

ANNUAL REPORT

Institute of Public Administration New Zealand

2017-2018



Institute of
Public Administration
New Zealand

PRESIDENT’S REPORT



Soon after I was appointed President, in July 2017, the IPANZ board met one Saturday and worked through a strategic planning process. That day the IPANZ board members, like tens of thousands of other New Zealanders, were volunteering their precious weekend to contribute to something they care deeply about – *a high performing public service, respected and valued by New Zealanders*.

As we worked through the strategic planning process, where we considered the environment, risks and opportunities, strengths and weaknesses, we thought hard about how IPANZ could add value and contribute to achieving that goal.

We landed on three priority areas and three streams of work. These are areas where we think IPANZ, as a small but independent and passionate voice for the public service could be impactful. We then set about organising ourselves to deliver. Each work stream is led by a board member supported by a sub-committee. Collectively we meet as a board to provide feedback, plan and govern.

We are just about to release the first tangible ‘output’ from the first work stream: a discussion paper on ‘the Future Public Servant’. The aim is to stimulate

public servants to think about trends in the future of work and what they mean for their careers and the environment they work in. Planning is underway for a series of consultations about the upcoming reform of the State Sector Act, where IPANZ will create independent space for debate about what are likely to be far-reaching changes. These forums will contribute to IPANZ’s second work stream on Public Administration reform.

Our third work stream considers how the principles of the public service apply in the rapidly changing environment we work in. This year our focus is on the principle of stewardship. The public service must not only serve the government of the day but build and maintain the capability to serve the next and the next one after that. To get our thinking straight we have commissioned a stock take of where the system is currently at in terms of upholding its principle of stewardship.

As we hand the Public Sector Excellence Awards in 2019 over to the leadership of the State Services Commission, we free IPANZ’s capacity up to generate a number of new initiatives. I look forward to working with the IPANZ board to build on our work streams and champion new ideas about the future of the public service and celebrate and promote its excellence.

Such work only occurs because of the commitment

and passion of those who volunteer their time (including Saturday strategic planning sessions). The IPANZ’s journal *Public Sector* has and will continue to be an important mechanism for generating debate and sharing innovation, under John O’Leary’s capable editorship. I am thrilled with the progress and impact the IPANZ New Professionals are making, much due to the capable leadership of Georgina Geotina and Ashleigh Bywater-Schulze and their team.

With the appointment of Philippa Miller Moore, as our part-time Auckland Manager, it is pleasing to see that IPANZ has raised its level of visibility and engagement in the country’s largest city.

