and Accountability Act 1999* submitting reports for assessment. There was a 50% increase in nominations for the Prime Minister's Awards for Excellence in Public Sector Administration in 2010.

We also presented a significant range of seminars, workshops and awards. Speakers included Nick Morgan on the Australian Government Public Sector Blueprint; the ACT Senate Candidates Debate in the lead up to the 2010 Federal Election; Allan Joyce RCM on Business Continuity Management; a Seminar on Shared Services involving speakers from a range of government departments; Lisa Norman on Corporate Governance; Anne Martine and Gerrit Wanganeen on Indigenous Employment in the APS; Dr Gary Johns and Roslyn Dundas on Developing Public Policy – Homelessness: a case study; Terry Moran on Staying Ahead of the Game and Dr Alison Turner and Stephen Bartos on Fail to Plan: Plan to Fail.

Four editions of *Public Administration Today* (PAT) were produced during the financial year, focusing on

the themes of Infrastructure and Managing in a Downturn, Generational Renewal, Ethics and Whistleblowing, and Procurement.

After 27 editions as General Editor of PAT, IPAA ACT farewelled Danette Fenton-Menzies. We wish Danette well and thank her for her considerable contribution to IPAA ACT and IPAA generally through her efforts. Ron Dent from Adelaide has recently been appointed as her successor.

The IPAA ACT Council also recognises and greatly appreciates the support we receive from our members both individual and corporate, and our generous sponsors who continue to provide invaluable assistance to IPAA ACT in achieving its aims.

As many members will know, this reporting period marked a change in administration arrangements in the ACT Division. Tamara Cutcliffe replaced Mark Holmes as the Executive Director and commenced in March 2011.

I would also like to thank the IPAA ACT Council Members, who have provided great support over the last year. I look forward to an even more successful 2011-12.

Andrew Metcalfe

Our Vision To enhance Australia through high quality professional public service.

Our Mission To promote excellence and good governance in public administration.

Strategic Plan 2011-14

IPAA ACT members are united in a common commitment to improve public administration in Australia. In July 2011 the Council launched the Strategic Statement setting out Themes for 2011-14.

Strategic Themes 2011-14

Strategic themes	Excellence in public administration and management practice	High quality, capable and professional public servants	A dynamic public sector into the next decade
Key focus	Better practice, lessons learned	Individuals as practitioners	Innovation in practices
Major initiatives	<ul style="list-style-type: none"> Annual Report Awards Prime Ministers Awards for Excellence 	<ul style="list-style-type: none"> Major project – (eg. professional standards) 	<ul style="list-style-type: none"> Website award Annual Research project – reform issue
Flagship events	<ul style="list-style-type: none"> Awards Dinners Prime Minister Awards Annual Report Awards 	<ul style="list-style-type: none"> Annual Events <ul style="list-style-type: none"> Great debate End-of-year Young Professionals Network (YPN) graduates breakfast CEO/Secretary cocktails 	<ul style="list-style-type: none"> 2013 National Conference Secretary series (breakfasts with Secretary speaker)
Events	<ul style="list-style-type: none"> Awards assessor training Award winner seminars Short practice workshops Showcasing Events 	<ul style="list-style-type: none"> YPN events Training programs Public servant vignettes 	<ul style="list-style-type: none"> Speaker events <ul style="list-style-type: none"> Overseas visitors Private Academic Top 200 Published papers – future focused
Communities of practice	<ul style="list-style-type: none"> Practice based series 	<ul style="list-style-type: none"> Canberra Evaluation Forum YPN Womens network 	<ul style="list-style-type: none"> Innovation sessions
Publications	<ul style="list-style-type: none"> Public Administration Today 	<ul style="list-style-type: none"> Professional Standards 	<ul style="list-style-type: none"> Research papers

Corporate Governance

The Institute is a membership-based, not-for-profit association, governed by an elected Council comprising a President, two Deputy Presidents, Secretary, Treasurer and Assistant Secretary-Treasurer and 14 Councillors. All positions on the Council are voluntary and Council members are elected for a 2 year term. IPAA funds a full-time secretariat with an Executive Director and an Administrative Officer. Several other people are employed on a part-time basis to assist (finance, programs and Annual Reports Coordinator).

