

# Annual Report 2019

including the Financial Report  
for the year ended 30 June 2019



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# From the Chair

**Vision:** Communities shaped by people

**Mission:** To advance the practice of community and stakeholder engagement through education, advocacy and building partnerships.

*2018-2019 was a dynamic year of growth for IAP2 Australasia and I would like to thank my fellow Board members and a very committed management team for their hard work.*

*This year the Board and management team have worked alongside many of our members to strengthen engagement opportunities across Australasia and plan for a stronger future as a truly global association. We have also worked to continue to position IAP2 Australasia as the peak body for engagement in Australia and New Zealand, partnering with other organisations to advocate for our profession and support recognition of the practice.*

## Strategic focus

Our focus on 2018-19 has been our strategic theme of 'Strengthening engagement, Advancing practice'.

Supporting this theme are three strategic pillars that have evolved from what we have heard is most important to members - Advocating for engagement; Strengthening engagement networks; and Advancing professional development.

In 2017-18, the Board established a very ambitious Strategic Plan to provide greater value to our members across these three pillars. It contains some terrific initiatives including developing partnerships with universities to further tertiary education opportunities, mentoring of young professionals, research partnerships, enhanced professional development and greater member networking opportunities.

This work will continue through to 30 June 2021, with some of the outcomes being informed by the exciting changes happening at an international level. A significant financial and resource investment has been put in place to support the Strategic Plan through to 2021.

On behalf of the Board, I would like to thank members and Ambassadors for providing input into the Strategic Plan and for working with the Board and management to build a stronger IAP2 Australasia.

## IAP2 International Change Initiative

One of the most exciting things to happen this year has been the process of re-design launched by IAP2 International. The aim is to create a sustainable and dynamic global association for engagement professionals. Many members from IAP2 Australasia have contributed to committees tasked with scoping the change and shaping the future of IAP2 and others have provided feedback and input along this transformational journey.

The key elements are:

1. New governance model - Strong international and strong regions
2. Advocacy - Advocating for P2/Engagement
3. Emerging practice - Supporting emerging regions and evolving practice
4. Member value - Members belong to IAP2 (international)
5. Brand - everyone is a custodian of the IAP2 brand
6. Professional development and training - More inclusive training and a more flexible training framework
7. Standards of Practice - Develop a global quality engagement framework.

I would like to extend my personal thanks to our IAP2 Australasia Directors with delegated international responsibilities - Kylie Cochrane, IAP2 International Presiding Member, and Mandi Davidson, IAP2 International Board Member - as well as our Chief Executive Officer, Marion Short, for their ongoing and significant contribution to the International Change Initiative. The many hours spent in meetings, late night calls, reviewing papers and engaging across Australasia and internationally is acknowledged and very much appreciated.

## SPECIAL PROJECTS - ICT Project

As part of the International Change Initiative, IAP2 set out to implement an Information Technology vision of "Empowering Members : Supporting Excellent Customer Experience : Enabling IAP2".

Working collaboratively with IAP2 International and other IAP2 Regions, IAP2 Australasia is leading the delivery of this vision through the Information and Communications Technology (ICT) Project. Members will start to see the new customer and membership system take shape in early October 2019.

## Partnership with UNESCAP

The IAP2 International partnership with UNESCAP continues to work towards promoting systematic, quality engagement of stakeholders and the public to support the 2030 Agenda and achievement of the UN Sustainable Development Goals (SDG).

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IAP2 Australasia together with IAP2 Indonesia were appointed by IAP2 International to lead this collaboration. We are enormously grateful to Leanne Hartill, who was appointed as the IAP2 Australasia representative to UNESCAP, for her ongoing commitment to this partnership. The project is already achieving a great deal, including development of a framework for planning and assessing quality engagement, an International Forum as well as workshops held across the Asia-Pacific to promote quality engagement practice, and delivery of training to help countries in the Asia-Pacific region implement purposeful, inclusive engagement.

