IPAA AUSTRALIA, NSW DIVISION
MINUTES OF THE 2011 ANNUAL GENERAL MEETING

Minutes of the 76th Annual General Meeting of the Institute of Public Administration Australia, NSW Division, held at 5.30pm on Tuesday 22 November 2011 at the Auditorium of NSW Parliament House.

The President, Mr Peter Achterstraat, was in the chair.

1. APOLOGIES

Apologies were received from:
- Yim Chan
- Professor Hal Colebatch
- Dr Michael Di Francesco
- Irena Liddell
- Claudine Lyons
- Andrew Nicholls
- Glebe Stcherbina
- Pheona Twist
- Deborah Sandars

2. CONFIRMATION OF THE MINUTES OF THE 74th ANNUAL GENERAL MEETING

Presented by: Peter Achterstraat, President, IPAA NSW

Motion: That the minutes of the 74th Annual General Meeting be confirmed as a true record of that meeting.

Moved – Susan McHattie
Seconded – Matthew Thompson

Carried
3. PRESIDENT'S REPORT ON ANNUAL REPORT AND ACTIVITIES

Presented by: Peter Achterstraat, President, IPAA NSW

The President, Peter Achterstraat, reported that for the year finishing 30 June 2011, the Institute had returned a surplus. He thanked the staff for their determination – and the members for their support – in achieving this result. The President remarked that this result is even more sweet, as it had been achieved whilst undertaking a large number of projects to reinvigorate IPAA NSW’s business model (website, e-commerce, new database, etc) and continuing to deliver services for our Members.

I believe we have created the key foundations for a modern IPAA NSW.

The President expressed his thanks to the members of the Council, Paul Doorn and the staff of the Institute for their dedicated and skilled contribution to the achievement of the Institute’s 2010 – 2012 Strategic Plan and in improving the public sector.

The President stated that he was looking forward, if elected, to continuing to drive the Institute’s role in promoting high quality public administration and I thank you for your membership.

Mr Achterstraat wished everyone a safe and happy Christmas and New Year.

Motion: That the President’s report be accepted

Moved – Carolyn Burlew
Seconded – Illana Halliday

Carried

3.2 REPORT ON THE ACTIVITIES OF IPAA NSW DURING THE PRECEDING FINANCIAL YEAR

Presented by: Madeleine Culbert, Vice President, IPAA NSW

The Vice President reported that the focus for 2010-2011 had been to ensure a sustainable future for the Institute.
Throughout the year a range of professional development and networking opportunities were offered to members and the broader public sector. A key feature of the success of the past twelve months has been our ability to increase the profile and attractiveness of our Training and Events program through more sophisticated marketing strategies.

In 2010-11, a key highlight in Training program was the significant increase in the demand for Customised Agency Programs. The IPAA NSW training program continued to be aligned with the NSW Government Capability Framework and included workshops on how the Capability Framework works.

The Vice President reported that the Training program had:

- provided a user friendly website and e-booking system that allowed for online registrations and improved customer service
- seen increased demand for NSW Treasury endorsed workshops and programs, such as Economics for non-economists, Cost-benefit analysis and the popular Gateway Review Program
- continued to deliver the Procurement Certification Training Program in partnership with the Department of Finance and Services, including the introduction of a revamped Program leading to the qualification of Diploma of Government Procurement.

IPAA also continued to manage the Public Sector Management Program on behalf of NSW Department of Premier and Cabinet, including conducting of the Public Sector Management Program Graduation Ceremony.

Ms Culbert stated that the events and training program throughout the year had attracted over 7,000 people. Highlights included:

- the IPAA NSW State Conference under the theme: What you need to know
- our State of Change Master class series – strategic change management with 3 master classes being held; and
- 6 corporate events. The additional revenue generated from our Corporate Events Program in particular has helped to address losses from past years.

IPAA continued to host a number of events including 10 seminars, 8 forums and 3 special interest group and regional network events for members. Highlight events included:

- our second Women’s Executive Luncheon
• pre-election forums with the Premier’s representative and the Opposition leader
• 9th annual CEO and Young Professionals Breakfast; and
• The Spann Oration by Gerry Gleeson which garnered significant media coverage

In addition to managing our expenses very carefully, alternative sources of funding were also capitalised in 2010-11. These included the Corporate Events program, training programs for new international delegations, a range of new courses and an increased number of master classes.

The launch of our new website with e-commerce facilities had enabled a number of administrative efficiencies throughout the year. Ms Culbert pointed out that Members could now renew their membership online as well as register and pay online for training and events, reducing the need for manual processing of transactions in the office. This has resulted in increased productivity and enabled the Institute to be more proactive in areas such as marketing and promotions.

The Vice President also referred to the results of the fourth online member satisfaction survey conducted on the services from the 2010-11 year.

A total of 330 respondents completed the online survey, representing an outstanding response rate of 40%, an increase of 6.5% on the previous year.

Ms Culbert stated that the respondents had indicated a high level of satisfaction with IPAA NSW overall (84.9% of respondents were satisfied or very satisfied).