Three sub-committees oversighted key activities for the organisation during the period. These are:

- The Project Committee, chaired by Scott Prasser
- The Governance Committee, chaired by Jennifer Cook
- 2013 ACT National Conference, chaired by Carmel McGregor

The Council meets each second month to direct the affairs of the ACT Division. Between each Council meeting the Executive Committee meets to review matters before they come to Council. All members are invited to stand for Council which currently includes a range of people from middle to senior management in both public and private sectors, and from tertiary institutions.

Sponsors and Partnerships

Continuing support from our Institute Sponsors has enabled the Institute to offer enhanced services to its membership and to value-add to the many functions we have conducted with their help. The Council would like to especially thank the following organisations for their support as sponsors:



IPAA also worked with SAI Global and Courage Partners in relation to the Prime Minister's Awards for Excellence, and in delivering Evaluation workshops respectively.

Annual General Meeting

The Annual General Meeting for 2009-10 was held on 30 September 2010 at CPM premises in Jamieson.

The President, Ian McPhee presented his report. The Treasurer, Barry Mewett also presented his report and moved that TWA Twomey be appointed auditor for the 2010/11 financial year. Councillors were announced for the forthcoming year.

2010-11

Treasurer's Report

The audited financial statements for the year ending 30th June 2011 show a profit of \$442,030. The resultant Balance Sheet position is an end of year net asset position of \$536,365, largely reflected by cash assets.

This excellent outcome was a result of increased membership fees from our corporate members from 1st January 2011. It was also impacted substantially by the receipt of a significant royalty payment of \$215,249 related to the CBPA and PAT publications. The net result of increase in corporate member fees provided an increase of some \$200,000 over our previous year's income. The Statements continue to reflect the strong support of our Sponsors, for which is particularly thankful.

Our expenses related to the business of the IPAA ACT were managed to budget.

IPAA ACT now has a Balance Sheet which is sound and provides opportunity to implement strategic initiatives related to member services. The challenge is now to ensure we deliver activities that respond to the expectations of our clients and augment these with targeted income generating activities.

Thanks must go to the efforts of the Divisional leadership in establishing a much improved financial base. My thanks to Tamara Cutcliffe and her staff for their efforts in managing our Divisional finances.

Barry Mewett
Treasurer



As an annual 'flagship' event, the awards aim to encourage better annual reporting excellence in public administration.

Annual Report Awards

As an annual 'flagship' event, the awards aim to encourage better annual reporting excellence in public administration. Annual reports are key accountability documents, presenting an agency functions, and programs, in addition to how well it performed. An independent assessment through the annual reports awards tests the accountability, transparency and quality of reporting.

The annual reports inform stakeholders about the effectiveness of agencies. They are a key reference document – in fact, often the only consolidated source of information about an agency: what it does, and hopefully, how well it does it each year.

Assessors for the awards are sought from agencies.

A one-day training course for assessors is conducted.

A robust assessment methodology is applied to each annual report submitted in both hard copy and the mirror on-line versions.

Andrew Metcalfe, President of the IPAA (ACT) Division and Mr Terry Moran AO, Secretary of the Department of Prime Minister and Cabinet presented the Awards at a dinner on 2 June 2011 at University House. Mr Terry Moran also spoke on Service Delivery Reform.

The Departmental Shield was awarded to the agency making the greatest contribution to the event, through assessors. In 2009-10 the Department of Immigration and Citizenship (DIAC) won the inaugural award in respect of 2008-09 efforts. In 2011 Mr Andrew Metcalfe, the Secretary of DIAC, awarded the Shield to the Department of Families, Housing Community Services and Indigenous Affairs for that department's effort, narrowly edging out the Australian Public Service Commission and the Department of Education, Employment and Workplace Relations.

As part of a continual improvement process IPAA ACT conducted four Better Annual Report workshops in March and June 2010. These practical events are aimed at helping Commonwealth and ACT Government staff prepare their 2010-11 annual reports.

IPAA ACT acknowledges the service of judges, and assessors in making the annual awards possible.



Congratulations to all the departments and agencies winning awards.

The Award Winners 2009-10

Hard Copy Reports

Commonwealth Departments and Agencies Governed under the Financial Management and Accountability Act

Gold

Australian Fisheries Management Authority

Silver

National Water Commission
Department of Climate Change and Energy Efficiency

Bronze

Department of Agriculture, Fisheries and Forestry

Highly Commended

AusAID



Gold – Australian Fisheries Management Authority.