### A year of strong growth

This year saw Local Networking events being re-energised and strengthened. No longer just a social get together, but networking with purpose, our Local Networking committees in each location have been delivering “pillar” and “in the trenches” events with themes, problems to solve and deep dive discussions. There has been a substantial increase in attendance and positive feedback all round, as well as new networks being established in new regions.

Thanks must go to our hard working without whom these events could not be held.

IAP2 Australasia again achieved a significant increase in membership numbers over the last year and I'd like to extend a warm welcome to our new members.

Our training and professional development also enjoyed substantial growth in numerous capacities, including an increase in training offerings, new regional locations and the introduction of new elective modules.

Yet again, a record number of entries into the IAP2 Australasia Core Value Awards was received this year, highlighting the increased value placed on best practice in engagement.

### Finance

IAP2 Australasia is required to prepare General Purpose Financial Reports, which fully comply with Australian Accounting Standards Reduced Disclosure Reporting. These accounts are audited by an independent auditor, William Buck Audit (Vic) Pty Ltd. Andrew Marks from William Buck presented the 2018-19 Audit report at the September 2019 Board meeting confirming that IAP2 Australasia is in a strong financial position evidenced by the surplus of \$640,535 in 2018-19 and the total member's equity of \$1,938,486 as at 30 June 2019. The Board has resolved that the company is in a position to meet all debts as they become due and payable.

### The coming year

2019-2020 will be another exciting year for our organisation as we see many of our strategic initiatives progressed, special projects delivered, and a new world order for IAP2 globally crystallised. There will be many opportunities for members to get involved and I would encourage all members to sign up to be part of this.

### My thanks

The significant progress made over the past year would not have been possible without the hard work and dedication of my fellow Board members. My thanks to Mandi Davidson (Deputy Chair), Helen Christensen, Tony Clark, Kylie Cochrane, Amy Hubbard, Kate Henderson, Joel Levin, Allen Rodwell and Jo Wilkins.

In my final year as IAP2 Australasia Chair, I want to sincerely thank all members for your input, support and the opportunity to be part of an exciting time of change and moving forward in the organisation – your organisation.

A sincere thank you is extended to organisations who have sponsored and partnered with IAP2 Australasia on important initiatives and projects throughout the year.

I would also like to both thank our Chief Executive Officer, Marion Short and the IAP2 Australasia team for their dedication, enthusiasm and hard work in supporting IAP2 Australasia to achieve a great deal in 2018-2019.

As I depart the Board, I feel that IAP2 Australasia, and indeed IAP2 International, is in a strong position to delivery real value to members and to our profession. I look forward to continuing to be part of this journey as a member and committed supporter of the great things IAP2 is achieving.



**Donna Marshall**  
Chair  
IAP2 Australasia

# From the Chief Executive Officer

## **IAP2 Australasia - Strengthening Engagement, Advancing Practice**

In this, my second annual report for IAP2 Australasia, I reflect on what a productive year it has been working with members and the Board to deliver on our strategic plan.

### **Strategic review**

I've continued to enjoy the opportunity to meet with members, trainers and ambassadors for extensive consultation and collaboration to implement the strategic direction of IAP2 Australasia.

The Board met in March to review the Strategic Plan, this helped form the Business Plan for the year ending June 2020.

### **Strategic Theme to 30 June 2021**

The strategic theme is 'Strengthening Engagement, Advancing practice' which is supported by three external strategic pillars (Advocating for Engagement, Strengthening Engagement Networks and Advancing Professional Development), together with internal strategic pillars (marketing and communications, embedding organisational capability and support for a stronger International IAP2).

### **Strategic Initiatives**

There are a number of continuing initiatives to increase member engagement, satisfaction, as well as the total number of members and an improved retention rate. These include a review of the IAP2 Quality Assurance Standard for Community and Stakeholder Engagement and the development of an Audit Assessment tool.

Exciting initiatives will include the introduction of three new short-courses, and we look forward to sharing more information when this is available.

A significant amount of resource remains allocated to 'Business as Usual' (BAU) activities.

### **The Business Plan and Budget 2020**

The Business Plan and Budget for the 2020 year continues the investment theme of 2019, with several projects continuing or starting later than expected.