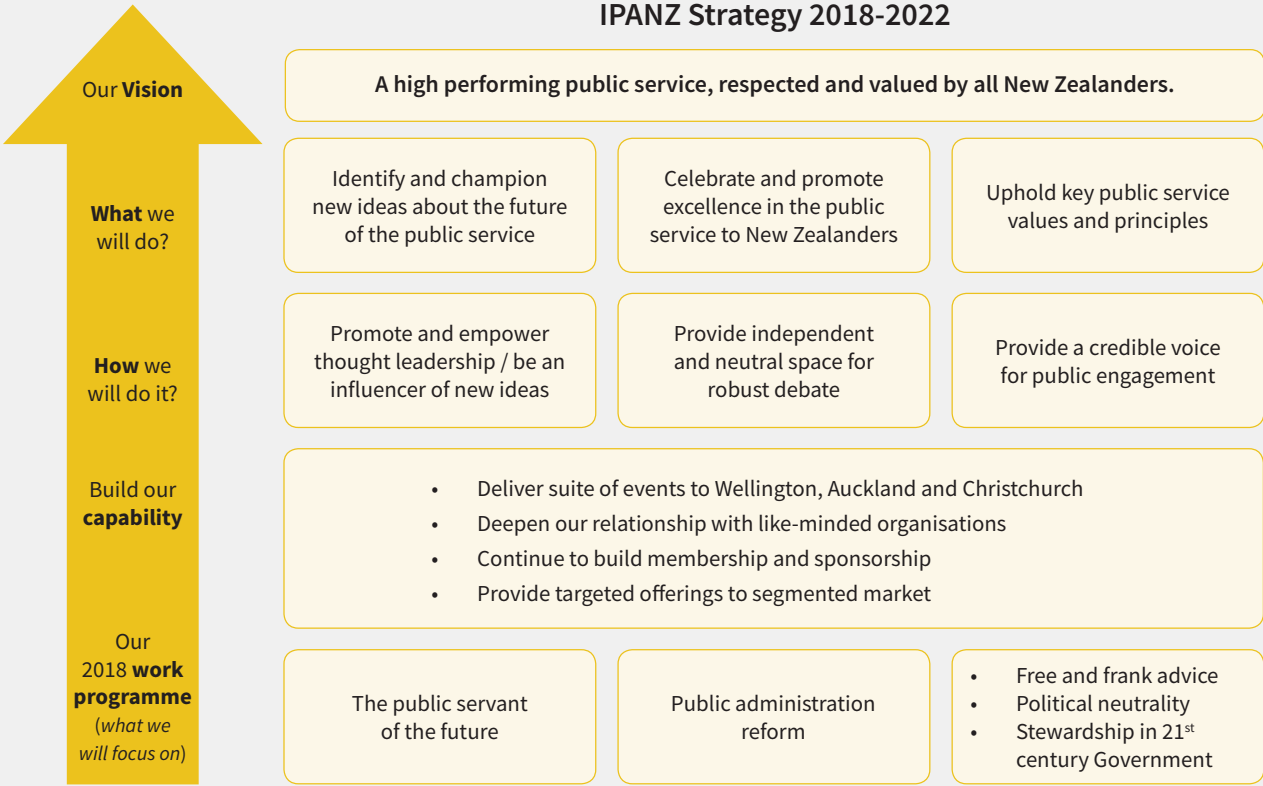
It is also worth noting that our finances are in a healthy position, following another surplus. This will allow us to invest in future growth and maintain a six month reserve fund to counter the impact of any adverse event

I want to especially acknowledge the tireless work and support of Executive Committee of the Board – Anthony Richards, Vice-President and Joan Smith, Treasurer – and the critical role Lewis Rowland plays as General Manager and the IPANZ office team – Fiona McDonald, Margaret McLachlan and Della Ürgenç.

Naku te rourou nau te rourou ka ora ai te iwi

IPANZ President Dr Jo Cribb

IPANZ VISION





IPANZ provides seminars, training and networking to promote improvements in public sector policy and administration. We provide a forum for our members to learn, share and debate new ideas, and celebrate excellence.

OUR AIMS & GOALS

Our **aims** are to be:

- A guardian and champion of the core values of public service
- A respected organisation to which all people and organisations with an interest in public policy and management want to belong
- An authoritative voice and source of reasoned opinion
- An interesting and stimulating commentator

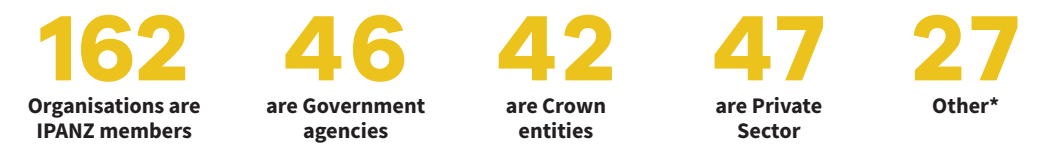
Our **objectives** for 2017-18 were to:

- Transition to a new president and embrace new ideas
- Develop a range of governance policies and procedures
- Continue to deliver value via high quality events and services
- Engage actively with our membership via our communication channels
- Employ an Auckland manager to enhance our role in this region

MEMBERSHIP

IPANZ corporate members are organisations where staff receive the benefits of membership. We also have about 40 individual members.