At 30 June 2011, the Institute had 823 individual members. This is four members less than at the same time the previous year.

The Vice President stated that the main strategic goals for IPAA over the next twelve months were to:
• broaden the individual membership of the Institute to reflect the diversity of organisations engaged in public administration and the levels across the public service
• manage and enhance our reputation across the sector
• continue to develop new and high quality services that align with public sector priorities
• look for opportunities to complement and support the work of the new NSW Public Service Commission
• increase the brand recognition of the Institute and its vision, “Connecting people and ideas” in all three tiers of the public sector, and encourage greater participation through its range of services (such as membership, training, events, awards, and conferences).
• expand services to members by providing greater online access to resources on public administration by partnering with IPAA National and other IPAA divisions.
• complement, partner and encourage other organisations to value-add to our services through sponsorship, financial and in-kind support.

Motion: That the report on the activities of IPAA NSW during the preceding financial year be accepted.

Moved – George Bawtree
Seconded – Tanya O’Dea

Carried

4. FINANCE REPORT, ELECTION OF AUDITORS, RECEIPT AND APPROVAL OF FINANCIAL STATEMENTS

Presented by: Madeleine Culbert, Vice President, IPAA NSW

The Vice President stated that details concerning the 2010-11 Financial Statements can be found in the Annual Report on pages 18 to 23.

Ms Culbert stated that the past twelve months had seen the Institute undertake a large number of projects to reinvigorate the IPAA NSW’s business model. This has included the launch of a reinvigorated website - with e-commerce facilities, a new internal CMS as well launching new communications and marketing tools - All whilst continuing to deliver high quality services to Members and the broader public sector.

IPAA NSW made a profit of $170,650 for the year to 30 June 2011 compared to a budgeted profit of $40,000 and compared to a loss in the prior year of $11,947.

With such a result, IPAA NSW has increased its accumulated surplus to $647,898, from $477,248 as at 30 June 2010.
Not withstanding the improvements achieved in the last two financial years, it is acknowledged that there are inherent risks in the operating environment that may impact on revenue streams.

The NSW Budget delivered on 6 September 2011 for example contained a range of cost reduction initiatives which may place pressure on agency training budgets and professional development opportunities. IPAA has been successful in offsetting this risk by securing large prebookings for training from a number of agencies including Railcorp as well as developing a suite of new programs such as Cost management Basics – 24 cost cutting tools for the public sector to support the government in achieving its priorities.

The budget for the year to 30 June 2012 anticipates a forecast profit of $163,000.

Whilst the audit opinion in the prior year raised material uncertainties about the Institute’s capacity as an ongoing concern, this year, as a result of the strengthening financial position, the PwC audit opinion didn’t raise any material issues.

The Vice President acknowledged the work that PwC has done in this year’s Audit – and thanked them profusely for their time and professionalism.

Gavin Sutton from PricewaterhouseCoopers was there to answer any questions.

Motion: That the Association’s Financial statements and the Auditor’s Report for the Year ended 30 June 2011 be accepted.

Moved – Robert Alder
Seconded – Heather Hukins

Carried
ANNUAL STATEMENTS

Presented by: Peter Achterstraat, President, IPAA NSW

Motion: That Vice President Madeleine Culbert who is present at the AGM be authorised to sign annual statements for The Office of Fair Trading

Moved: Illana Halliday
Seconded: George Bawtree

Carried

ELECTION OF AUDITORS

Presented by: Peter Achterstraat, President, IPAA NSW

Motion: That PricewaterhouseCoopers be appointed as the Institute’s auditor for the year ended 30 June 2012.

Moved – Heather Hukins
Seconded – Peter Connelly

Carried

5. RESULTS OF THE COUNCIL ELECTIONS

Presented by: Carolyn Burlew, Vice President, IPAA NSW

Carolyn Burlew, Vice President announced that voting for vacant IPAA NSW Council positions closed at 5pm on Wednesday 16 November, 2011. IPAA NSW had in excess of 180 members participate in the process - and it was great to see so much engagement.

For the position of President, only one nomination was received - so Carolyn Burlew congratulated and confirmed Peter Achterstraat as the President of IPAA NSW for the next two years.

For the announcement of the other vacant positions on Council, the Vice President handed the Chair back to the President.
Presented by: Peter Achterstraat, President, IPAA NSW

The President announced that for the position of **Vice President**, two nominations were received for one vacant position. Peter Achterstraat congratulated and confirmed **Pheona Twist** as Vice President, IPAA NSW for the next two years.

For the position of **Councillor**, six nominations were received for two vacant positions. Peter Achterstraat congratulated and confirmed **Kylie Cochrane and Tim Farland** as IPAA NSW Councillors for the next two years.

For the position of **Young Councillor**, two nominations were received for one vacant position. Peter Achterstraat congratulated and confirmed **Matthew Schroder** as an IPAA NSW Young Councillor for the next two years.

Peter thanked those Members who nominated but missed out this year and encouraged them to nominate for election to Council again next year.

### 6. OTHER BUSINESS

The President called for other agenda items to be listed under Other Business.

There being no other business, the President closed the meeting at 6.00pm.