Hard Copy Reports

Commonwealth Agencies Governed under the Commonwealth Authorities and Companies Act

Gold

Grains Research and
Development Corporation

Silver

CSIRO

Bronze

Australian Institute of Health
and Welfare

Australian Maritime Safety
Authority

Highly Commended

National Film and Sound
Archive

ACT Government Agencies

Gold

ACT Health

Silver

ACT Policing

Bronze

Department of Education
and Training



Gold – Grains Research and Development Corporation.



Gold – ACT Health.

On-Line Reports

Commonwealth Departments and Agencies Governed under the Financial Management and Accountability Act

Gold

National Water Commission

Silver

Department of Infrastructure and Transport

Bronze

Medicare Australia

Department of Agriculture, Fisheries and Forestry

Commended

Australian Sports Anti-Doping Authority

Commonwealth Agencies Governed under the Commonwealth Authorities and Companies Act

Gold

Grains Research and Development Corporation

Silver

Comcare

Bronze

Australian Law Reform Commission

ACT Government

Highly Commended

Department of Education and Training



Gold – National Water Commission.



Gold – Grains Research and Development Corporation.



Highly Commended – Department of Education and Training.

“ The Prime Minister’s Awards for Excellence have been awarded by IPAA ACT every year since 2002.

Prime Minister’s Awards for Excellence

2010 Prime Ministers Awards for Excellence in Public Sector Management

The Prime Minister’s Awards for Excellence have been awarded by IPAA ACT every year since 2002.

At the presentation awards on 25 November 2010, guest speaker Mr Terry Moran AO, Secretary of the Department of the Prime Minister and Cabinet, representing Prime Minister Julia Gillard, presented Australia’s pre-eminent Gold award for excellence in public administration to the Department of Defence for their “Young Endeavour Scheme”.

In assessing projects for the awards, IPAA considered a stringent set of criteria taking in client service delivery, innovation, quality of planning, implementation, results achieved and ongoing improvement processes. The Awards process is overseen by IPAA ACT, but the detailed planning and management is undertaken by a small

dedicated team of volunteers. The organising is essentially a year-long event, and each year the team looks at ways to make improvements across the board. That includes the marketing process, refining the criteria and assessment processes, and providing support for assessors and nominees. A strong awards process ensures a continual high standard of nominations. The support provided by the Division’s sponsors is a key part of the successful running of these awards and is greatly appreciated by the Institute.

To win this award through such a rigorous process and in the face of competition from the best and most innovative programs from the nation’s public sector is an honour and a tribute to the achievement of any organisation.



In assessing projects for the awards, IPAA considered a stringent set of criteria taking in client service delivery, innovation, quality of planning, implementation, results achieved and ongoing improvement processes.



Gold Award

Department of Defence –
Royal Australian Navy
'Young Endeavour Scheme'.



Silver Award

Queensland Police Services
and Queensland Department
of Health 'DNA Improvement
Strategy'.



Collaboration Award

Queensland Police Services
and Queensland Department
of Health. 'DNA Improvement
Strategy'.



Silver Award

NSW Department of Health
'NSW Aboriginal Maternal
Infant Health Services'.



Commendation

Department of Environment,
Water, Heritage the Arts
(Commonwealth).

Department of Environment
Sustainability (Victoria).

'Melbourne Urban Growth
Strategic Environmental
Impact Assessment'.

For excellence in cross-agency/whole government approaches to public administration.

