# ANNUAL REPORT

2013-14

Institute of Public Administration Australia ACT Division





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### Corporate Members 2013–14

ACT Government

Amanda O'Rourke Executive Search ANZSOG Institute for Governance

Attornev-General's Department

**AusAID** 

Australian Bureau of Statistics Australian Commission for Law

**Enforcement Integrity** 

Australian Competition & Consumer

Commission

Australian Customs & Border Protection

Service

Australian Electoral Commission

Australian Financial Security Authority

Australian Fisheries Management

**Authority** 

Australian Government Solicitor

Australian Institute of Health & Welfare

Australian Maritime Safety Authority

Australian National Audit Office

Australian Pesticides & Veterinary

Medicines Authority

Australian Public Service Commission

Australian Research Council

Australian Security Intelligence

Australian Sports Anti-Doping Authority

Australian Taxation Office

Australian Transport & Safety Bureau

Cantlie

Catch Recruitment

Clayton Utz Comcare

ComSuper

Centre for Public Management

CPM-Reviews

CrimTrac Agency

Department of Agriculture

Department of Communications

Department of Defence

Department of Education

Department of Employment

Department of Environment

Department of Finance

Department of Foreign Affairs & Trade

Department of Health

Department of Human Services

Department of Immigration and Border

Protection

Department of Industry

Department of Infrastructure and Regional

Development

Department of Regional Australia, Local

Government, Arts & Sport

Department of Resources, Energy & Tourism

Department of Social Services

Department of the House of

Representatives

Department of the Prime Minister & Cabinet

Department of the Senate

Department of Treasury

Department of Veterans' Affairs

Ernst & Youna

Fair Work Ombudsman

Food Standards Australia New Zealand Grains Research and Development

Corporation

Hays Recruiting experts worldwide

Indigenous Business Australia

**KPMG** 

Minter Ellison - Canberra

Museum of Australian Democracy

National Archives of Australia

National Blood Authority

National Health & Medical Research

Council

National Health Funding Body

National Water Commission

Noetic Group

Office of Inspector-General of Intelligence

& Security

Office of National Assessments

Office of the Commonwealth

**Ombudsman** 

ORIMA

Parliamentary Library

PriceWaterhouseCoopers Australia

(Economics & Policy Branch)

Protiviti

Questacon National Science and Tech

Royal Australian Mint

Russell Kennedy Pty Ltd

Safe Work Australia

SMS Management & Technology

Telstra Enterprise & Government

The Nous Group

IPAA ACT is a division of a national not-for-profit professional association. Its purpose is to give people with an interest in public sector accountability, governance and reform, opportunities to exchange ideas on trends, practices and innovations.

IPAA ACT does this through:

- Conducting regular forums and information sessions on current public sector
- Providing publications that give members information and research on topical themes;
- Sponsoring public sector based research projects; and
- Encouraging young professionals.

Membership can be individual or corporate based. Membership is open to those with an interest in the public sector.



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### Council Office Holders

### **Executive Committee**



President Glenys Beauchamp PSM Secretary, Department of Industry



Vice President Carmel McGregor PSM FIPAA Deputy Secretary Department of Defence



Vice President Professor John Halligan FIPAA Professor of Public Administration, Faculty of Business and Government at the University of Canberra.



Treasurer Barry Mewett FIPAA Senior Associate with KPMG



Secretary Kimberley Dripps Deputy Secretary, Department of Environment



Assistant Secretary/ **Treasurer** Paul O'Connor **CEO Comcare** 



Chair Corporate Governance Committee George Masri Assistant Ombudsman

### **Other Councillors**

Drew Baker Stephen Bartos FIPAA Julia Burns Kayelle Drinkwater Joshua Drummond Jonathan Hutson Andrew Kefford Kerry Kennedy Kathy Leigh (from December 2013) Samantha Palmer Brendan Sargeant Will Story Alison Turner



Ex Officio Tamara Cutcliffe IPAA ACT Executive Director



Immediate Past President and Patron Andrew Metcalfe AO IPAAA

### **IPAA ACT Office**

**Executive Director** Tamara Cutcliffe MIPAA

Office and Accounts Manager & Webmaster Jessica Keves

Program Secretariat and Canberra Evaluation Forum Secretary Amanda Anderson MIPAA

Annual Report Awards Coordinator Bill Nichol

**Project Officer** John Brain MIPAA

Corporate Governance & Publications and Online Committee Secretary Karen May

Finance Officer Pauline O'Neall

Director IPAA Professional Capabilities Alison Turner FIPAA

2013 National Conference Communications Melinda Holland

2013 Support Judy Pearce

# President's Report



I was delighted to be offered the opportunity to take on the presidency of IPAA ACT in September 2013. This followed the resignation of Andrew Metcalfe AO, who had served as President from 2010 to 2013. I am pleased that Andrew stayed on as Patron for IPAA ACT and thank him for his legacy and ongoing advice!

IPAA ACT has had a very successful year. Highlights for the 2013-14 year include:

- An outstanding 2013 IPAA National Conference in November 2013 as part of the Canberra Centenary Celebrations.
- Presentation of the Prime Minister's Awards for Excellence in Public Sector Management at the 2013 National Conference Dinner held at the Australian War Memorial in November 2013.
- Flagships again successfully staged and lauded—including the Young Professional and Chief Executive Breakfast featuring Ms Sophie Ryan, one of Australia's youngest CEOs and attended by over 30 corporate members.
- The Annual Report Awards which were smoothly and successfully run.
- More events, live streaming and videos to prove it.
- IPAA ACT website average of almost 2000 hits per month and an 11% increase over the previous year.
- Record levels of income and corporate members.

We also presented a large number of seminars, workshops and awards, arguably the most events held in any year since IPAA ACT was established. Keynote speakers have included Dr Ian Watt AO, Secretary of the Department of the Prime Minister and Cabinet with an Annual Address to the Australian Public Service, the Path Forward. Very pleasingly, the number of people attending seminars and workshops also remain at very high levels.

In addition, we welcomed three new national fellows in 2013, Ms Alison Turner, Dr Ian Watt AO and Mr Stephen Sedgwick AO.

Four editions of Public Administration Today (Today) were produced during the financial year, focusing on the themes of 'the rise of third sector', 'sustainability and environment', 'co-design, production and delivery'; and 'future trends in public administration'. It is very pleasing to note that a number of agencies have taken the opportunity to host *Today* on their intranet sites, facilitating wider access to contemporary public sector issues. One of the key issues we embarked on during the year was to enhance the professionalism and recognition of our public sector skills, was the development of standards in Policy and Procurement. This provides a strong platform to partner with Australian Public Services to increase skills and capability and build and recognise core competencies of public administrators.

The IPAA ACT Council recognises and greatly appreciates the support we receive from our members both individual and corporate, non-members who speak at our events, and our generous sponsors who continue to provide invaluable assistance to IPAA ACT.

I would like to convey my thanks to IPAA ACT Council members, who have provided great support over the past year and in particular the efforts of our Vice President Carmel McGregor PSM and the Committee members who chaired and delivered the IPAA 2013 National Conference; Kerry Kennedy for his coordination of the 2013 Prime Minister's Awards for Excellence in Public Sector Management; and Alison Turner who has championed the Professional Standards nationally. My thanks are also due to the Executive Director of IPAA ACT, Tamara Cutcliffe, the rock, who along with her small team make it all work seamlessly.

I look forward to an even more successful 2014-15.

### Glenys Beauchamp PSM

# Executive Director's Report



In a tightening fiscal environment, we were delighted to have the level of support for IPAA ACT and the 2013 IPAA National Conference this year.

We were very grateful that in the midst of machinery of Government changes and in a new portfolio and department, Glenys Beauchamp accepted the role of President of IPAA ACT, replacing our longest serving President, Andrew Metcalfe.

Glenys seamlessly chaired IPAA 2013 National Conference, and the 2013 Prime Minister's Awards for Excellence Awards Dinner, and has been a source of ongoing inspiration and support, including leading discussions for the new Strategic Plan 2014-17 and championing the work of Alison Turner's capability framework and standards with the National IPAA Council and President Terry Moran.

IPAA ACT coordinates some National issues on a regular basis — bringing together the Public Administration Today magazine with Editor Ron Dent, and the Prime Minister's Awards for Excellence in Public Sector Management with

Awards Coordinator Kerry Kennedy. Coordination of a national conference is a large logistical effort and it was a pleasure to work with the Steering Committee chaired by Carmel McGregor and our conference organisers, Conference Logistics, augmented by Melinda Holland and Judy Pearce to bring off a one-in-eight year event.

This year has seen the Canberra Evaluation Forum integrate with IPAA ACT and we welcome Noel Sutton and the Facilitation Group warmly to the fold.

I thank KPMG, the Centre for Public Management, Hays Recruitment and Telstra for their sponsorship and strong support of our work. The fact that many government agencies have taken out 3 year discounted membership for IPAA ACT into the future is evidence of their commitment to a professional association and our products and services.

Lastly I thank the office team — in particular — Jess, Amanda, Bill, John and Karen for their tireless efforts and support.

### **Tamara Cutcliffe**

**Executive Director** 

# Strategic Themes 2014-17

### Our Vision:

To enhance Australia through high quality professional public service

## **Our Mission:**

 $To\ promote$ excellence and good governance in public administration

Strategic themes	Excellence in public administration and management practice	High quality, capable and professional public servants	Contemporary and connected
Key focus	Better practice, lessons learned	Individuals as practitioners	Innovation in practices
Major initiatives	Annual Report Awards     Awards for Excellence	<ul><li>Professional Standards</li><li>Mentoring Pilot</li></ul>	<ul> <li>Reconciliation Action Plan</li> <li>Promote Professional Standards</li> </ul>
Flagship events	Awards Dinners     Awards for Excellence     Annual Report Awards	Annual Events     Great debate     Young     Professionals     Network (YPN)     graduates     breakfast      CEO/Secretary     cocktails	Investigate     IPAA ACT     Conference     Special series     (with Secretary     speaker where     applicable)
Events	<ul> <li>Awards assessor training</li> <li>Award winner seminars</li> <li>Short practice workshops</li> <li>Showcasing Events</li> </ul>	<ul> <li>YPN events</li> <li>Training programs</li> <li>Public servant vignettes</li> </ul>	Speaker events     Overseas visitors     Private     Academic     Top 200      Published papers – future focused
Communities of practice	Practice based series	Canberra Evaluation Forum  YPN  Middle Managers	Innovation sessions

# IPAA ACT Structure



### Council

Council Office Holders: Glenys Beauchamp, Carmel McGregor, John Halligan, Barry Mewett, Kimberley Dripps, Paul O'Connor, George Masri