The successful delivery of the Business Plan for 2020, is expected to provide increased member engagement and satisfaction, as well as new income streams that will grow in future years.

The new financial year sees a continued investment in future growth for IAP2A. This is being underpinned by three key elements:

1. New ICT Project (in partnership with IAP2 International);
2. Increased resources (both staff and consultants to support key initiatives); and
3. Introduction of new initiatives to grow and diversify income streams (a longer term strategy).

### **Business Plan Priorities by Strategic Pillar**

A high level overview of the key priorities included in the Business Plan to 30 June 2020 by Strategic Pillar is provided next page:



I'm very supportive of the Strategic Plan and while I think it's ambitious I think it's a great initiative and I encourage IAP2 to maintain open communication with the membership base to provide regular updates on the progress against the plan and associated initiatives. Thank you IAP2!"

**IAP2 Community Survey Respondent.**

## Strategic Pillar

## Key priorities to 30 June 2020

<b>Advocating for Engagement</b>	<ul style="list-style-type: none"> <li>• Work with Advocacy Coach to review and implement Advocacy strategy</li> <li>• Develop policy positions and thought pieces with Ambassadors</li> <li>• Review of Quality Assurance Standard is completed</li> <li>• Research Plan as developed by the Research Committee in place with some funding to deliver agreed priority items</li> <li>• Next Generation Research partnership continues</li> <li>• IAP2A Assessment Tool launched</li> <li>• Hand over UN relationship to IAP2 International</li> </ul>
<b>Strengthening Engagement Networks</b>	<ul style="list-style-type: none"> <li>• Continued growth in total members and increased membership retention rate</li> <li>• Local Networks strengthened (Pillar and In the Trenches events)</li> <li>• Speakers Bureau developed</li> <li>• Membership survey continued – improved NPS</li> <li>• Develop webinar series (4 per annum)</li> <li>• A living calendar with 100+ annual activities (incl Local Networks)</li> <li>• Young &amp; Emerging Professionals strengthened – Lunch box learning series, etc.</li> <li>• Strategic Partnerships in place with two key targeted organisations</li> <li>• Relaunch Ambassadors Program</li> <li>• Achieve In-house training targets</li> <li>• Sponsor three external events to drive training revenue</li> </ul>
<b>Advancing Professional Development</b>	<ul style="list-style-type: none"> <li>• Contribute to the review of Global learning pathways</li> <li>• Consider interim options for the Advanced Engagement Program (pending completion of the ICI)</li> <li>• Prepare for Digital Learning (ICT Project)</li> <li>• Trainer Licensing (Design and Methods) and 2 electives</li> <li>• Host Trainers Forum – Conference</li> <li>• Finalise review Certificate of Engagement to Tertiary standards</li> <li>• Design formal QA trial</li> <li>• Develop and roll-out three new targeted short-courses</li> <li>• Develop digital mentoring kits</li> <li>• Develop value proposition for Universities to partner with IAP2 in win-win partnership</li> </ul>
<b>Marketing &amp; Communications Strategy</b>	<p><b>Position IAP2A as the ‘go-to’ organisation</b></p> <ul style="list-style-type: none"> <li>• Support strategic Advocacy program</li> <li>• Deliver two ‘must attend’ major events</li> </ul> <p><b>Strengthen the IAP2A brand and identity</b></p> <ul style="list-style-type: none"> <li>• Leverage existing (training) resources to build usable content and resources</li> <li>• Increase Advertising and Promotions</li> <li>• IAP2A TV, Website Digital Branding and Design</li> <li>• Exhibit at ALGA</li> <li>• Content strategy development</li> </ul> <p><b>Promote member value proposition</b></p> <ul style="list-style-type: none"> <li>• Our members are at the heart of everything we do</li> <li>• Member benefits campaign</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Introduce Core Values Awards entry fee</li> <li>• Position Engagement Matters to generate some income</li> </ul>
<b>Embedding Organisational Capability</b>	<ul style="list-style-type: none"> <li>• Deliver ICT Project</li> <li>• Continue to implement ‘Business Improvement Plan’</li> <li>• Improve member and user experience</li> <li>• Continue review all operational policies, procedures and processes</li> <li>• Seek to increase efficiencies across the organisation</li> </ul>
<b>Support a stronger international IAP2</b>	<ul style="list-style-type: none"> <li>• Review of Royalty Agreement – expires 31 December 2019</li> <li>• Workshop to consider an International Learning Pathway strategy</li> <li>• Serve on committees and Task Forces as required</li> <li>• Monthly Executive Officer meetings</li> </ul>