As at 31 March 2018, IPANZ corporate membership was 162, a figure which has stayed fairly constant for the last three years (+/- 5-10%).



 About 7000 people from member organisations engage with IPANZ

**Other organisation types are: local government, not-for-profits, tertiary education and community organisations, and high commissions.*



AUCKLAND AND NEW PROFESSIONALS NETWORKS

New Professionals

The IPANZ New Professionals network has a growing membership and profile. The aim is to make the New Professionals the ‘go to’ place for those new to the public sector.

There is strong demand for training and career guidance from new professionals. A year-long pilot mentoring programme for New Professionals began in late-2017.



Auckland

IPANZ appointed an Auckland manager in May 2017 to raise the profile and reputation of IPANZ among the growing Auckland public sector.

We helped with the first Auckland Women in Public Sector summit, held in November 2017. Our Auckland audience is drawn from Auckland Council, central government agencies, corporate organisations and not-for-profits.





DELOITTE IPANZ PUBLIC SECTOR EXCELLENCE AWARDS 2017

Our annual flagship event is the **Deloitte IPANZ Public Sector Excellence Awards**. These Awards – across ten categories – celebrate the outstanding performances and achievements of organisations and project teams in the public sector. A new category was created and introduced for 2017 Awards, ‘Improving Diversity and Inclusiveness within the Public Sector’.

The Prime Minister’s award winner was the Te Urewera - DOC Tuhoe Partnership, a joint entry by the Department of Conservation and Te Uru Taumatua.



10 category winners



70 nominations/
entries



Over 400 people
celebrated at gala
Awards evening



4 post-award seminars
attended by 190 people
about winning projects

Prime Minister’s Award for Public Sector Excellence - Excellence in Crown-Māori Relationships, Te Urewera Department of Conservation (DOC) and Te Uru Taumatua – Tūhoe

ENGAGEMENT WITH MEMBERSHIP IN 2017

38 events attracting 2592 people include:

- 22 Wellington lunchtime or after-work seminars
- 6 New Professionals events
- 5 Auckland events
- 4 training courses: Parliament in Practice (twice) and Effective Engagement with Maori (twice)
- 1 Deloitte IPANZ Public Sector Excellence Award ceremony

Renewed, mobile-capable website:

- 22% of users are accessing the website from their phone or tablet
- Easier to book (and pay) for tickets to events
- Members can access and update own information

Reaching more people:

- 25% more people (9400) on IPANZ mailing list since 2016-17
- 850 LinkedIn connections
- 30% readership of the e-newsletter



PARTNERS AND SPONSORS

Thanks to our Foundation Partners: Deloitte, The Skills Organisation, Westpac, State Services Commission and Russell McVeagh (membership suspended in March 2018) for their generous financial and in-kind support.

Deloitte continued as the lead sponsor for the Deloitte IPANZ Public Sector Excellence Awards.

Thanks to our other sponsors: The Justice Sector, The Treasury, Te Puni Kōkiri, Ministry of Business Innovation and Employment, Ministry of Social Development, Microsoft, Victoria University of Wellington School of Government, Allen & Clarke, The Johnson Group and in-kind support from Lion, Senate SHJ, and Ocean Design.