Councillors: See page 2

### **Executive Committee**

President, Vice President, Secretary, Treasurer, Assistant Secretary/ Treasurer, Chair Corporate Government Committee

### **Executive Director**

Tamara Cutcliffe

### Corporate Governance

### **Publications** and Online

### 2013 **National** Conference

### **Programs**

### Canberra **Evaluation** Forum

### Professional Capability **Standards Program**

### Young **Professionals** Network

# Chair

George Masri

Drew Baker **Barry Mewett** Kathy Kostyro Jonathan Hutson John Halligan Andrew Kefford Will Story

> Secretariat Karen May

### Chair Stephen Bartos

Drew Baker Sandi Logan Brendan Sargeant Samantha

Palmer **General Editor** Ron Dent

Secretariat Karen May

### Chair

Carmel McGregor

Andrew Cappie-Wood John Halligan Lynne Tacy Meryl Stanton Stephen Bartos Kathy Kostyrko Di van Meegen

Drew Baker Samantha Palmer

Holland Judy Pearce Secretariat Conlog

Melinda

### Chair Paul O'Connor

George Masri Kerry Kennedy Will Story Julia Burns Karen Radford

> Secretariat Amanda Anderson

### Chair

Noel Sutton Judith Smith Brenda Thompson Emma Rowland Greg Bowen Kim Grey

> Secretariat Amanda Anderson

### Chair

Alison Turner John Halligan Julia Burns Lynne Tacy Kayelle Drinkwater Secretariat

Alison Turner

### Chair Joshua

Drummond Chris Field Alex Brook Tim Hitches Sarah Poon Sandru Santhana Anandarai Siva Ganeshan Vincci Choy Karen Radford Elise Trask

Michael Yan Secretariat Megan Trott

# Corporate Governance

In June 2013 George Masri took up the position of Chair of the Committee from the outgoing Chair, Jennifer Cooke. In the 2013–14 financial year the Corporate Governance Committee had a productive time developing and implementing various iniatives which included:

- Overseeing internal evaluation, with Phil Butler of the Australian Institute of Company Directors, of the operation of the IPAA ACT Council
- Supporting an IPAA ACT Strategic Planning Day, and following up actions including reviewing the IPAA ACT committee structure, and seeking feedback from corporate and individual members
- Assisting with preparations for the 2013 National Conference
- Renewing the membership of the Committee, following election of the new Council
- Making recommendations to Council on the new model for Public Administration Today magazine - which included an improved online version
- Overseeing the budget implications of the new model for Public Administration Today, and changes to the Editor's contract and fee

- Monitoring developments in digital publishing which may have an impact on *Public Administration Today* magazine
- Reviewing sponsorship arrangements, including developing sponsorship guidelines, gaining feedback from current sponsors, developing a range of new sponsorship offerings and monitoring the sourcing of new sponsors
- Overseeing remaining issues associated with the amalgamation of IPAA ACT and the Canberra Evaluation Forum (CEF)
- Supporting the development of a mentoring program as part of corporate membershiup benefits
- Implementing a file share system for sharing of IPAA ACT Committee minutes and other papers
- \* Overseeing the financial standing of IPAA ACT









# **Sponsors and Partnerships**

Continuing support from our sponsors has enabled the Institute to offer enhanced services to its members and to value-add to many functions we conducted with their help.

The Council would especially like to thank the following organisations for their support as sponsors during 2013–14:

- CPM
- KPMG
- Hays
- Telstra

IPAA also worked with Courage Partners and Magical Learning delivering evaluation and writing workshops respectively.

# **Annual General Meeting**

The Annual General Meeting for 2012-13 was held on 10 September at the Department of Agrticulture Conference Room.

The President presented his report.

The Treasurer, Barry Mewett, also presented his report.

# IPAA National Council

ACT Division was represented at the National Meetings by Deputy President Professor John Halligan with the President also attending the Canberra meeting in November 2013.

The Public Sector Professional Capability Standards Project undertaken by a Project Steering Committee from IPAA ACT was discussed and supported as a national project.

IPAA Queensland has been supported financially and in other respects by IPAA National Council and the NSW Division as it seeks to become operational again as a fully-fledged Division.

Mr Andrew Tongue, Secretary of the Victorian Department of Premier and Cabinet joined the National Executive in 2014.

Mr John Carnegie was appointed as the new Executive Director, National.

A Governance Review of IPAA National has been foreshadowed to clarify roles and responsibilities, but has not yet commenced.

The National Conference for 2014 is being organised by the IPAA Western Australia in Perth.













# Treasurer's Report

### Financial Year 2013-14

The audited financial statements for the year ending 30/6/2014 show an operating surplus of \$74,420. The resultant Balance Sheet for the Division shows an end of year net asset position of \$825,235, largely held in cash assets.

During this financial year the Division undertook a wide range of activities including hosting a very successful National Conference. In addition the Division continued to host events such as monthly member seminars, special seminars and signature events such as the Annual Reports Awards and Prime Minister's awards (in conjunction with the national conference). The surplus from the National Conference was \$92,389 (excluding GST), shared equally between the ACT Division and National Council. The Division's operating surplus also came from the membership contributions of Departments, Agencies and individuals, and an increase in fees fromother seminar

activity. The Corporate membership continues to underpin the ability of the Division to increase its services and continue to lift the quality of member events. The Balance Sheet of the Division remains strong reflecting an opportunity to look for further opportunities to grow IPAA in the Commonwealth marketplace.

The major income items were again the corporate and individual memberships, conference and seminar income, training activities, sponsorship income, and PAT income. Key expenditure items included PAT cost of sales, salaries and wages, venue hire and catering expenses, cost of training programs and consulting fees (these related to the Division's initiative to develop work related standards for the public sector). Salary costs reflect the efforts of the Division to lift the level of membership services over the past few years.

The Institute has a very positive financial base from which to continue its aim of providing high level services to its corporate and individual members. The net asset position of the Division is strong, with the current assets to current liabilities ratio also reflecting strength in the operating capital position of the Division.

**Barry Mewett** Treasurer





# **Annual Report Awards**

The Annual Report Awards (ARAs) are one of IPAA's 'flagship' events and epitomise its primary role, which is to encourage excellence and good governance in the public sector.

All Commonwealth departments, agencies and bodies regardless of location, as well as all ACT Government agencies are eligible to register their annual report for assessment.

This year a total of 77 entities registered their reports for assessment, while 104 individuals from 34 public and private sector entities attended assessor training workshops and then completed at least one assessment report. The overall number of participating agencies has been relatively stable in recent years.

Two major changes were made in 2013-14. First, the Award category for Financial Management and Accountability Act (FMA) agencies was split, so that there was one set of Awards for large/medium FMAs, and a separate set of Awards for small FMAs. Second, a new Award, the Assessor Cup, was introduced for the agency that supplies the highest number of assessors as a proportion of the agency's total staff numbers.

The change to the FMA category was made in anticipation of the passing of the Public Governance, Performance and Accountability (PGPA) Act 2013, and as part of a longer-term strategy for the re-configuration of the Awards for all Commonwealth entities. It is anticipated that, subject to the still-to-be-developed annual report guidelines for entities covered by the PGPA Act, it may be appropriate to replace the newly-established categories (that is, large/medium FMA, small FMA and CAC (Commonwealth Authorities and Companies)) with three other categories (that is, large, medium and small). At this stage, the intention is to group agencies on staff numbers and definitions published each year by the Australian Public Service Commission in their State of the Service Report.

The Assessor Cup was introduced to supplement the Department Shield, which is awarded to the agency that supplies the highest number of assessors. The Cup was introduced after a number of assessors observed that it was almost inevitable that the Shield would always go to one of the larger agencies, simply because the latter had more staff.

This year's presentation dinner marked the 30th year of the ARAs and took place in the Great Hall of ANU's University House on 22 May 2014. Over 150 representatives from Commonwealth and ACT Government agencies and bodies attended this event, which subsequently received positive coverage in the Australian Financial Review and PS News.

Mr Ian McPhee PSM FIPAA, the Auditor General for Australia, gave the after dinner speech and discussed historical developments affecting the National Audit Office in the context of challenges that regularly face the wider public service. Later in the evening, Mr McPhee together with Ms Kathy Leigh, Head of Service for the ACT Government, presented the gold awards. Ms Glenys Beauchamp PSM, IPAA ACT's President, was the Master of Ceremonies and ensured that everything went smoothly and that the evening was a big success.

The Judges Report for the 2012-13 ARAs is available from IPAA ACT's website: www.act.ipaa.org.au.

Apart from convening three one-day assessor training workshops, IPAA ACT also collaborated with Ms Helen Lewis to provide four one-day 'better annual report' workshops. These practical workshops were aimed at helping Australian Government and ACT Government staff prepare high quality reports for 2013-14.

### **FULL LIST OF WINNERS 2012-13**

### **Hard Copy Reports**

### Large/Medium FMA Agencies:

Gold: Department of Immigration and Border Protection

Silver: Department of Health

Bronze: Australian Customs and Border Protection Service

### **Highly Commended:**

Australian Security Intelligence Organisation

### **Highly Commended:**

Department of Environment

### **Highly Commended:**

Fair Work Ombudsman

### **Small FMA Agencies:**

Gold: National Health Performance Authority

Silver: National Blood Authority

Bronze: Australian Commission for Law Enforcement Integrity

### Highly Commended:

Private Health Insurance Ombudsman

### **CAC Bodies:**

Gold: Indigenous Business Australia Silver: Indigenous Land Corporation

Bronze: CSIRO

### Highly Commended:

Australian Commission on Safety and Quality Health Care

### **ACT Government:**

Gold: Land Development Agency

Territory and Municipal Services Directorate Silver:

Bronze: Education and Training Directorate

### **Online Reports**

### Large/Medium FMA Agencies:

Silver: Department of Foreign Affairs and Trade

Silver: Department of Immigration and Border Protection

Bronze: Australian Taxation Office

### **Highly Commended:**

Department of Health



Kathy Leigh, Ian McPhee, Dario Postai, Nicola Thompson and Glenys Beauchamp



Kathy Leigh, Ian McPhee, Chris Fry and Glenys Beauchamp

# Small FMA Agencies:

### **Highly Commended:**

Australian Transport Safety Bureau

### **CAC Bodies:**

Gold: Indigenous Business Australia

**Silver:** Clean Energy Finance Corporation

**Bronze:** Torres Strait Regional Authority

### **Highly Commended:**

Australian Maritime Safety Authority

### **Highly Commended:**

Reserve Bank of Australia

### **ACT Government:**

Gold: Health Directorate

Silver: Education and Training Directorate

### **Department Shield:**

Australian Taxation Office

### **Assessor Cup:**

National Blood Authority

### **Certificates of Appreciation**

Certificates were issued to people who have been annual report assessors for four years or more including this year:

Meredith Harkness, formerly of the Department of Defence Karen Robinson, CSIRO

Certificates of appreciation were also issued to agencies that had provided five or more assessors who undertook the necessary training and then completed assessment reports for at least one agency:

ACT Health Directorate
Department of Finance
Department of Human Services
Department of Social Services
Department of Agriculture
Australian National Audit Office
Department of Defence



Ian McPhee, Jessica Condi, Kathy Leigh, Dr Peggy Brown, Alexandra Kellar, Jessica Summerall and Glenys Beauchamp celebrate the ACT Health Directorate's Gold Award



Drew Baker from CPM (left) and Glenys Beauchamp (right) present the Assessor Cup to the National Blood Authority's Emma Thompson and Rachel White the Assessors Cup to National Blood Authority reps, Rachel Wright and Emma Thompson



Amanda Anderson, IPAA ACT's Program Secretariat and Bill Nichol Annual Report Awards Coordinator



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

The 2013 Prime Minister's Awards for Excellence in Public Sector Management, managed by IPAA ACT, were open to organisation in all three levels of government. The Awards were presented at IPAA's National Conference Dinner, held at the Australian War Memorial in November 2013, by Senator the Hon. Eric Abetz, Minister assisting the Prime Minister on Public Service Matters.