## ICT Project

The ICT Project, a significant investment and project, is underway in collaboration with IAP2 International and other IAP2 Regions.

It is expected to go live in early October. As a result it will impact on our lean resources as we complete the detailed functional specification through a series of workshops, resource the three agile sprints, as well as the final user testing stages.

It is expected to bring with it a much improved customer experience, increased efficiencies for IAP2A – which in turn will reduce work arounds and staff stress levels, and provide a centralised global IAP2 database.

## International Change Initiative

IAP2 has been going through a critical change journey over the last twelve months. The IAP2 International Board launched a process of re-design to help us articulate and create the organisation we want to be – **a sustainable and dynamic global association for engagement professionals**. This has been a significant piece of work over a period of time and I would like to acknowledge the commitment and hard work of the Change Committee Members.

The International Change Initiative is the next step in building a strong and successful global IAP2, with strong and successful regions. There is still a lot of opportunity to build strategic collaboration to improve outcomes for all our members. To create a seamless member experience and deliver on strategic initiatives that are shared by our members, whether they live in Australia, New Zealand, Canada, South Africa, North America, Italy, Indonesia – or anywhere else.

The Board delegated me as a co-decision maker for IAP2 Australasia alongside Director Mandi Davidson, and I had the privilege of being part of the face-to-face conversations in Victoria, Canada on this initiative.

## JOIN THE CALL FOR AN INTERNATIONAL YEAR OF PARTICIPATION

### Calling for an International Year of Participation

Building on IAP2 partnership with UNESCAP, we continue to work with members to “create a movement” and to build awareness and advance the practice of engagement. IAP2 continues to seek pledges from individuals and organisations around the world to support a proposal to the UN, calling for an International Year of Engagement and Public Participation. Tools and resources have been shared with members to help spread the message.

## Result for the 2019 Financial Year

The Business Plan and Budget for this financial year (2019) saw a significant investment in a number of key strategic initiatives, with a budgeted deficit of \$563,580. The 2019 FYE provided a surplus of \$640,535.

This is due to a combination of increased income and a number of strategic initiatives either continuing into the 2020 financial year, being deferred or reshaped.

## A year of growth

This year we have continued to see a significant rise in members, up 1,427 members to 7,676 members as at 30 June 2019.

The value of our Local Networks continues to be important to our members, with a priority placed on developing a living calendar of 100+ annual activities to build the practice and share learnings through a range of events, activities and networks.

The need to support our newer practitioners has resulted in the development of a Young and Emerging Professionals network, with meetings and activities such as lunchbox learning sessions held.

## Successful Core Values Awards, 2018 Conference and 2019 NZ Symposium:

Once again 2018 saw an impressive calibre of entries into the Core Values Awards, demonstrating the growing relevance of the practice. Congratulations to Strategic Engagement Unit, Department of the Premier & Cabinet, South Australian Government who won the Australasia Organisation of the Year Award, and the Northern Corridor Improvements (NCI) Project (Design Consenting Phase) by New Zealand Transport Agency and Aurecon NZ for winning Australasia Project of the Year Award and International Project of the Year Award.

We welcomed almost 300 attendees to our Gold Coast Conference in October 2018. The theme was “Shake It Up” which explored the future of the practice.

Our 2019 NZ Symposium in Christchurch marked Matariki with powerful presentations on how community and stakeholder engagement supports new growth and regeneration. This was particularly important and powerful following the March tragedy.