2010 Prime Minister's Awards for Excellence in Public Sector Management Nominations

Jurisdiction	Department	Nomination
ACT	Department of Disability, Housing and Community Services – ACT	The Shared Responsibility
C'wlth	Department of Defence, Royal Australian Navy	Young Endeavour Youth Scheme
C'wlth	Department of the Environment, Water, Heritage and the Arts	Melbourne Urban Growth Strategic Environmental Impact Assessment
C'wlth	Department of Education, Employment and Workplace Relations	Job Services Australia Implementation
C'wlth	Department of Finance and Deregulation	Co-ordinated Procurement of Whole of Australian Government Travel and Related Services
C'wlth	Department of Immigration and Citizenship	Community Status Resolution Services – CSRS
C'wlth	Department of Immigration and Citizenship	The System for People Program
C'wlth	Department of Resources Energy and Tourism	The National Long – Term Tourism Strategy
C'wlth	Department of the Environment, Water, Heritage and the Arts	Melbourne Urban Growth Strategic Environmental Impact Assessment
C'wlth	Medicare Australia	Health Professional Online Services – HPOS
C'wlth	Department of the Prime Minister and Cabinet	National Security Information Environment Roadmap – 2010 Vision
C'wlth	Department of the Prime Minister and Cabinet	Reform of Australia Government Administration
C'wlth	Department of the Prime Minister and Cabinet	National Health and Hospitals Network – Policy Development and Negotiation
C'wlth	The Treasury	Standard Business Reporting – SBR
NSW	Department of Human Services – Housing NSW	Macquarie Fields Building Stronger Communities Project
NSW	Department of Human Services – Housing NSW	NSW Dubbo Transformation
NSW	Department of Human Services – Housing NSW	NSW Government's Government Economic Stimulus Program – Social Housing Initiative
NSW	NSW Department of Health	NSW Aboriginal Maternal and Infant Health Service
NSW	NSW Department of Health	The Housing and Accommodation Support Initiative
NSW	NSW Department of Human Services – Housing NSW	New Partnership – New Opportunities – NSW State Environmental Planning Policy (Affordable Rental Housing) 2009
Qld	Queensland Police Services and Queensland Health Forensic and Scientific Services	DNA – Improvement Strategy

Canberra Evaluation Forum

IPAA ACT provides a number of administrative services to the Canberra Evaluation Forum (CEF), including auspicing, invoicing and banking. IPAA co-badge with CEF on their monthly Fliers. Following feedback from the CEF participants at their monthly sessions, IPAA developed a training program about performing evaluations for individuals and Organisations.

The CEF was established in 1990 through a Department of Finance initiative with aim of promoting better practice in program and project evaluation.

In the late 1990s the CEF became a not-for-profit, unincorporated networking Association that facilitates people to gather for the purposes of presenting and discussing issues of common interest concerning program and project evaluation. The Forum is an inter-agency network of Commonwealth and ACT Government departments and agencies, some private sector companies and academics interested in evaluation and performance management issues in the public sector.

Evaluation is an internationally recognised approach to public sector performance measurement. Indeed, Australia is seen by many countries throughout the world as being at the leading edge of evaluation and performance management techniques.

Changes to Australian Government requirements and form of evaluations, reinforce and confirm the need for managers at all levels to be accountable for performance and evaluation and achievement outcomes.

The CEF consists of:

- its subscriber organisations and a few individual subscribers,
- the Facilitation Group – a volunteer group of people drawn from subscriber organisations – which provides direction, session development, a yearly program, planning and governance oversight, and arranges guest presenters for the Forum, and secretariat, and
- an electronic mailing list of people of member organisations who have specifically registered to receive session information each month.

The Forum sessions are held on eight to ten occasions a year, usually on the third Thursday of each month between February and November.

The Facilitation Group is determined that the Forum remains relevant and contemporary. To achieve this, the yearly program pursues a topical theme and covers such subjects as:

- Government policy about management reform, performance management and evaluation,
- Techniques of performance management and evaluation, and
- Case studies of evaluation and performance information from across Government and private organisations.

The Forum seeks input from interested groups to ensure the program reflects members and individual needs, and to inform our assessment of trends in new developments. Presentations over the last twelve months have been given to the Forum participants from Heads of Government Agencies; a senior Manager from the ACT Government – Chief Minister's Department; AUSAid Senior Manager; Executive Director HC Coombs Policy Forum – ANU and a Department of Finance and Deregulation Senior Manager.

The Facilitation Group records its monthly meetings, and appoints a CEF Convenor, Deputy Convenor by consensus, and engages an external Secretary to manage administration.

The subscription fees are set at a level to cover operating expenses, such as venue, administrative and secretariat costs.

The Forum is a cost-effective means of professional and personal development for people:

- currently involved to varying degrees in all aspects of evaluation and performance management in their organisation;
- with an interest in the session topic, but who are not actually involved in managing performance of programs, nor are they directly involved in their evaluation;
- involved in policy development and analysis;

Additional information about the CEF is available on the IPAA ACT website.