A message was received from the Prime Minister who paid tribute to to the nominations who 'have demonstrated the best qualities of Australian public sector workers: professionalism, team work and innovation.'

The Prime Minister's Awards for Excellence in Public Sector Management exist to encourage and recognise better practice and innovation across all levels of government. In 2013, 21 diverse nominations vied for recognition on the basis of demonstrated sustainable excellence in public sector management through:

- commitment to and achievement of exceptional stakeholder service and satisfaction;
- a high standard of transparent leadership, planning and governance;
- a high standard of people management and change management; and
- innovation in the design and/or delivery of products, services and processes.

These criteria are based on the principles in the IPAA Public Sector Excellence Model. The model was developed by IPAA to provide a basis for organisations to determine better approaches to conceiving, designing, implementing and reviewing initiatives. Each nomination for the Prime Minister's Awards for Excellence is subject to a stringent four-dimensional assessment process which uses the PIMMS Methodology developed by IPAA to underpin its Excellence Model. The acronym PIMMS stands for Plan, Implement, Monitor and Measure and Sustain.

Following detailed assessment by teams of volunteer assessors, the Awards Selection Committee (comprising Pat Barrett AO FIPAA, Stephen Bartos FIPAA, Professor Kerry Jacobs, Dr Neil Johnston AO and Beatrice (Trixie) Makay, assessed each nomination on its overall merit and outcomes, as well as its performance against each of the four PIMMS dimensions, and selected the Award winners and commended projects.

### The Awards

The Prime Minister's Awards for Excellence in Public Sector Management in 2013 were:

### **GOLD AWARDS**

- Department of Defence Airborne Countermeasures Development and Validation Project
- Australian Bureau of Statistics 2011 Census of Population and Housing



Gold Award: Minister Eric Abetz with Defence Airborne Countermeasures

Development and Validation representations including

Brendan Sargeant and Mark Pitt.



### MESSAGE FROM THE PRIME MINISTER

### PRIME MINISTER'S AWARDS FOR EXCELLENCE IN PUBLIC SECTOR MANAGEMENT

The 2013 Prime Minister's Awards for Excellence in Public Sector Management is an opportunity to honour the service and exceptionalism of Australia's public servants.

I pay tribute to all who have been nominated for the awards. You have demonstrated the best qualities of Australian public sector workers: professionalism, team work and innovation.

The nominees for these awards understand that public service is a calling, not a job. The hours are long, the responsibilities vast, the pressure unrelenting, the gratitude uncertain but the reward is the ability to make a real difference to people's lives.

Nothing can be done by government at all levels without the hard work and the dedication of Federal, State and Local public sector workers – the enthusiasm and professionalism of Australia's public sector workers is absolutely second to none.

On behalf of the Government, I thank the Institute of Public Administration Australia for hosting these awards and for its work in promoting good governance.

I congratulate the nominees and send my best wishes to all attending the Awards.

Im CM

The Hon Tony Abbott MP Prime Minister of Australia

20 November 2013



Gold Award — Minister Eric Abetz with Andrew Henderson, Australian Bureau of Statistics,

### **SILVER AWARDS**

- Australian Commission on Safety and Quality in Healthcare National Safety and Quality Health Service Standards Development and Implementation
- Queensland Department of Transport and Main Roads Origin Alliance D2G Project (Ipswich Motorway Upgrade: Dinmore to Goodna)



Silver Award — Minister Eric Abetz with Margaret Banks from the Australian Commission on Safety and Quality in Healthcare



Silver Award —Minister Eric Abetz with Mango Murphy from Queensland Department of Transport and Main Roads

### **COMMENDATIONS**

- South Australia Department of Premier and Cabinet High Performance Framework
- Western Australia Department of Premier and Cabinet Partnership Forum

### **COLLABORATION AWARD**

Where there is evidence of significant collaboration between two or more public sector agencies, whether at a single level of government or across multiple levels, and that collaboration was a necessary and significant component of the success of the initiative):

• Australian Commission on Safety and Quality in Healthcare — National Safety and Quality Health Service Standards Development and Implementation

### **INNOVATION AWARD**

(for exceptional performance against the Innovation criterion):

Department of Defence — Airborne Countermeasures Development and Validation

### Changes to the Awards

Following a review by the Prime Minister, from 2014 the Awards have been renamed as The Australian Awards for Excellence in Public Sector Management.



Collaboration Award — Drew Baker presents Margaret Banks from the Australian Commission on Safety and Quality in Healthcare with the award.

# Conference, Seminars and Committee Reports

# **Programs**

**New Policy Proposal Development** Monthly seminar, 50 MC Theatre 23 July 2013



### Chair

Mr Carl Murphy, First Assistant Secretary, Finance, People and Communications Division in the Department of Finance and Deregulation and IPAA ACT Council

Ms Teena Blewitt, First Assistant Secretary, Budget Policy and Coordination Division, Budget Group, the Department of Finance and Deregulation

Mr Michael Burke: Senior Adviser in the Fiscal Policy Branch, Department of Prime Minister and Cabinet

This information session delivered by Ms Teena Blewitt from the Department of Finance and Deregulation and Mr Michael Burke from the Department of Prime Minister and Cabinet discussed the development of Commonwealth policy proposals.

Other subjects covered were the development of costings and the path new policy proposals take for consideration by Cabinet.

### **Young Professionals Network** 2. 6 August 2013

Debate 'Canberra has had its 100 years; it's time to give the capital to a new city'

The Bunker, John Gorton Building, Department of Sustainability, Environment, Water, Population and Communities.

Chair

Mr Brad Zawodny

Adjudicator: Mr Andrew Chapman, Australian Government Solicitor

Speakers

Ms Nichole Overall

Dr Kimberley Dripps, Deputy Secretary, the Department of Sustainability, Environment, Water, Population and Communities

Ms Megan Trott (YPN)

Mr Chris Field (YPN)

Mr Joshua Drummond YPN

This annual YPN event uses a provocative topic to test teams' debating skills. As 2013 was Canberra's centenary, both teams had access to much material to use in substantiating their side of the debate.

### 3. **Navigating Machinery of Government Changes** Collaboration — Forum, National Archives of Australia 13 August 2013



Chair: Mr Kerry Kennedy, IPAA ACT Council

Speakers:

Mr David Fricker, Director General of the National Archives of Australia (NAA)

Ms Christine Johnson, Director, Agency Accountability, Government Information Assurance and Policy Branch (NAA)

Ms Anne McLean, Assistant Director -General, Collection Management, the Collection Management Branch, NAA

Mr Owen Livermore, Group manager, Employment Policy and Participation, Australian Public Service Commission

Ms Amber Ali, Acting Assistant Secretary, Appropriations and Cash Management Branch, Finance Reporting and Cash Management Division, Department of Finance and Deregulation

This joint IPAA ACT and National Archives of Australia seminar informed public servants of the appropriate processes and protocols to be observed during a Federal Election caretaker period and any following Machinery of Government changes. The topics discussed covered records management, employment policies, and financial appropriations.



The negative team: Dr Kimberley Dripps, Joshua Drummond, Megan Trott and Chris Field watched by Nichole Overall and Vincci Choy. The negative narrowly prevailed.



### 4. Public Sector Values

Monthly seminar — 50 MC Theatre 27 August 2013





Chair: Ms Lynne Tacy

Speakers:

Mr Stephen Sedgwick AO, Fellow of IPAA, Australian Public Service Commissioner

Mr Andrew Kefford, Deputy Director General, Workforce Capability and Governance in the Chief Minister and Cabinet Directorate. ACT Government and IPAA ACT Council

Mr Sedgwick and Mr Kefford discussed public service values and the code of conduct that has helped shape the culture of the public service. Mr Steve Sedgwick AO, FIPAA, discussed the newly released ICARE principles that are designed to underpin the behaviour of all Commonwealth public servants. Mr Andrew Kefford discussed the ACT Public Service Values and Signature Behaviours.

### 5. IPAA ACT/Hays Changing Times

Collaboration – Breakfast seminar, National Portrait Gallery 6 September 2013



Chair: Ms Carmel McGregor PSM, Vice President IPAA ACT and Deputy Secretary, Department of Defence

Speakers:

Ms Kathy Kostyrko, Director Public Sector, Hays Specialist Recruitment

Carl Murphy, First Assistant Secretary of Finance, People and Communications Division, Department of Finance and Deregulation.

This event hosted by IPAA ACT in conjunction with Hays Specialist Recruitment examined the emerging trends in the employment market. Current market issues and opportunities were discussed, through to how mobility and social media has changed the way we recruit and how we work. Ms Kathy Kostyrko and Mr Carl Murphy shared perspectives from the private and public sector.



Kathy Kostyrko from Hays Recruiting and Carl Murphy from Finance about to discuss employment trends

### 6. Social media & its Impact on Communication Monthly seminar, 50 MC Theatre 24 September 2013





Chair: Ms Carla Bignasca, Media personality

Speakers:

Ms Mia Garlick, Head of Communications and Policy for FaceBook, Australia and new Zealand

Mr John Sheridan, Australian Government chief technology Officer, Department of Finance

Ms Kate Bowmaker, Manager Indigenous Communications and Engagement section, Department of Social Services

Mr Steve Davies, Founder of OzLoop

Mr Prem Vasudevan, Manager, Social Media and communications, Department of Immigration and Border Protection

A lively and engaging seminar where a broad range of speakers discussed the social media tools government agencies are using to project government policies. Also discussed was whether agencies are making the most of these emerging communication opportunities to engage with communities on varying levels.