OUR ORGANISATION

Board members

Dr Jo Cribb, *President (elected July 2017)*

Anthony Richards, *Vice President*

Joan Smith, *Treasurer*

Ashleigh Bywater-Schulze, *New Professionals co-convenor*

Shannon Dobson

Peter Dolan

Georgina Geotina, *New Professionals co-convenor*

Derek Gill

Dr Donald Gilling

Grant Klinkum

John Larkindale, *immediate past-president*

Gerard Martin, *IPANZ Auckland convenor*

Dr Richard Norman

Erin Polaczuk

Debbie Power

Mary Slater

Staff

Lewis Rowland, *General Manager*

Della Ürgenç, *Office Manager*

Fiona McDonald, *Events Manager*

Margaret McLachlan, *Communications & Marketing Manager*

Philippa Miller-Moore, *Auckland Manager*

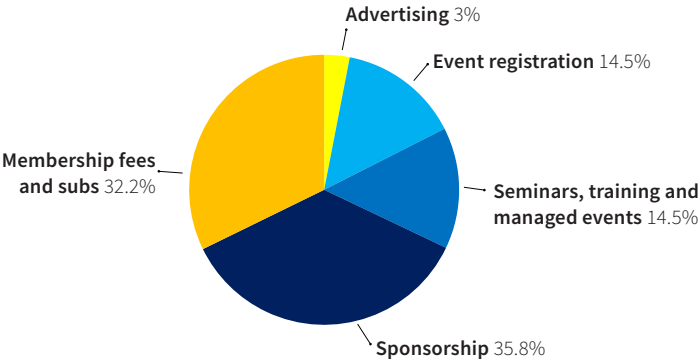
John O’Leary, *editor Public Sector journal*



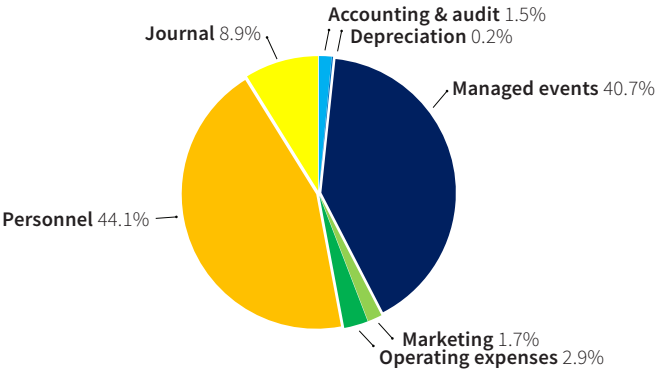


REVENUE AND EXPENDITURE

REVENUE FOR THE 2016/17 FINANCIAL YEAR

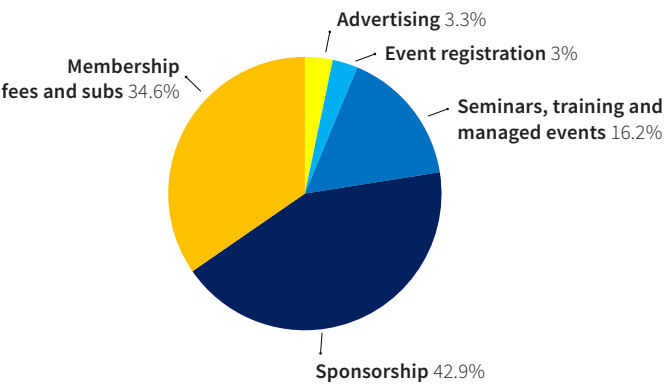


EXPENDITURE FOR THE 2016/17 FINANCIAL YEAR

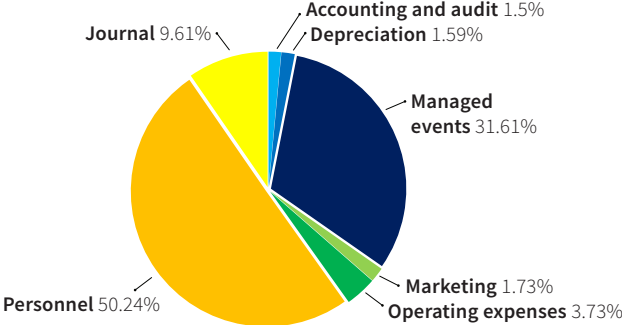


FINANCIAL STATEMENTS

REVENUE FOR THE 2017/18 FINANCIAL YEAR



EXPENDITURE FOR THE 2017/18 FINANCIAL YEAR



Financial Highlights for the year:

- Surplus of \$44,022 for this year, to bring total general funds to six months operating expenditure and a reserve for the development of planned new activities (excluding Excellence Awards expenditure).
- Decreased revenue from \$696,858 to \$638,426 due to the biennial New Professionals conference not being held in this financial year.
- Maintained membership and revenue.
- Continued tight management of expenses and cash-flow.
- Personnel expenses increased due to the appointment of the new part time Auckland Manager.
- Decreased expenditure on managed events from \$255,476 to \$177,331, as there was no New Professionals conference in 2016/17.

STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 31 March 2018

	Note	2018 \$	2017 \$
Operating Revenue			
Advertising		20,999	21,225
Event registration, seminars, training and managed events	1	122,660	202,266
Sponsorship	2	273,767	248,700
Membership fees and subscriptions		221,000	224,668
		638,426	696,859
Gross Surplus			
Less expenses			
Accountancy fees		6,000	7,060
ACC levies		635	772
Bank fees and charges		1,840	2,024
Catering		14,135	14,238
Depreciation	3	9,613	1,042
Entertainment		0	876
Equipment and venue hire		87	0
Managed events	4	177,331	255,476
Marketing (promotional material)		1,245	0
Office expenses		4,462	2,709
Personnel expenses	5	303,758	288,728
Postage		2,635	2,453
Printing & stationery		13,703	13,990
Prizes		1,500	1,900
Professional services		41,877	42,089
Professional development		578	610
Rent		9,231	8,648
Review fee		3,060	3,000
Telephone and internet		2,674	3,284
Travel and accommodation		2,383	2,459
Website expenses		9,252	10,608
Total expenses		605,999	661,966
Operating surplus before other income		32,427	34,893
Other income			
Interest received		11,595	11,363
Net surplus		44,022	46,256

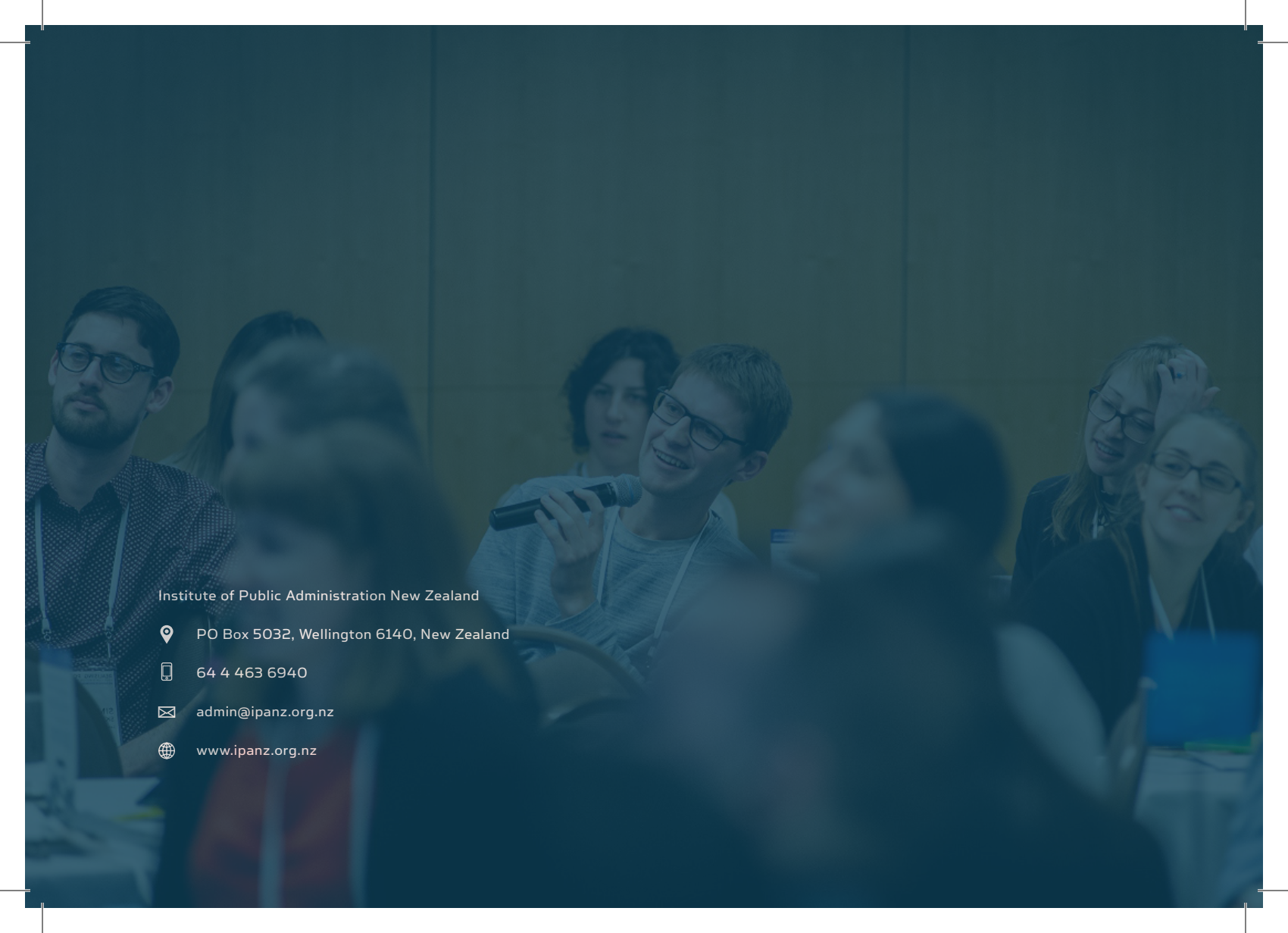
STATEMENT OF FINANCIAL POSITION

As at 31 March 2018

	Note	2018	2017
General funds			
Capital		66,198	66,198
Retained earnings		221,272	177,250
Total general funds		287,470	243,448
Represented by:			
Current assets			
Cash and bank balances	6	78,682	127,251
Accounts receivable		891	6,498
Other receivables		2,683	1,952
Income tax refundable		3,044	2,989
Prepayments	7	69,703	54,502
Term deposits		342,202	364,621
Total current assets		497,205	557,813
Current liabilities			