Conference, Seminars and Committee Reports

Meetings Program

Evaluation Modules 5 modules

Seminars

Staying Ahead of the Game

- Nick Morgan
- 12 August 2010

Business Continuity Management

- Allan Joyce RCM
- 7 September 2010

Seminar on Shared Services

- 10 September 2010

Corporate Governance

- Lisa Norman
- 20 September 2010

Indigenous Employment in the APS

- Anne Martine, Gerrit Wanganeen
- 23 September 2010

The ACT Senate Candidates Debate the Federal Election

- October 2010

Developing Public Policy

- Homelessness a case study
- Dr Gary Johns, Roslyn Dundas
- 1 December 2010

Staying Ahead of the Game

- 8 December 2010

Plan to Fail, Fail to Plan Project and Program Management

- Stephen Bartos, Dr Alison Turner
- 16 and 21 June 2011

Annual Report Awards

- Presentation Dinner
- 2 June 2011

Training 9 and 17 February 2011, plus supplementary workshops in some agencies.

- Judging commenced 28 April 2011

Better Annual Reporting Training

- 8,9 and 10 March 2011
- 9 June 2011

Prime Minister's Awards for Excellence

- Training 10 September
- Judging 11 October
- Presentation Dinner
- 2011 Information session
 - Kerry Kennedy, Brian Olson, Johannah Wilson
 - 28 June 2011

Other Events

- Strategic Statement and Farewell to Danette Fenton Menzies networking event at the Alto Tower
- 22 June 2011

Governance Committee

In the 2010\2011 financial year the Governance Committee finalised a number of significant pieces of work. These included the development of revised Membership Strategy, the updating of the Sponsorship Policy and the review of Council Committee structures.

The Governance Committee oversaw the financial standing of IPAA and also provided advice to the Executive Council on matters relating to the IPAA constitution. The Committee managed the process of recruiting and appointing a new Executive Director and also developed a strategy for the setting of Strategic Directions for IPAA for the

coming year. All Governance Committee members were active and committed to their role and gave freely of their time.

Projects Committee

Two flagship events: the Annual Reports Awards, and the Prime Minister's Awards for Excellence, overseen by the Committee, are reported on separately within this document.

The Committee worked with the Executive Director in developing a range of seminars and workshops (refer to Meetings Program section above) in the reporting period.

There is an active plan in place for reinvigorating the YPN during 2011-12.

Young Professionals Network

There is an active plan in place for reinvigorating the YPN during 2011-12.





During 2010-11 there were 48 new individual and 6 new corporate members of the Institute.

Individual Membership

IPAA ACT is part of a national not-for-profit professional association. We exist to give people with an interest in public sector accountability, governance and reform, the chance to exchange ideas on trends, practices and innovations.

IPAA ACT does this through:

- Being an advocate on public administration issues;
- Sponsoring public sector based research projects;
- Providing journals to keep members up-to-date with breaking news in the public sector;
- Conducting regular forums and information sessions for members to discuss current public sector issues; and
- Encouraging young professionals.

During 2010-11 there were 48 new individual and 6 new corporate members of the Institute. These figures are very positive for a member-based organisation.

An integral part of membership is the *Public Administration Today (PAT)* journal – produced locally – which together with the nationally published *Australian Journal of Public Administration (AJPA)* provide regular updates detailing information on local and national administration issues, special features and other newsworthy items linking all members of the three spheres of the public sector and in all jurisdictions.

Membership is open to:

- People working in the public sector – local, state and Commonwealth;
- People employed in educational organisations;
- Students pursuing full/part time courses relevant to public administration
- People who have retired from full time work but wish to keep up-to-date;
- Government agencies, departments and corporations;
- People employed in the private sector who provide services to government; and
- Those interested in public sector issues generally.