### 7. Public Interest Disclosure; Strengthening Integrity Monthly seminar, 50 MC Theatre 22 October 2013





Chair: Mr Andrew Kefford,

Deputy Director General, Workforce Capability and Governance in the Chief Minister and Cabinet Directorate. ACT Government and IPAA ACT Council

Speakers

Dr A.J. Brown, Professor of Public Policy and Law and program leader, Public Integrity and Anti-Corruption in the Centre for Governance, Griffith University

Ms Liesl Centenera, Director of Public Sector Management. Chief Minister and Treasury Directorate, ACT Government

Mr George Masri, Senior Assistant Ombudsman, Operations, Office of the Commonwealth Ombudsman and IPAA ACT Council

Mr George Masri discussed the new Commonwealth Public Interest Disclosure Scheme (PID) that commenced on 15 January 2014. The ACT government view was provided by Ms Liesl Centenera who led the development process for the new ACT PID scheme. Dr AJ Brown shared the view from outside the public sector and discussed 'Whistle While They Work, a good practice guide for managing the reporting of internal wrongdoing in public sector organisations.

### 8. **IPAA 2013 National Conference**

Theme 'Serving Australia in the 21st Century'. **National Convention Centre** 20-21 November 2013





Master of Ceremonies: Peter Thompson

The National Conference Dinner held at the Australian War Memorial, included the Presentation of National Fellows, and Presentation of Prime Minister's Awards for Excellence in Public Sector Management.

For a fuller conference report see pages 32–36.

### 9. Special Event. Dr Ian Watt AO Annual Address 'The Path Forward for the APS', Rydges Lakeside





### 6 December 2103

Chair: Ms Glenys Beauchamp PSM, IPAA ACT President and Secretary, Department of Industry

Keynote speaker:

Dr Ian Watt AO, Fellow of IPAA and Secretary, Department of the Prime Minister and Cabinet

At this annual event, Dr Watt outlined his vision for a capable and responsive public service who will step up to deliver the new Federal Government's agenda. The theme of the address was The Path Forward for the APS.



Dr Ian Watt, Carmel McGregor, Glenys Beauchamp and Steve Sedgwick

### 10. Special Event, Professional Standards and 2014 Program Year Launch, Rydges Lakeside 5 February 2014

Chair: Ms Glenys Beauchamp PSM, IPAA ACT President and Secretary, Department of Industry

Speakers:

Ms Alison Turner, Director, IPAA's Professional Capability Standards, Fellow of IPAA and IPAA ACT Council

Ms Teresa Scott, Executive Director Australasian Procurement and Construction Council Inc

At this event, IPAA ACT's 2014 event program was launched, as were two Public Sector Professional Capability Standards: the Procurement and Policy Development Standards. Ms Alison Turner launched the two standards and spoke about their application in the workplace. Ms Teresa Scott endorsed their development of professional capability standards for public servants.



Glenys presents flowers to Alison Turner for her work developing professional capability standards

### 11. 'Experimentalism: a framework for 21st century governance?'

Public Lecture (in conjunction with the Australian **National University** 13 February 2014

Professor Charles Sabel, Professor of Law, Columbia University

Governments around the world are grappling with the challenge of innovation and continuous improvement in public services. Genuine improvements are needed, but any new arrangement needs to also maintain accountability to a central authority. Moreover, the governance structure needs to facilitate continuous improvement, not one-off gains. Charles Sabel has championed this approach, experimental governance, that offers to square this circle.

### 12. An Inclusive Culture during downsizing Monthly seminar, 50 MC Theatre 25 February 2014



Chair: Mr Paul O'Connor, Chief Executive Officer, Comcare and IPAA ACT Council

Speakers:

Professor Jane Halton PSM, Secretary of the Department of Health

Emeritus Professor Meredith Edwards AM, University of Canberra and Fellow of IPAA

Mr Richard Oliver, Head of People Policy and Culture, Department of Defence.



As agencies approach the process of downsizing the APS is undergoing transformational change. Professor Halton, Emeritus Professor Edwards AM, FIPAA and Mr Richard Oliver shared their well-considered views on managing gender and cultural equity amongst changes in organisational structures. The underlying message was that general diversity issues remain a challenge for the public sector workforce.

### 13. Chief Executive Officers and Young Professionals **Breakfast**

### **National Gallery of Australia** 7 March 2014

Speaker: Ms Sophie Ryan

In 2013, Ms Sophie Ryan was awarded the "Young Leader" in Westpac and The Financial Review's inaugural 100 Women of Influence Awards. She is the CEO of the Sony Foundation Australia, which is the charitable arm of the Sony Group of Companies operating in Australia. At this event Ms Ryan spoke about her experiences working with the United Nations and on a prison reform project in Southern Sudan.



Di Joseph and ACT Department of Education and Training



Cath Ingram and the YPNers from KPMG



Glenys Beauchamp and YPNers from Department of Industry



Ian McPhee and ANAO YPNers

### 14. A Treasury for the Future

Special Event, Dr Martin Parkinson PSM, ANAO Offices 20 March 2013



### Organisational Change and Treasury's Capability

Chair: Ms Glenys Beauchamp PSM, IPAA ACT President and Secretary, Department of Industry

Keynote speaker:

Dr Martin Parkinson PSM, Secretary. Department of the Treasury



Martin Parkinson and Carmel McGregor

Dr Martin Parkinson PSM spoke about Treasury's response to the capability review undertaken by the Australian Public Service Commission of the Department of the Treasury. Dr Parkinson emphasised the need for his agency to be forward thinking in managing human resource and operational challenges in a tightening fiscal environment.

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

Monthly seminar, Showcasing the 2013 winner, **50 MC Theatre** 25 March 2014

Chair: Mr Kerry Kennedy, Award's coordinator and IPAA ACT Council

Speakers:

Mr Mark Pitt: Head of Electro-Optic Countermeasures in the Defence Science Technology Organisation

Ms Jenny Telford, Australian Bureau of Statistics

Ms Margaret Banks, Senior Program Manager with the Australian Commission on Safety and Quality in Health Care

The Prime Minister's Awards for Excellence in Public Sector Management were until 2013 national awards administered by the Institute of Public Administration Australia (IPAA) ACT.

Mr Mark Pitt, Ms Jenny Telford and Ms Margaret Banks representatives from the DSTO, ABS and ACSQIHC respectively, discussed the issues involved in undertaking their award winning initiative and the preparation of their nomination.

### 16. Commissioning and Contestability

Collaboration — Master Class — IPAA ACT/KPMG. **KPMG Office** 26 March 2014

Chair: Ms Cath Ingram, Lead partner, Federal Government, **KPMG** 

Keynote Speaker: Mr Ross Musgrove, Chief Operating Officer and Deputy Director-General, Public Sector Renewal, Queensland Department of Premier and Cabinet

Mr Musarove had led the implementation of the Commission of Audit in Queensland, including the application of contestability to government services. At this small master class comprised of senior public servants he shared information and insights on the Queensland experience.

### 17. Winning Hearts as well as Minds

Collaboration — Breakfast seminar — IPAA ACT/AIPM, The Lobby 27 March 2014

Chair: Ms Glenys Beauchamp PSM, IPAA ACT President and Secretary, Department of Industry

Speakers:

Dr Stein Helgeby, Deputy Secretary, Governance and Resource Management Group, Department of Finance

Ms Vicki Beath, General Manager, Service Strategy and Policy, Department of Human Services





Tamara Cutcliffe, Stein Helgeby, Vicki Beath, Rhondda Dickson and Dave Bryant

Dr Rhondda Dickson PSM, Chief Executive, Murray-Darling Basin Authority

Mr David Bryant, Chairperson, ACT Chapter, Australian Institute of Project Management (AIPM)

Dr Stein Helgeby, Ms Vicki Beath and Dr Rhondda Dickson shared insights on how they have undertaken large change programs within and across government. They also discussed the communication methods they used to engage stakeholders in high profile projects with tight timeframes.

### 18. Networking for the Future

Young Professionals Network, University House — ANU 16 April 2014

Chairs:

Ms Karen Radford (YPN)

Ms Vincci Choy (YPN)

Key Note Speaker: Mr Karl Alderson. Deputy General, ACT Justice and Community Safety Directorate, ACT Government

Facilitator: Mr Andrew Marshall, Hays Recruitment Specialist

This annual event promotes effective networking skills for young professionals. The event attracted more than 100 up and coming young professionals who were keen to expand their professional networks.



YPN Network for Future sign



YPN event: Karen Radford and Vincci Choy

# Doing More With Less Monthly seminar, 50 MC Theatre April 2014





Chair: Ms Kathy Hilyard, Managing Director, People & Strategy Speakers:

Ms Alison Turner, Director, IPAA's Professional Capability Standards, Fellow of IPAA and IPAA ACT Councillor

Mr Harry Dunstall, Deputy Chief Executive Officer and General Manager Commercial Defence Materiel Organisation

Ms Teresa Scott, Executive Director Australasian Procurement and Construction Council Inc

At this seminar an overview of IPAA's professional standards capability program was provided by Ms Alison Turner. The focus was on how the Procurement Standard could be applied within an organisation. Ms Turner, Mr Harry Dunstall provided examples of how a professional approach to procurement has delivered savings to government. Ms Teresa Scott joined the panel for an informative question and answer forum.

### 20. 'Rising Above Clichés: How to Build a Connected, Capable and High Calibre Public Service for the 21st Century'

Special Event, Question and Answer Panel — Round 2, **Agriculture National Conference Centre** 29 April 2014



Chair: Mr Martin Stewart-Weeks

Speakers:

Ms Sue Vardon AO

Mr Phil Minns, Deputy Secretary, Government & People Group, NSW Department of Premier and Cabinet

Mr Peter Williams, Chief Edge Officer, Centre for the Edge, Deloitte

This follow-on event from the Q & A Forum at the 2013 IPAA National Conference was facilitated by Mr Martin Stewart Weeks. The speakers, Ms Sue Vardon AO, Mr Phil Minns and Mr Peter Williams engaged in a lively and sometimes provocative discussion that explored the big issues important to the public service. Many questions were asked by the audience who were keen to know how to balance new methods and traditional values across the work of the public sector.



Anticipating Q&A: Martin Stewart-Weeks, Sue Vardon, Phil Minns and Carmel McGregor

### 21. Young Professionals Network

Coffee with Leaders series, Brew Bar — Tuggeranong 16 May 2014

A quarterly and before work event that aims to facilitate informal networking with young professionals. These events are held at central locations across Canberra.