## STAY TUNED FOR OUR 2019 CONFERENCE HIGHLIGHTS

## Member Survey

In October 2018, the IAP2A Research Working Group (RWG) was formed. Their first undertaking was to design the annual member survey. A Community Survey Working Group was formed from RWG members and they developed the survey on the basis that it was short, produced informative information as well as encouraged participation from the IAP2 Community.

The purpose of the member survey was to:

- track member satisfaction and the strategic performance of the organisation and;
- ensure IAP2A understands the needs of its members.

The key objectives were to:

- identify what is working well and areas for improvement;
- receive input from members on the challenges and opportunities facing them to ensure IAP2's understanding of its membership is up to date;
- generate a detailed findings report that informs and influences Management/Board decision making;
- produce a summary findings report to share with members.

## Net Promoter Score

Our Net Promoter Score saw a vast improvement with respondents reporting a positive Net Promoter Score of +7. This is an improvement from the 2015 score of -3.

A huge thank you to the Research Working Group for all their time and effort put into the [IAP2 Community survey](#). It was a great success.

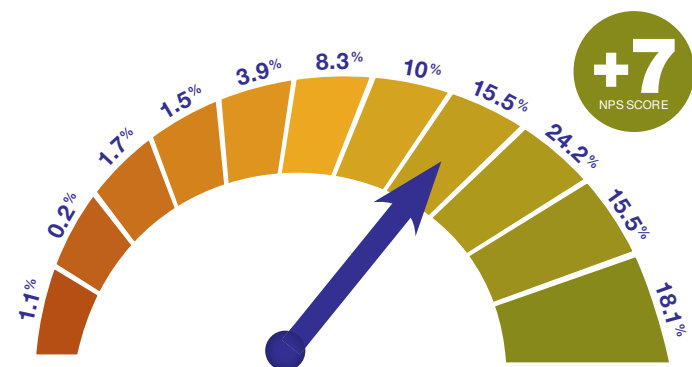


Figure 6 -Likelihood to Recommend n=436 Scale 10 = Very Satisfied

## And on to the coming year

Over the coming year, members will see further developments in research to strengthen the evidence base for engagement; new and strengthened strategic partnerships with key organisations; new and expanded professional development opportunities; and more opportunities to connect, share and learn.

After two years in my role, I am looking forward to spending more time meeting and connecting with our members, continued growth, delivering on the Strategic Plan and contributing to building a stronger global IAP2.

## Thank you

Thank you to the members, ambassadors and trainers for being generous with your knowledge, insights, ideas and support. Thank you also to the Board of Directors for continuing to be wonderfully supportive and I thank you for your wisdom, guidance and expert knowledge. And last but not least, thank you of course to my small, talented and hardworking team at IAP2 Australasia.



Marion Short  
CEO  
IAP2 Australasia



# IAP2 Australasia STRATEGIC PLAN

Strengthening engagement, advancing practice  
30 June 2021

## Vision

Communities shaped by people

## Mission

To advance the practice of community and stakeholder engagement through education, advocacy and building partnerships

## Values

Inclusion, Transparency and Respect

## Our Three Pillars

- Advocating for Engagement
- Strengthening Engagement Networks
- Advancing Professional Development

## Current Statistics

  
7,676  
members

At the heart of  
everything we do

  
25  
Ambassadors

Ambassadors

  
5,626

People trained  
FYE 2019

  
2 great  
conferences  
(Aust & NZ)

2 great  
conferences  
(Aust & NZ)

  
Part of an  
international  
organisation

Part of an  
international  
organisation

  
370

IAP2 Programs  
delivered

  
12

Professional  
Development  
Programs

  
18

2018 Core  
Values Awards

  
19

Trainers

  
Quality  
Assurance  
Standard

for Community and  
Stakeholder Engagement



“  
We believe that all  
people have the human  
right to be engaged in all  
decisions that affect them.  
”