Corporate Membership

ACT Chief Minister's Dept	Dept of Resources, Energy and Tourism
ACT Dept of Disability, Housing and Community Service	Dept of Sustainability, Environment, Water, Population and Communities
ACT OHS Commissioner	Dept of Health and Ageing
AGIMO (Australian Government Information Management Office)	Dept of Infrastructure, Transport, Regional Development and Local Government
Attorney-General's Dept	Dept of the Prime Minister and Cabinet
Australian Bureau of Statistics	Ernst and Young
Aust Commission of Law Enforcement Integrity	Food Standards Australia New Zealand
Australian Competition and Consumer Commission	Grains Research and Development Corporation
Australian Customs and Border Protection Service	Hays Personnel Services (Aust) Pty Ltd
Australian Electoral Commission	Insolvency and Trustee Service Australia
Australian Government Solicitor	Interaction Consulting
Australian Institute of Health and Welfare	Fujitsu
Australian Maritime Safety Authority	Kowalski Recruitment
Australian National Audit Office	KPMG
Australian Public Service Commission	Museum of Australian Democracy at Old Parliament House
Australian Taxation Office	National Archives of Australia
Blake Dawson	National Blood Authority
Centre for Public Management	National Water Commission
Centrelink National Support Office	National Film and Sound Archive
Civil Aviation Safety Authority	Office of Director of Public Prosecutions
Clayton Utz Lawyers	Office of Inspector-General of Intelligence and Security
Comcare	Office of National Assessments
Crimtrac	Office of the Commonwealth Ombudsman
Deloitte	ORIMA
Dept of Defence	People and Strategy
Dept of Agriculture, Fisheries and Forestry	PricewaterhouseCoopers
Dept of Education, Employment and Workplace Relations	People, Strategies and Services
Department of Foreign Affairs and Trade	PeopleBank Australia Ltd
Dept of Families, Housing, Community Services and Indigenous Affairs	Private Health Insurance Administration Council
Dept of Finance and Deregulation	Professional Service Review
Department of Human Services	Protiviti
Dept of Immigration and Citizenship	Secretariat for the ACT Legislative Assembly
Department of Parliamentary Services	The Nous Group
Dept of the House of Representatives	Wisdom Learning
Dept of the Senate	School of Business Australian Defence Force Academy (ADFA)
Dept of Veterans' Affairs	Wick Consulting

2010-11

IPAA National Council

ACT Division was represented at National Council meetings by Deputy Presidents Prof John Halligan, and Lynne Tacy. The year also saw a change in the national executive with the appointment of Percy Allan AO as the President of IPAA National.

IPAA National Fellows

Mr Ian McPhee PSM was made a National Fellow in 2010.

Prizes and Awards

IPAA ACT annually awards prizes to the best student at undergraduate level at the Australian National University, the University of Canberra, the Canberra Institute of Technology, and the Public Sector Management Course and jointly sponsors the Women in Politics Prize.

IPAA ACT Website

The site is a vital communication tool, allowing site users to communicate with IPAA ACT. It also provides key information on IPAA ACT's activities, and encourages their involvement.

Key objectives of the site are:

- to provide up to date information about the work of the organisation to members, the public sector and stakeholders;
- to promote our relationships with industry, the public sector, the education sector, and stakeholders;
- to promote publications;
- to register for events online – shopping cart and payment system; and
- to attract new members – email submission form.

Each new IPAA ACT event is posted on the site, along with information about other activities that may be of interest to members. In line with a review of the site in 2009 substantial work has been undertaken in making the site user friendly, so that it is now IPAA ACT's primary method of dealing with a number of stakeholders.



Issue 23
July – September 2010



Issue 24
October – December 2010



Issue 25
January – March 2011



Issue 26
April – June 2011

Public Administration Today (PAT)

It has been another successful year for PAT. There have been four editions of Public Administration Today (PAT) published in 2009-10. There were 40 articles covering a variety of public sector topics including Infrastructure and Managing in a Downturn, Generational Renewal, Ethics and Whistleblowing, and Procurement. Some of these articles related to National IPAA roundtables where we published articles and summaries to keep our members informed of the results of these roundtables.



Andrew Metcalfe presented the outgoing PAT General Editor, Ms Danette Fenton-Menzies with a picture commemorating her 27 issues.

We have continued to receive strong support from all of our State Editors including representation at regular State Editor teleconference meetings.

At a networking event on 22 June 2011, Andrew Metcalfe presented the outgoing PAT General Editor, Ms Danette Fenton-Menzies with a picture commemorating her 27 issues and some flowers in appreciation for her efforts over the period.

Institute of Public Administration Australia Incorporated - ACT Division

Independent Auditor's Report to the Members

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Institute of Public Administration Australia Incorporated - ACT Division (the association), which comprises the Statement by Members of the Council, Income and Expenditure Statement, Balance Sheet, notes comprising a summary of significant accounting policies and other explanatory notes for the financial year ended 30 June 2011.

Council's Responsibility for the Financial Report

The Council of Institute of Public Administration Australia Incorporated - ACT Division are responsible for the preparation of the financial report and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Incorporation Act and is appropriate to meet the needs of the members. The Council's responsibilities also includes such internal control as the Council determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

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

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Institute of Public Administration Australia Incorporated - ACT Division as at 30 June 2011 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the Associations Incorporation Act.

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
Independent Auditor's Report to the Members

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Institute of Public Administration Australia Incorporated - ACT Division to meet the requirements of the Associations Incorporation Act 1991 (ACT). As a result, the financial report may not be suitable for another purpose.