### 22. Annual Report Awards Presentation Dinner

University House, ANU 22 May 2014

Guest Speaker: Ian McPhee PSM, FIPAA Auditor-General for Australian

See pages 10 to 12

### 23. Post Budget Breakfast Seminar

Collaboration, Breakfast seminar —IPAA ACT/AIM, National Gallery of Australia 23 May 2014





Budget Breakfast, Drew Baker, Mike Zissler and Dr Kimberley Dripps

Chair: Dr Kimberley Dripps, Deputy Secretary, Department of the Environment and IPAA ACT Council

### Speakers:

Mr Nigel Ray PSM, Executive Director, Fiscal Group, Department of the Treasury

Dr Chris Caton, Chief Economist, BT Financial Group

Mr Mike Zissler, Director of the Australian Institute of Management (AIM) and CEO Life Line Canberra

At this joint IPAA ACT and Australian Institute of Management event, Mr Nigel Ray PSM covered the impact of the Federal Budget on the Government and the implications for the public sector. Dr Caton discussed the budget and the economy, the state of the global economy and interest rates, the exchange rate and the share market.



Budget Breakfast: Dr Chris Caton

### 24. Journey to Reconciliation: Progress with **Reconciliation Action Plans** Monthly seminar, 50 MC Theatre 27 May 2014





Welcome to Country: Aunty Agnes Shea

Chair: Mr Craig Leon, Australian Institute of Aboriginal and Torres Strait Islander Studies

Speakers:

Dr Rob Vertessy, Director of the Bureau of Meteorology Ms Eleanor Sobey, Department of the Environment Mr David Fredericks

Deputy Secretary for Civil Justice and Legal Services Group, Attorney Generals Department

The discussion focussed on the initiatives some Government Agencies have implemented to progress their Reconciliation Action Plans. Specific examples of engaging and employing local Aboriginal and Torres Strait Islander peoples in projects or workplaces were showcased.

### 25. The Commonwealth Financial Framework Monthly seminar, 50 MC Theatre 24 June 2014





Chair: Ms Julia Burns, IPAA ACT Councillor

Speakers:

Mr Lembit Suur, First Assistant Secretary, Taskforce, Australia Government's Public Management Reform Agenda, Department of Finance

Mr Neil Robertson, Assistant Secretary, Public Management Reform Agenda, Department of Finance

Mr Brad Cook, Assistant Secretary, Performance Reporting and Planning, Department of Finance

This was the third seminar where IPAA ACT and the Department of Finance collaborated to discuss the Commonwealth Financial Framework. Mr Lembit Suur, Mr Neil Robertson and Mr Brad Cook discussed the Public Governance, Performance and Accountability Act 2013. The implementation of this Act will change the way in which agencies will need to report to the Department of Finance on their management of public resources and the intended outcomes of their programs from 1 July 2014.

# Institute of Public Administration of Australia (IPAA) ACT Operational Report July 2013 to June 2014

Excellence in Public Administration and Management Practice  Better practice, lessons learned	and Manageme	ant Practice						
Major inititiatives/events /Communities of practice/publications	Activity	Events	No.	Date	No. Registered	No. there	No. Live streaming	Post video
PM Awardsfor Excellence	PM Awards	Assessors Workshops (Ainslie Football Club)	2	various	06	06	nd	
	PM Awards	Judging (AIM Office)	_	7 Nov			nd	
	PM Awards	Dinner - Australian War Memorial	_	20 Nov 13	300	300	na	
Annual Report Awards	AR Awards	Assessors Workshops (Yowani)	8	Jan/Feb	108	104	nd	
	ARA Awards	Better Annual Report workshops (Ainslie Football Club)	2	7/8 May	19	19	nd	
	ARA Awards	Presentation Dinner (University House)	_	22 May	160	160	na	
Other Key events	Standards	2014 Professional Standards and Program Launch	_	5 Feb	75	70	nd	
	IPAA AGM	Annual General Meeting	_	10 Sep	38	35	nd	
	Event	Fellows Dinner (Boat House)	_	27 Nov	30	30	nd	na
Practice Based Series - DEEWR unless otherwise indicated	Forum	New Policy Proposal Development	_	23 Jul	185	158	188	na
	Forum	Navigating MOG Changes IPAA/NAA event at NAA	_	13 Aug	83	7.1	149	151
	Forum	Public Sector Values	_	27 Aug	127	73	7.1	236
	Forum	Social Media & its Impact on Communications	_	24 Sep	144	106	94	168
	Forum	Public Interest Disclosure Strengthening Integrity	1	22 Oct	89	39	41	23
	Forum	An Inclusive Culture During Downsizing-is it at risk?	_	25 Feb	107	70	30+	145
	Forum	Showcasing the 2013 winners - PM's Awards	_	25 Mar	47	35	29	34
	Forum	Doing more with Less	_	29 Apr	69	39	160	16
	Forum	Journey to Reconciliation	_	27 May	85	45	50	131
	Forum	The Commonwealth Financial Framework	_	24 Jun	191	100	152	109
Public Administration Today	Publication	Now online and agencies can include on intranet						

Individuals as practitioners  Canberra Evaluation Program  Evaluation Training  Professsional Writing in the APS  Collaboration  Collaboration								
		CEF events (Lobby)	7	Monthly			na	
	ng	Evaluation Training	8	various	41	41	na	
Collab Hion Collab	ng	Professional Writing Courses	5	various	87	87	na	
Collab	abora-	Hays Breakfast - Changing Times (NPG)	_	des 9	64	61	na	
		IPAA/AIPM Winning Hearts and Minds Stake- holder Mgt	-	27 Mar	75	99	חמ	
Young Professionals Network YPN		YPN Debate - Bunker Theatre, Environment	_	6 Aug	45	35	na	
Breakfast	stast	YP Breakfast at National Conference	_	21 Nov	150	150	Na	
Breakfast	<fast< td=""><td>CEOs and YP Breakfast - Sophie Ryan (Sony Foundation)</td><td>_</td><td>7 Mar</td><td>260</td><td>260</td><td>N</td><td></td></fast<>	CEOs and YP Breakfast - Sophie Ryan (Sony Foundation)	_	7 Mar	260	260	N	
Netwo	Networking	Networking for the Future	_	16 Apr	250	150	Na	
Netwo	Networking	Coffee with Leaders	_	16 May	na	10	Na	
Major Project Research	arch	Professional standards development breakfast	_	21 Nov	06	09	Na	
A dynamic public sector into the next decade	epi							
IPAA 2013 National Conference Confer	Conference	ACT hosted IPAA National Conference	-	20 21 Nov	869		300+	
Dr Watt Annual Address Address	ress	The Path forward for the APS	_	6 Dec	264	155+	1000+	144
	ess	A Treasury for the Future	_	20 Mar	76	06	na	
Post Budget Breakfast Breakfast		In collaboration with Australian Institute of Management	-	23 May	170	170	na	
Masterclass – Commission & Workshop Contestability	shop	In collaboration with KPMG	_	26 Mar	15	15	na	
Rising Above Cliches Q&A Panel	Panel	Martin Stewart Weeks facilitated forum	-	29 Apr	75	70	na	
Internal management Meetings	ings	Key inititiatives		Numbers	2011	2012	2013	2014
Governance committee 8		Strategic Planning Day; external evaluation by Cc AICD mer	Corporate membership		72	74	8	83
Programs committee 7		Forward program and evaluation of events		Individual membership	167	167	193	201
National Conference 2013 8		Delivery of National Conference in Canberra						
Standards Committee 2		Completed pilot phase. Finalised two standards						
10 J		YPN elections, 2013-2014 Program						
PAT Oversight 3		Broadened terms of reference to include on-line						
Research papers		Professional Standards in Procurement and Policy launched						

# **Publications and Online Committee**

Formerly the Today Oversight Committee, in late 2013 it was proposed that the terms of reference for this committee be broadened and it be renamed the Publications and Online Committee. These changes were endorsed by the Executive Committee in early 2014. The Today Oversight Committee had originally been set up to provide oversight for the redevelopment of *Public Administration Today* magazine, a process which has been completed. The new committee will now cover publications, including online initiatives, more generally. As part of this, it will continue to provide oversight for *Public Administration Today*, including the ongoing development of Today Online.

Today is primarily a communications medium for all IPAA members and aims to report IPAA activities, promote and celebrate achievements in Australian public sector management, disseminate information about major trends and developments, and facilitate discussion and debate. The ACT Division of IPAA, with the support of National Council and State and Territory Divisions, publishes Today quarterly.

Development of a new online model for the magazine has been underway in 2013-14. This has built on the previous redevelopment of the magazine in its more colourful format. In 2013 an evaluation of *Today* canvassed new developments and improvements to the magazine, especially the provision of an improved online version, which could be used on mobile devices. Work is ongoing on this initiative. A template has been developed for a more interactive online version of the magazine and development of a comment function is underway. The new developments promise to enhance Public Administration Today readers' experience.

During the past year the magazine has continued to meet members' needs for information about what is happening in their state or territory as well as the substantive issues confronting all levels of the public sector. Since the last Annual Report, four editions of Today were published covering the following themes:

- The Rise of the Third Sector
- Sustainability and Environment
- Co-Design, Production and Delivery
- New Horizons Future Trends in Public Administration

Today also published more than 65 articles and 12 book reviews. Readers have continued to respond positively to Today under its editing and





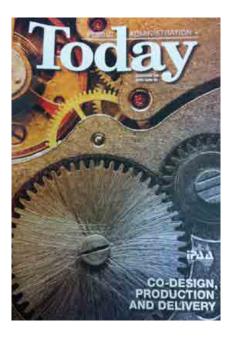
publishing team led by Ron Dent and Sally Woolford, ably assisted by editorial representatives in every IPAA jurisdiction:

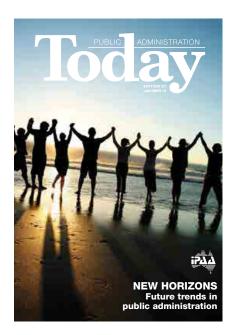
Amanda Anderson (ACT and Commonwealth), Jo Rose (IPAA National Communications Officer), Craig Boaden (NSW), Kevin Thomas (NT), Christine Flynn and Ray Lane (QLD), Tony Lawson and Renae Haese (SA), Richard Eccleston and Rebecca Moles (Tas), Robin Astley (Vic), Kylie Macqueen (WA), and the Publications and Online Committee. Chaired by Stephen Bartos (ACIL Tasman), the Committee comprises Drew Baker (CPM), Samantha Palmer (Department of Health), Brendan Sargeant (Department of Defence) and Tamara Cutcliffe (Executive Director, IPAA ACT Division).

Approximately five thousand hard copies of each issue of *Today* were distributed in 2013-14. In addition to the printed magazine, sample pages of *Today* including front covers and contents pages are made available to corporate and individual members of IPAA free on the web (www. act.ipaa.org.au). Today also continues to be available via corporate members' intranets.