## STRATEGIC PILLARS

### KEY OBJECTIVES

### KEY MEASURES

Advocating for Engagement	<ol style="list-style-type: none"> <li>1. IAP2 has a strategic advocacy program in place to influence the decision makers and other key stakeholders.</li> <li>2. IAP2A is the go-to organisation for resources, research and advice.</li> <li>3. The rigour behind Community Engagement is valued and recognised as a skill set by key stakeholders.</li> <li>4. Strengthen the evidence base through research by working with key partners.</li> <li>5. Good practice is recognised and valued by the IAP2A Assessment Audit.</li> <li>6. Develop strategic relationship with the United Nations (UN) to increase knowledge and understanding of community engagement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Advocacy program developed in consultation with IAP2 International and approved by the Board for implementation by mid-2019.*</li> <li>2. A living suite of resources available from late 2018, including case studies with tangible outcomes and evidence of capacity building and transformation. A review of the Quality Assurance Standard is completed early to late 2019.*</li> <li>3. By mid-2018, a Research Plan has been developed and approved by the Board.</li> <li>4. By early 2019, IAP2A together with key partners is contributing to economic research that provides a Return on Investment for Community Engagement.</li> <li>5. IAP2A Assessment Audit developed and approved by the Board and launched by early 2020.*</li> <li>6. By late 2019, partnership formalised with the UN.</li> </ol>
Strengthening Engagement Networks	<ol style="list-style-type: none"> <li>1. Our members are at the heart of everything we do.</li> <li>2. Members are engaged, contributing to and building the practice, both within Australasia and internationally.</li> <li>3. Young professionals are encouraged and supported.</li> <li>4. Strengthen and grow relationships with other professional organisations.</li> </ol>	<ol style="list-style-type: none"> <li>1. A strengthened culture of a Membership Centric Organisation is confirmed by our Members annually, via feedback opportunities and the formal Member survey.</li> <li>2. A living calendar of <b>100+ annual activities</b> to build the practice and share learnings through a range of events, forums, workshops, networks and other opportunities, both within Australasia and internationally, is driven in partnership with our members, and published by IAP2A.</li> <li>3. By mid-2018, we are working with young professionals to develop the Young Professionals program.</li> <li>4. By late-2019, strategic relationships in place with two key targeted organisations to enable collaboration on shared strategic objectives.</li> </ol>
Advancing Professional Development	<ol style="list-style-type: none"> <li>1. IAP2A has recognised pathways for professional development.</li> <li>2. IAP2A training programs to pursue Australian and New Zealand tertiary standards.</li> <li>3. We have an IAP2A professional recognition program.</li> <li>4. IAP2A offers a suite of other professional development opportunities.</li> <li>5. An IAP2A mentoring program is available to advance and strengthen the practice.</li> <li>6. IAP2A builds relationships with the tertiary sector to encourage the development of a post graduate qualification.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of IAP2A learning pathways completed by June 2018, with clear professional development pathways for entry, mid and advanced level practitioners.</li> <li>2. Subject to the above review, the IAP2A Certificate in Engagement will be developed to meet the Australian and New Zealand tertiary standards by late 2018.</li> <li>3. Professional Recognition Program that links to IAP2 learning pathways and recognises prior learning, is to be considered as part of a global IAP2 initiative.</li> <li>4. IAP2A introduces targeted short courses and workshops in both online and traditional learning formats by early 2019.</li> <li>5. Mentoring program framework and resources are developed by early 2019.</li> <li>6. By late 2019, IAP2A has strategic partnerships in place with two Universities.</li> </ol>

\*Dates revised to allow IAP2 Australasia to work in collaboration with the IAP2 International Change Initiative, and may be subject to further review.

# International Change Initiative

In the latest Federation Board meeting the team achieved two more major milestones in the international change journey.

Following approval by all regional boards, the Federation Board endorsed a new funding model to support strong and sustainable international and regional organisations. From 2020, 50% of your membership fee will go towards supporting IAP2 international and 50% remains with the regional bodies. Under this new model, regions will also be financially stronger because they will receive training licence fees for the first time. This is a crucial milestone for the change process! It allows the international and regional bodies to move towards our goal of transitioning to a new model in 2020 with certainty.