Signed on 8 August, 2011:



Phillip W Miller CA
MCS Audit Pty Ltd
Unit 2 / 35 Curtin Place, Curtin, ACT , 2605

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
Detailed Balance Sheet As At 30 June 2011

	Note	2011 \$	2010 \$
Current Assets			
Cash Assets			
CPS Bank Account		541,184	81,996
CBA Bank Account		151,681	75,873
CBA Bank A/c - Prov for Leave		13,211	25,757
		<u>706,076</u>	<u>183,626</u>
Receivables			
Trade debtors		39,208	15,597
		<u>39,208</u>	<u>15,597</u>
Other			
Prepayments		-	1,435
		<u>-</u>	<u>1,435</u>
Total Current Assets		<u>745,284</u>	<u>200,658</u>
Non-Current Assets			
Property, Plant and Equipment			
Office Furniture & Equipment		24,813	19,383
Less: Accumulated depreciation		(20,198)	(19,383)
Web Site Design - At Cost		15,570	15,570
Less: Accumulated depreciation		(15,570)	(15,570)
Leased Assets - at Cost		7,108	7,108
Less: Accumulated amortisation		(7,108)	(7,108)
		<u>4,616</u>	<u>-</u>
Total Non-Current Assets		<u>4,616</u>	<u>-</u>
Total Assets		<u>749,900</u>	<u>200,658</u>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
Detailed Balance Sheet As At 30 June 2011

	Note	2011 \$	2010 \$
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		44,187	43,839
Accrued Liabilities		30,337	2,972
CEF Clearing Account		6,160	3,282
		<u>80,684</u>	<u>50,093</u>
Current Tax Liabilities			
GST payable control account		3,813	34,616
Input tax credit control account		(2,930)	(12,317)
Amounts withheld from salary and wages		-	3,731
		<u>883</u>	<u>26,030</u>
Provisions			
Provision for Annual Leave		3,115	1,190
Provision Long Service Leave		-	5,225
		<u>3,115</u>	<u>6,415</u>
Other			
PAT Subs in Advance		10,514	4,056
PAT Sponsorship in Advance		2,000	-
Memberships in Advance		100,158	18,820
Sponsorships in Advance		16,182	909
		<u>128,853</u>	<u>23,785</u>
Total Current Liabilities		<u>213,535</u>	<u>106,323</u>
Total Liabilities		<u>213,535</u>	<u>106,323</u>
Net Assets		<u>536,365</u>	<u>94,335</u>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
Detailed Balance Sheet As At 30 June 2011

	Note	2011 \$	2010 \$
<hr/>			
Members' Funds			
Accumulated surplus (deficit)		536,365	94,335
Total Members' Funds		<u>536,365</u>	<u>94,335</u>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
Income and Expenditure Statement
For the year ended 30 June 2011

	2011	2010
	\$	\$
Income		
Assessor Training	13,950	7,800
Administration Fee	50	-
Conferences & Seminars	30,204	58,465
Training	83,410	102,266
Copyright Income - CBPA & PAT	215,249	4,774
ARA 09-10	63,195	-
Prime Minister Dinner	21,588	7,890
Memberships	476,853	155,228
Nomination Fee	21,600	16,077
Publication Sales	82,262	101,792
PAT Advertising Income	4,036	7,227
PAT Sponsorship Income	10,000	15,000
Registration Fees	545	-
Sponsorship Income	71,818	69,636
Subscriptions Income	36,056	34,322
ARA Dinner	21,214	16,354
Secretariat Services	1,200	24,189
AIAL Secretarial Services	11,818	-
AIAL Postage	7,761	-
PAT Admin Income	10,000	12,500
Interest received	127	1,930
Total income	<u>1,182,936</u>	<u>635,450</u>
Less Cost of Sales		
Opening Stock	-	14,665
Postage	27,426	16,702
Printing	-	31,180
Typesetting & Editing	99,869	64,303
	<u>127,295</u>	<u>126,850</u>
Total Income	1,055,641	508,600

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
Income and Expenditure Statement
For the year ended 30 June 2011