Our thanks to the IPAA divisions for their continued support of *Today* magazine and especially to Ron Dent for the high standard of editing he has brought to this popular publication since Edition 28, Oct-Dec 2011.

To enquire about supporting *Today*, as a contributor, subscriber, sponsor and/or advertiser please, in the first instance, contact IPAA ACT.







# **IPAA 2013 National Conference Committee**

Chaired by Carmel McGregor, our National Conference Committee comprised Lynne Tacy, Meryl Stanton, Drew Baker, Di Van Meegen, Stephen Bartos, John Halligan, Samantha Palmer, Andrew Cappie-Wood, Deb Lewis, Geraldine Kennett, Sian Leathem, Jennifer Campbell and Alexander Douglas. The Committee was ably supported by Conference Logistics and IPAA ACT Office.

The Conference Committee successfully staged the IPAA 2013 National Conference 'Serving Australia in the 21st Century'. The format of the Conference included a two day program, a Governor General's Reception, a Young Professionals Breakfast, Embassy Breakfasts, a Professional Capabilities for Public Servants Breakfast, a Cocktail Reception and Conference Dinner, which showcased the Prime Minister's Awards for Excellence in Public Sector Management. A Research Day run in conjunction with ANU was held immediately following the Conference focussing on organisation capability and individual and organisational performance and productivity.

The Conference was attended by 698 delegates and speakers. Attendees were able to ask questions, provide comments and engage with texting, voting, word clouds or speaking using IML handsets. There was a high take up of the technology, with feedback typically between 300 and 400 users.

An evaluation online survey was emailed to all participants following the final day of the conference. A total of 169 (24%) delegates responded to the post conference online survey. Over 86% of survey respondents rated the conference overall as good or very good. This, we believe is a reflection of the vision, hard work and commitment of the members of the Conference Organising Committee and IPAA ACT, coupled with the contribution of invited speakers' presentations.

On Tuesday evening, prior to the official conference a VIP Reception was held at Government House, hosted by her Excellency The Honourable Quentin Bryce AC CVO, Governor-General of the Commonwealth of Australia. Approximately 100 guests attended this function, including the invited conference speakers and various heads of Government departments.

The conference opened on 20 November 2013, in the Royal Theatre at the National Convention



The Governor-General with Glenys Beauchamp, Terry Moran, Carmel McGregor and Tamara Cutcliffe

Centre, Canberra. Delegates were welcomed by an Indigenous duo, The Stiff Gins, performing. This was very well received and was a great way to welcome the conference delegates to Canberra and the IPAA 2013 National Conference. The conference was officially opened by Conference MC, Mr Peter Thompson, Fellow of the Australia and New Zealand School of Government and also the Director at the Centre for Leadership. The Welcome to Country was presented by Aunty Agnes Shea.

The conference continued over two days with a mix of both plenary and concurrent sessions.

Entertainment throughout the conference included a performance by the ACT Chinese Australian Association, Ladies Dance Group, classical guitarist, Ms Stephanie Jones and the Leisa Keen Duo performed a repertoire of 60's and 70's music.

Delegates were also encouraged to register to attend one of 6 different breakfast events occurring on Thursday morning including the Young Professionals' Breakfast, the Professional Capabilities for Public Servants Breakfast and breakfasts at the British High Commission, the New Zealand High Commission, the Canadian High Commission and the Embassy of Finland.

The conference closed on Thursday afternoon with the presentation of finalists in The Pitch Competition and a hand over to 2014 IPAA Conference to be held in Perth, WA.

Over 80% of evaluation respondents were satisfied with the program quality, relevance, balance and structure.

'Consultation to ensure the program was both topical and current paid off.'—delegate survey

'It was a good conference. Conference program was well put together' -delegate survey

'It was really good — perhaps a few too many presentations packed into a short program?'—delegate survey

### **COMPETITIONS AND AWARD**

### 'A day in the life of a Public Servant' **Photography Competition**

The photography competition opened in April 2013 and was advertised via social media, websites and printed advertising throughout the Australian public service. Entrants were to capture the diversity of a public service role and to use their creative skills.

The submissions were shortlisted and finalists were displayed in the Exhibition Hall throughout the conference. During afternoon tea on Thursday the winners were announced. First prize was \$500 cash and the runner up received \$250 cash. This competition was won by Mario Cicivelli 'Frankly My Dear I do Give a Damn — the Lara Jemison Story'.

The Runner up was a team entry from the Department of Agriculture 'Looking into the world of plant and animal imports'





Winning entry by Mario Cicivelli

### **The Pitch Competition**

5 presentations. 5 minutes. 5 big ideas

The Pitch related to the conference sub theme 'how to make the public service smarter, better and broader' by submissions highlighting innovative ideas to achieve this. There were two streams, one for Young Professionals (18-36 year olds) and the other, an Open stream. Finalists from both streams were shortlisted and the winner of the Young Professsionals and four finalists from the open stream presented in the final session of the conference. The Young Professionals Stream winner was Mr Daniel McNamara from Nous Group 'Challenge.gov.au.'

The overall winner was Mr Rhys Williams from the NSW Department of Family and Community Services for his innovative idea to establish a 'Public Sector Employees Emergency and Disaster Relief Fund'.



Alex Malley with Open finalists Daniel McNamara, Alex Roberts, Kate Bowmaker, Alanna Linn and winner Rhys Williams

### **Early Bird Registration Award**

For fun and to showcase a significant landmark of Canberra, 10 people were randomly selected from Early Bird Registrants to receive the Carillion Tour award. At Thursday lunchtime 10 delegates gathered at the conference registration desk and were escorted to the Carillion for a private tour.

### **Sponsors**

The conference was sponsored by the following organisations:

Platinum Sponsor Australian Government

Platinum and Garran Oration Sponsor KPMG

Gold Sponsors Ernst and Young

University of Melbourne

Silver Sponsors ACT Government

Jo Fisher Group

**Nous Group** 

Bronze Sponsors Australian Government Solicitor

Hays Specialist Recruitment

SenateSHJ

Coffee Cart Sponsors Telstra and the National Convention Centre

Conference Drinks Sponsor Institute of Chartered Accountants

Interactive Technology Sponsor Institute of Chartered Accountants Lanyard Sponsor KPMG

Photography Competition Sponsor Comcare

The Pitch Sponsor CPA Australia

Speaker Sponsors Commonwealth Bank of Australia

**PricewaterhouseCoopers** 

Technology Partner Cisco

Young Professionals Network Breakfast ACT Government



Alex Malley with Young Professionals finalists Vincci Choy, Chris Field and winner Daniel McNamara



The Exhibition Hall held 21 booths. Exhibitors at the conference were:

**ACT Government** 

Australian Public Service Commission

CIT Solutions Pty Ltd

CPA Australia

Department of Defence

ΕY

Hays Specialist Recruitment

**IML** 

Institute of Chartered Accountants

IPAA ACT

IPAA National

Jo Fisher Group

**KPMG** 

National Archives of Australia

PS News

Queensland University of Technology

State Super Financial Services

Tanner James Management

The Australia and New Zealand School of Government (ANZSOG)

University of Canberra

University of Melbourne

There were 1500 tweets over the course of the conference with #ipaa2013 trending on twitter Australia Trends @trendinaliaAU early on the second day of the conference.

A full webcast of proceedings is available at www.ipaa2013.org.au. This was produced with the assistance of the 50 Marcus Clarke Street Audio Visual Team. Photos from the events are also featured on this site.



Conference Committee members including Professor John Halligan, Sian Leathem, Carmel McGregor, Lynne Tacy, Samantha Palmer, Meryl Stanton, Judy Pearce, Tamara Cutcliffe, Stephen Bartos, Drew Baker, Di Van Meegen and Deborah Lewis



# **IPAA's Public Sector Professional Capability Standards Program (IPCSP)**

IPAA commenced a professional capability standards program to encourage the development of high quality, capable and professional public servants. IPAA ACT 's research identified that professional standards could make a significant contribution to improving public sector performance, while helping to enhance the careers of those who aim to work at a professional level within the public sector. The program made excellent progress this year, with the highlight being the launch of the two Professional Capability standards for Policy and Procurement in February 2014 by ACT President Glenys Beauchamp at the IPAA ACT Annual stakeholder drinks.

Development work on the first two standards (Policy and Procurement) continued during the first 5 months of the year with the goal of having the drafts ready for the IPAA ACT national conference in November. A well-attended IPAA conference breakfast session launched the drafts of the standards, presented a video showing how the standards could be used in practice, discussed the IPCSP program more generally, and sought audience feedback on the program. Although most participants had not heard of the program before, a clear majority thought the program was appropriate for IPAA to undertake, and said they were likely or highly likely to use the standards in the future.

Following the conclusion of the Pilot phase of the program in November, the ACT Council agreed to support the program for the remainder of the financial year, to finalise the two draft standards, as well as to undertake further research and consultation on the future of the program and its utility for all Australian governments. Work on the program in the last seven months of the year has included the following:

- The program, which was endorsed as a national program in 2012 was considered by the National IPAA Council in November 13 and May 14. It was agreed that professional standards are firmly part of IPAA's future priorities and there is strong strategic support for this program being a core part of IPAA's future. At this time discussions are still proceeding as to how IPAA will support the program in the longer term, with future action needing to recognise current budgetary challenges.
- A program of consultation was held with all IPAA jurisdictional offices to inform them about the program and establish the extent to which the program could contribute to their offering for members. Support for the program from some jurisdictions is very strong, but the disparate IPAA jurisdictional model means that not all states are focused on promoting professional level development to the same extent.
- Research and consultation with other professional organisations investigated whether there was a business model that would provide ongoing funding for the program in the short and medium term. All options were considered not likely to contribute to program success at this early stage of the program. A draft vision statement has been developed which indicates a potential future for the program within IPAA and what would need to happen for this to occur.
- A detailed analysis of the leadership and employment capability models in each Australian jurisdiction was undertaken. This analysis confirmed that the IPAA standards should be complementary to these models, filling the specific occupational/technical specialist space identified as still being required by a number of jurisdictions to supplement their frameworks for particular job roles. Information papers on the IPAA program has been submitted to each of the Australian Public Service Commissioners' Conferences.
- A number of meetings were held with staff from various Public Service Commissions in relation to the program, including the Australian Public Service Commissioner. The APSC is supportive of the project and recognises its complementarity to their work. In supporting the launch of the two standards in February, Mr Stephen Sedgwick AO, the Australian Public Service Commissioner said "Developing standards is entirely appropriate for a professional association. I welcome these standards from IPAA as contributing to building

professionalism in this sector, IPAA's capabilities standards will complement the leadership, values and employment frameworks developed by the Australian Public Service Commission and the work underway to strengthen core skills in the APS. Initiatives like these help us develop agile public servants that can respond at pace as future challenges and opportunities emerge."