Payables and accruals		42,812	46,225
GST payable		7,969	17,766
Other current liabilities	8	174,633	272,266
Total current liabilities		225,414	336,257
Working capital		271,791	221,556
Non current assets			
Property, plant and equipment		15,679	21,892
Net assets		287,470	243,448

Explanations for Significant Variances

- Event registration, seminars, training and managed events:** This decrease in revenue for 2017/18 (\$79,606) was due to there being no New Professionals conference held in this year.
- Sponsorship:** This increase in revenue for 2017/18 (\$25,067) was due to receiving sponsorship for supporting the costs of the new Auckland Manager.
- Depreciation:** This increase in expenditure for 2017/18 (\$8,571) was due to the new website going live in July 2017 and is based on 50% diminishing value.
- Managed Events:** This decrease in expenditure for 2017/18 (\$78,145) was largely due to the New Professionals conference not being held this year.
- Personnel Expenses:** This increase in expenditure for 2017/18 (\$15,000) was due to the appointment of the new Auckland Manager.
- Cash and Bank Balances, Term Deposits:** The decrease of \$48,569 in Cash and Bank Balances was due to timings of receipts from Corporate Memberships.
- Prepayments:** This increase (\$15,201) is due to timings of payments to creditors for Public Sector Journal expenses and milestone payments for the Excellence Awards 2018.
- Other current liabilities:** This is sponsorship monies received in advance for the 2018 Public Sector Excellence Awards and Public Sector Journal subscriptions.



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