	2011 \$	2010 \$
Expenses		
Accounting & Audit Fees	11,740	15,630
Bookkeeping	3,475	-
Administrative Services	10,034	12,500
Advertising	5,407	2,369
Bank Fees	6,046	4,557
Bad Debt Expense	122,831	2,068
Consulting Fees	18,260	18,000
Courier Fees	130	343
Depreciation	814	-
Eligible Equipment <\$1000	645	-
Insurance	7,743	1,999
Leasing Charges	9,769	10,158
Office Expenses	1,846	386
Parking	12	-
Postage	2,683	30,480
Printing & Stationery	15,795	33,422
Subscriptions & Newspapers	108	-
Website Hosting & Design	9,591	545
Computer Maintenance & Service	420	-
Telephone	10,342	12,472
Staff & Council Amenities	2,256	291
Security Costs	507	446
Repairs & Maintenance	470	752
Rent	16,815	19,380
Electricity	1,700	1,787
Computer Expenses	12,031	12,414
Cleaning Costs	1,336	1,973
Typesetting & Editing	-	8,022
Australian Journal	16,890	5,934
Capitation Fees	8,461	748
Photography	895	1,300
Trophies & Prizes	2,103	388
Awards & Prizes	1,264	3,170
Venue Hire & Expenses	62,883	14,458
Workshop Services	17,474	86,275
Catering Expenses	2,344	29,494
Conferences & Seminars - Other	2,727	1,851
Travel & Accommodation	3,875	2,066

Institute of Public Administration Australia Incorporated - ACT Division
Income and Expenditure Statement
For the year ended 30 June 2011

	2011	2010
	\$	\$
Expenses (Cont.)		
Presentation Costs	750	753
Salaries - ordinary	203,902	241,624
Leave Provision	-3,299	-56,513
Superannuation	18,000	20,648
Reportable Super Expense	2,535	-
Total expenses	<u>613,610</u>	<u>542,190</u>
Profit from ordinary activities before income tax	442,031	-33,590
Income tax revenue relating to ordinary activities	-	-
Net profit attributable to the association	442,031	-33,590
Total changes in equity of the association	442,031	-33,590
Opening retained profits	94,334	127,924
Net profit attributable to the association	442,031	-33,590
Closing retained profits	536,365	94,334

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
Notes to the Financial Statements
For the year ended 30 June 2011

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 1991 (ACT). The Council 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.

(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.

Institute of Public Administration Australia Incorporated - ACT Division

Notes to the Financial Statements

For the year ended 30 June 2011

(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.

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) Income Tax Status

As advised by the Australian Taxation Office by letter on 6 June 2005, the association is exempt from income tax under Section 23(e) of the Income Tax Assessment Act.

Institute of Public Administration Australia Incorporated - ACT Division**Notes to the Financial Statements****For the year ended 30 June 2011**

	2011	2010
<hr/>		
Note 2: Cash assets		
Bank accounts:		
CPS Bank Account	541,184	81,996
CBA Bank Account	151,681	75,873
CBA Bank A/c - Prov for Leave	13,211	25,757
	<hr/>	<hr/>
	706,076	183,626
	<hr/>	<hr/>

Note 3: Memberships and Subscriptions

In 2010 it was decided to issue membership subscriptions in line with PAT subscriptions. As at 30 June 2011 all PAT subscriptions have been issued on time.

Institute of Public Administration Australia Incorporated - ACT Division
Statement by Members of the Council
For the year ended 30 June 2011

The Council has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

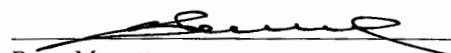
In the opinion of the Council the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Institute of Public Administration Australia Incorporated - ACT Division as at 30 June 2011 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.

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



Andrew Metcalfe
President



Barry Mewett
Treasurer

8 August, 2011

The accompanying notes form part of these financial statements.

Attachment

Meeting Attendance by Councillors

	20/7/10	AGM 30/9/10	16/12/10	23/3/11	Strat Plan 7/5/11	7/6/11
Baker		x	x	x	x	x
Bartos					x	x
Cooke			x	x	x	x
Fenton-Menzies			x	x		
Field	x	resigned				
Gath					x	
Halligan			x	x	x	x
Hilyard				x	x	x
Kendal	x		x	x	x	x
Kennedy		x	x	x	x	x
Kostyrko	x		x		x	x
McGregor		x	x	x	x	x
McPhee	x	x				
Masri	x		x		x	x
Mewett	x		x		x	x
Metcalfe		x		x		x
Murphy	x	x	x		x	
Prasser	x		x		x	
Stanton			x	x	x	
Tacy				x		
Turner	x			x	x	x

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