- Promotion of the standards has occurred, with the ACT and Victoria being most active in this area. This has included articles in PAT, Public Service News, letters to agency heads, as well as face to face meetings with government staff. It is recognised that this is a key task for the next few years while IPAA is still not well known in this arena.
- There is now up to date material on the National IPAA website and the professional standards page is the most frequently 'hit' page on the ACT IPAA site with an average length of stay of over twice the site average.
- The IPAA ACT April members Forum on 29 April 2014 promoted the standards within a "doing more with less "focus on the professionalisation of procurement. Defence Materiel Organisation Deputy CEO Mr Harry Dunstall and Program Director Alison Turner, provided excellent examples of how a professional approach to procurement could save money and improved the quality of procurement outcomes. Ms Kathy Hilyard: Managing Director, People & Strategy, provided insights as to how the standards could be used to improve the relevance of training and educational programs. Ms Teresa Scott, Executive Director Australasian Procurement and Construction Council Inc., who has provided strong support to the development of the procurement standard, talked about how standards promoted the development of professionalisation.
- Plans are well advanced to produce a Regulatory professional standard using the expertise of the Victorian IPAA-ANZSOG Regulators Community of Practice. An initial design workshop was held in May, and a second one is scheduled for early July. It is anticipated that a draft will be circulated in August, and a final standard produced in October 2014.

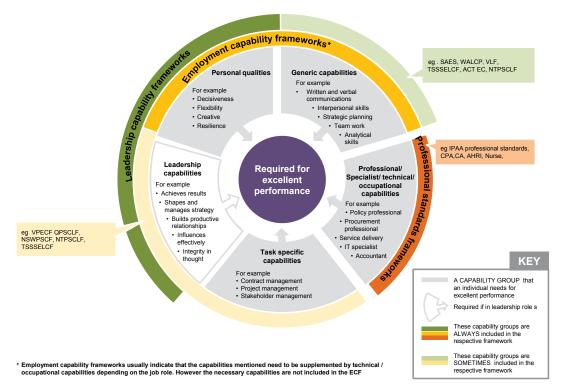
I would like to thank the Program Steering committee (John Halligan, Julia Burns, Lynne Tacy and Kayelle Drinkwater) as well as Tamara Cutcliffe for their valuable advice and support for the program over the last year.

#### **Alison Turner**

Director

IPAA Professional Standards Capability Program

The relationships between public sector leadership, employment capability and professional standards frameworks



# IPAA ACT Website

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

The key objectives of the site are:

- To provided current 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. The site is IPAA ACT's primary method of communicating with a number of stakeholders.

In the past year, there were 23,483 unique visitors to the website and 123,223 page views. The percentage of new visits averaged 41.9 %.

IPAA ACT Website — 2013-14 Financial Year

	Sessions <sup>(a)</sup>	Users(b)	Page views <sup>(c)</sup>	Pages/visit <sup>(d)</sup>	% New Sessions <sup>(e)</sup>
July 2013	3,024	2,177	19,956	6.60	54.63
Aug 2013	2,685	1,926	16,205	6.04	56.13
Sept 2013	2,598	1,836	10,834	4.17	56.27
Oct 2013	2,189	1,662	6,886	3.15	59.25
Nov 2013	3,045	2,306	9,003	2.96	60.79
Dec 2013	1,798	1,415	4,877	2.71	61.01
Jan 2014	1,741	1,353	5,135	2.95	61.80
Feb 2014	3,210	2,290	10,011	3.12	55.73
Mar 2014	3,287	2,382	9,837	2.99	56.22
Apr 2014	2,803	1,928	9,450	3.77	49.91
May 2014	3,152	2,100	11,336	3.60	48.22
Jun 2014	2,915	2,108	9,693	3.26	50.55
Total	32,447	23,483	123,223		

Source:

Notes: a) Total number of sessions within a date range, by a user active with the website

- b) Users that have had at least one session within selected date range. Includes new and returning users.
- c) Total number of pages viewed. Repeated views of a single page count.
- d) Average number of pages viewed during a session. Repeated views of a single page are counted.
- e) An estimate of the per centage of first time visits.

### IPAA ACT Website — Combined Monthly







# Canberra **Evaluation Forum**

IThe integration of the CEF as an activity within the IPAA ACT governance structure was finalised by 30 June 2014.

Routine business and forward planning is overseen by the Facilitation Group - a volunteer group drawn from various Government agencies.

Eight individual organisations have presented to the CEF during 2013-14, and we thank them for their commitment to evaluation.

A summary of the range of evaluation topics and speakers is shown in the table below.

A highlight of the year was the presentation by the deputy Auditor-General Mr Steve Chapman on "Measuring Program Performance - do we really get it?" that addressed changes from Public Governance, Performance and Accountability Act 2013 (PGPA Act.)This session proved so popular, it was repeated with the agreement of the speaker.

#### 18 July

## Justice (or social) Reinvestment — Challenging thinking to realise important impacts and outcomes

Welcome to Country: Mr Fred Monaghan

Speaker: Mr Rod Little, Chairperson ACT Aboriginal and Torres Strait Islander Elected Body

# 15 August

#### Drought Program Reform — Review, Opportunities and Challenges

Speaker: Ms Elizabeth Robertson, Director Drought Policy and Reform, Department of Agriculture, Fisheries and Forestry

### 19 September

#### Building Evaluation into the fabric of a new organisation: the Clean Energy Regulator: a Case Study

Speakers: Mr Ross Carter, Executive General Manager of Reporting and Carbon Market Division — The Clean **Energy Regulator** 

Mr Pierre Skorich Manager of Strategy and Planning — The Clean Energy Regulator

#### 17 October

#### Bridging the Gap: A new Approach to Evaluation

Speakers: Mr Peter McCray, First Assistant Secretary, Strategic and International Policy Division, Department of Finance

#### 20 March

#### ANAO: Measuring program Performance - 'do we really get it'?

Speaker: Mr Steve Chapman, Deputy Auditor General, Australian National Audit Office

#### 1 April

#### ANAO Encore: Measuring Program Performance — 'do we really get it'?

Speaker: Mr Steve Chapman, Deputy Auditor General, Australian National Audit Office

#### 10 April

#### Complaints handling in difficult times: Office of the Commonwealth Ombudsman

Speaker: Mr Colin Neave AM, Commonwealth Ombudsman

#### 15 May 2014

# Prioritising evaluation and performance management in the Department of Defence

Speaker: Mr Brendan Sargeant, Associate Secretary and Chief Operating Officer, Department of Defence

#### 24 June 2014

## People, pulses, poultry, pigs, prawns and poverty-Evaluating the impact of agricultural research

Speakers: Mr David Shearer, General Manager, Corporate, Australian Centre for International Agricultural Research

Dr Andrew Alford, Research Program Manager, Australian Centre for International Agricultural Research

#### Canberra Evaluation Forum - Facilitation Group Members

Mr Noel Sutton Convenor, Courage and Partners

Mr Scott Bayley Department of Foreign Affairs and Trade

Mr Greg Bowen Department of Immigration and Border Protection

Ms Tamara Cutcliffe: Executive Director, IPAA ACT

Ms Kim Grey Department of the Prime Minister and Cabinet

Ms Joanna Hearne Department of Finance

Ms Catherine Hesse-Swain Department of the Prime Minister and Cabinet Ms Tulip Penney Australian Institute of Health and Welfare

Ms Emma Rowland Department of Immigration and Border Protection

Mr Pierre Skorich Office of the Clean Energy Regulator and Department of Immigration

and Border Protection

Ms Judith Smith Attorney-General's Department

Ms Martina Wardell Department of the Prime Minister and Cabinet

#### **Canberra Evaluation Forum Secretariat**

Ms Amanda Anderson October 2013-June 2014
Mr Ian Giles July 2013-October 2013

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

# Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of Institute of Public Administration Australia Incorporated-ACT Division, which comprises the balance sheet as at 30 June 2014, and the income statement, a summary of the significant accounting policies, other explanatory notes and the statement by members of the committee.

## Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act and are appropriate to meet the needs of the members. The committee's responsibility also includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

# Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I 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 entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting polices used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting obligations under the Associations Incorporation Act 1991. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### Independence

In conducting my audit, I complied with the independence requirements of Australian professional ethical pronouncements.

# Auditors Opinion

In my opinion, the financial report of Institute of Public Administration Australia Incorporated-ACT Division presents fairly, in all material respects the financial position of Institute of Public Administration Australia Incorporated-ACT Division as of 30 June 2014 and of 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 1991.

Name of Firm: MCS Audit Pty Ltd

Chartered Accountants

Name of director:

Phillip W Miller CA

Address:

Unit 2 / 2 Napier Close, Deakin ACT 2600

Dated:

15 August 2014

## Detailed Balance Sheet as at 30 June 2014

	Note	2014 \$	2013 \$
Current Assets			
Cash Assets			
CPS Bank Account		634,828	304,520
CBA Bank Account		658,535	484,272
CBA Bank A/c - Prov for Leave		12,761	12,931
CPS E-Saver Account		396,076	363,995
CPS Saving Account		12	12
CBA CEF Account		12,424	-
Undeposited Funds	_	15,240	
	_	1,729,876	1,165,730
Receivables			
Trade debtors		443,854	64,616
	_	443,854	64,616
Other			
Prepayments		47,111	90,542
	_	47,111	90,542
Total Current Assets	-	2,220,841	1,320,888
Non-Current Assets			
Property, Plant and Equipment			
Office Furniture & Equipment		37,986	34,596
Less: Accumulated depreciation		(23,615)	(24,462)
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)
	_	14,371	10,134
Total Non-Current Assets	-	14,371	10,134

The accompanying notes form part of these financial statements.

# Detailed Balance Sheet as at 30 June 2014

	Note	2014 \$	2013 \$
Total Assets		2,235,212	1,331,023
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		135,433	75,935
Accured Liabilities		1,077	5,706
CEF Clearing Account			1,980
		136,510	83,621
Current Tax Liabilities			
GST payable control account		39,085	5,617
Input tax credit control account		(3,984)	(2,288)
		35,101	3,329
Provisions			
Provision for Annual Leave		11,659	6,298
Provision Long Service Leave		4,875	9,419
		16,533	15,716
Other			
PAT Subs in Advance		69,616	42,415
PAT Sponsorship in Advance		8,000	5,000
Income in Advance		1,200	22,540
Memberships in Advance		1,069,664	367,595
Sponsorships in Advance		64,727	55,455
		1,213,207	493,005
Total Current Liabilities		1,401,351	595,672

# Detailed Balance Sheet as at 30 June 2014

	Note	2014 \$	2013 \$
Non-Current Liabilities			
Provisions			
Provisions for Long Service Leave		8,626	5,990
		8,626	5,990
Total Non-Current Liabilities	i i	8,626	5,990
Total Liabilities	a Ha	1,409,977	601,661
Net Assets	,	825,235	729,361
Members' Funds			
Reserves			
CEF Members Equity		21,454	-
Accumulated surplus (deficit)	2	803,781	729,361
Total Members' Funds		825,235	729,361

# Income and Expenditure Statement For the year ended 30 June 2014

72	2014	2013
	\$	\$
Income		
Assessor Training	11,470	13,055
Administration Fee		3,364
Conferences & Seminars	74,865	51,892
Training	122,143	139,393
Copyright Income - CBPA & PAT	6,230	2,635
Today Magazine Income	29,288	25,621
ARA 10-11		(300)
ARA Dinner 2013	(136)	
Memberships	583,382	555,480
APR 11-12	*	11,880
Publication Sales	82,454	52,128
Sponsorship Income	49,909	48,545
Subscriptions Income	31,559	37,930
CEF Membership	13,800	
YPN	745	16,382
APR Dinner	14,946	18,375
ARA 2014	14,640	3
PMs 2013	18,000	1
Reimburaement for Conferences	92,389	41,701
Other Income	14,517	21,225
IPAA National Payment	(46,194)	
Total income	1,114,007	1,039,300
Less Cost of Sales		
Packaging & Handling	ž.	865
Postage	25,932	12,354
Printing	54,267	53,983
Typesetting & Editing	83,069	71,63
33	163,268	138,83
Total Income	950,739	900,47

# Income and Expenditure Statement For the year ended 30 June 2014

and the state of t	2014	2013
	\$	\$
Expenses		
Accounting & Audit Fees	13,875	12,810
Bookkeeping	10,050	10,416
Administrative Services	10,000	10,750
Advertising	18,593	16,507
Bank Fees	6,209	7,725
Bad Debt Expense	20,009	6,653
Consulting Fees	56,566	18,355
Courier Fees	-	583
Depreciation	2,196	2,272
Donation	500	
Eligible Equipment <\$1000	1,725	7,740
Insurance	8,131	5,136
Leasing Charges	2,124	2,792
Office Expenses	4,597	8,478
Parking	358	480
Postage	3,209	14,224
Printing & Stationery	21,961	19,698
Subscriptions & Newspapers	1,111	2,205
Website Hosting & Design	23,300	5,732
Computer Maintenance & Service	14,328	12,507
Telephone	7,307	7,141
Staff & Council Ammenities	1,486	1,653
Security Costs	498	655
Repairs & Maintenance	536	144
Rent	18,745	18,894
Electricity	2,504	2,505
Computer Expenses		3,750
Cleaning Costs	7,282	6,100
Australian Journal	20,521	14,443
Capitation Fees	9,936	5,467
Photography	4,384	5,010
Trophies & Prizes	3,340	2,009
Awards & Prizes	636	8
Venue Hire & Expenses	90,207	86,504
Workshop Services	76,560	74,382
Catering Expenses	12,281	29,489
Conferences & Seminars - Other	2,000	3,550

The accompanying notes form part of these financial statements.

# Income and Expenditure Statement For the year ended 30 June 2014

	2014	2013 \$	
	\$		
Expenses (Cont.)			
Travel & Accomodation	7,824	13,602	
Internet Expenses	1,000	599	
Membership Fees	1,515	173	
Marketing Assistance	-	1,628	
Loss on Sale Assets	207		
Presentation Costs	650	17,405	
Salaries - ordinary	328,314	383,269	
Leave Provision	3,453	4,386	
Superannuation	41,642	44,069	
Reportable Super Expense	14,085	13,564	
Professional Development	264	3,161	
Typesetting & Editing	300	-	
Total expenses	876,319	908,708	

Profit from ordinary activities before income tax	74,420	(8,235)
Income tax revenue relating to ordinary activities	2	-
Net profit attributable to the association	74,420	201,231
Total changes in equity of the association	74,420	201,231
Opening retained profits	729,361	737,596
Net profit attributable to the association	74,420	(8,235)
CEF Members Equity	21,454	
Closing retained profits	825,235	729,361

# Notes to the Financial Statements For the year ended 30 June 2014

# Note 1: Summary of Significant Accounting Policies

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

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

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

## (a) Property, Plant and Equipment (PPE)

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

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

#### (b) Impairment of Assets

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

#### (c) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

#### (d) Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reasonably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### (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.

# Notes to the Financial Statements For the year ended 30 June 2014

#### (f) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

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

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

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

#### (g) Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

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

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

#### (h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

#### (i) Trade and Other Payables

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

# Notes to the Financial Statements For the year ended 30 June 2014

	2014	2013
Note 2: Cash assets		
Bank accounts:		
CPS Bank Account	634,828	304,520
CBA Bank Account	658,535	484,272
CBA Bank A/c - Prov for Leave	12,761	12,931
Other cash items:		
CPS E-Saver Account	396,076	363,995
CPS Saving Account	12	12
CBA CEF Account	12,424	-
Undeposited Funds	15,240	-
	1,729,876	1,165,730
Note 3: Property, Plant and Equipment	:	
Note 3: Property, Plant and Equipment Leasehold improvements:		
	53,556	50,166
Leasehold improvements:		50,166 (40,032)
Leasehold improvements: - At cost	53,556	-
Leasehold improvements: - At cost	53,556 (39,185)	(40,032)
Leasehold improvements: - At cost - Less: Accumulated depreciation	53,556 (39,185)	(40,032)
Leasehold improvements: - At cost - Less: Accumulated depreciation  Leased plant and equipment:	53,556 (39,185) 14,371	(40,032) 10,134
Leasehold improvements: - At cost - Less: Accumulated depreciation  Leased plant and equipment: - At cost	53,556 (39,185) 14,371 7,108	(40,032) 10,134 7,108

# Statement by Members of the Committee For the year ended 30 June 2014

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

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

- Presents fairly the financial position of Institute of Public Administration Australia Incorporated - ACT Division as at 30 June 2014 and its performance for the year ended on that date.
- At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

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

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

Glenys Beauchamp PSM

President

Barry Mewett

Treasurer

26 Agust 2014

P. A. Buch

# Meeting Attendance by Councillors 2013-14

	13 Aug 2013	15 Oct	3 Dec	5 Feb 2014	8 April	3 June
Drew Baker	Α	Yes	Yes	Yes	Yes	Yes
Stephen Bartos	Yes	Yes	А	А		А
Glenys Beauchamp		Yes	Yes	Yes	Yes	А
Julia Burns		Yes	Yes	Yes	Yes	Yes
Andrew Cappie-Wood	Yes					
Tamara Cutcliffe	Yes	Yes	Yes	Yes	Yes	Yes
Kayelle Drinkwater		А	Yes	Yes	Yes	Yes
Kimberly Dripps	Yes	Yes	А	Yes	А	А
Joshua Drummond	Yes	А	Yes	Yes	Yes	Yes
David Fintan	Yes					
John Halligan	Yes	Yes	Yes	Yes	А	А
Johathan Hutson		Yes	Yes	Yes	Yes	Yes
Andrew Kefford	Yes	Yes	Yes	Yes	А	А
Kerry Kennedy	Yes	Yes	Yes	Yes	Yes	Yes
Kathy Kostyrko	Yes					
Kathy Leigh				А	А	Yes
Camel McGregor	А	А	Yes	А	А	Yes
George Masri	Yes	Yes	Yes	Yes	Yes	Yes
Andrew Metcalfe	Yes					
Barry Mewett	Yes	А	Yes	Yes	Yes	Yes
Carl Murphy	Yes					
Paul O'Connor	Α	А	А	Yes	А	А
Samantha Palmer		Yes	Yes	Yes	А	Yes
Brendan Sargeant		Yes	Yes	Yes	Yes	А
Will Story		Yes	Yes	А	А	Yes
Lynne Tacy	Yes					
Alison Turner	А	Yes	Yes	Yes	Yes	А

# Acknowledgements

We are grateful to the Committee Chairs, facilitators, Speakers, Committee Members, Judges, Members and Organisations who generously contributed to the success of the year. These include:

Senator the Hon Eric Abetz

Minister Assisting the Prime Minister for the Public Service

Deputy Director General, ACT Justice and Community Safety

Directorate

Dr Andrew Alford

Manager Research Program, Australian Centre for International

Agricultural Research

Assistant Secretary, Appropriations and Cash Management

Branch, Department of Finance

Amber Ali

Managing Director, Client Coverage Group, Commonwealth Bank

Robyn Archer AO

Creative Director, Centenary of Canberra

Drew Baker

General Manager, Centre for Public Management and

IPAA ACT Council

Professor Gary Banks AO FIPAA

Dean and CEO, Australian and New Zealand School of

Government

Maragret Banks

Senior Program Manager, Australian Commission on Safety and

Quality in Health Care

Stephen Bartos FIPAA

Canberra Executive Director, ACIL Allen Consulting and IPAA ACT

Council

General Manager, Department of Human Services

Glenys Beauchamp PSM

Secretary, Department of Industry and IPAA ACT President

Carla Bignasca

Media Personality

Tina Blewitt

First Assistant Secretary, Budget Group, Department of Finance

Kate Bowmaker

Manager Indigenous Communications and Engagement,

Department of the Social Services

Elizabeth Broderick

Sex Discrimination Commissioner, Australian Human Rights Commission

Professor A J Brown

Public Policy and Law, Public Integrity and Anti-Corruption Centre

for Governance, Griffith University

Chapter President, Australian Institute of Project Management

Verona Burgess

Government Business Editor Australian Financial Review

Senior Adviser, Fiscal Policy Branch, Department of the Prime

Minister and Cabinet

Julia Burns

Julia Burns Consulting

Dr Tom Calma AO

2013 ACT Australian of the Year

Executive General Manager, Clean Energy Regulator

Dr Chris Caton

Chief Economist, BT Financial Group

Andrew Chapman

Australian Government Solicitor, YPN Debate

Steve Chapman

Deputy Auditor General, Australian National Audit Office

Vincci Chov

Joint Chair, YPN Networking for the Future

Stephen Condrey

American Society of Public Administration

Assistant Secretary, Department of Finance

Grahame Cook PSM

**Annabel Crabb** 

Political journalist and commentator

Michael D'Ascenzo AO

Annual Report Awards

Grahame Cook Consulting

Dr Jack Dan

National General Manager of Government, Telstra Enterprise

and Government

Steve Davies

Founder, OzLoop

Dr Rhondda Dickson PSM

Chief Executive, Murray-Darling Basin Authority

Dr Kimberlev Dripps

Deputy Secretary, Department of Environment and IPAA ACT

Council

Joshua Drummond

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