The Federation Board also developed a high-level plan to guide the international board from 2020. Key priorities identified for consideration in 2020 include:

- Developing a coherent, current and leading set of global learning modules and pathways;
- Developing a way to ensure that we have a skilled, diverse and engaged group of delivery partners;
- Advocating for the United Nations to recognise 2021 as an International Year of Participation
- Supporting the growth of our Indonesian, Southern African and Latin American regions
- Developing a global research agenda

Other projects beyond 2020 may include:

- Reviewing the IAP2 brand promise and collateral materials
- Reviewing the IAP2 Quality Assurance Standard
- Exploring a State of the Practice research project

- Reviewing our certification program and exploring professional accreditation
- Developing an audit assessment tool for projects and organisations
- Reviewing the Core Values Awards
- Developing ways to learn about and develop best and next practice
- Developing an international advocacy strategy
- Exploring expansion of IAP2 into new regions around the world

For the first time in 2020, your international board members will be directly elected by members in each region. It is expected that they will review these priorities in early 2020 and develop a comprehensive strategic plan for the new international organisation.

The members of the Federation Board, congratulate Chair Kylie Cochrane who received the inaugural 'Inspirational Leadership Award' at the Core Value Awards. She was recognised and appreciated for courageous leadership of IAP2 and her outstanding contribution to the practice of Public Participation. When receiving the award, Kylie thanked all the hard-working volunteers who have helped to get us to this point.



Photo: Kylie Cochrane

“

IAP2 is has been a huge boost for my career. I cannot say enough praise. I have enjoyed the training sessions and networking opportunities and I even found my current role through a vacancy posting in the newsletter. My goal is to one day attend a conference and truly embed myself in the engagement community. I know I am in the right place for my career. Thank you for everything you do for our industry.”

**IAP2 Community Survey Respondent.**

# Professional Development Report

Training and professional development had substantial growth in a number of capacities, including an increase in offerings, new regional locations and the introduction of new elective modules.

There has been an increase in training days of 18% over the previous year, as we strive to meet the needs of our growing membership base.



Photo: IAP2A's talented trainer faculty

**Certificate in Engagement:** Congratulations to the almost 900 participants who completed the IAP2A Certificate in Engagement in 2018.

**REGISTER FOR TRAINING**



## What's next?

In 2020 we will be identifying new training locations and markets by running Expressions of Interest for training and scheduling additional training sessions to effectively manage wait lists in our more populated regions. With better segmentation of our data available this year, due to our new ICT Systems, we expect to run more targeted marketing campaigns for public training programs in late 2019 and 2020.

We are developing new Professional Developmental opportunities for our customers and members to build on their learning beyond the IAP2A Certificate in Engagement.

We will be strengthening Engagement Networks and Advancing Professional Development through the continuation of our Mentoring program, with the aim to implement an online Mentoring platform by mid-2020.

Digital learning is also on our radar as we explore additional opportunities for our members and customers.

Thank you to our talented IAP2 Australasia trainers for your hard-work, generosity, flexibility and contribution (photo above).

# 2018 Australasia Conference

## CONFERENCE WRAP-UP BY HELEN CHRISTENSEN

What a conference! Fabulous location, terrific mix of session and an amazing group of nearly 300 delegates.

As this wasn't my first conference (or my second, or third... actually, let's not go there) I've become more reflective on what's changed and what's stayed the same in the IAP2 family and our conferences.

I continue to experience a feeling of 'coming home' to my IAP2 family at the conference. I have always felt that the people I have met in IAP2 circles have been so open and giving. They are keen to share, to listen and to learn about new ways of making productive change in the communities and stakeholders they serve. I have always felt at home and as I've continued to participate in more events, the conference feels like a family reunion – a chance to get away, reflect and recharge. The difference of course, is that the family is now getting so big and I'm finding it difficult to find time to rekindle connections and form new ones!

As for the content of the conference, it seems to me as though the core themes have remained, but the topics have broadened and become more sophisticated. For example, at earlier conferences, sessions on methods were often of the 'new things to try' variety and participants were introduced to: online engagement tools, deliberative methods, ideas on how to engage young people, and how to do engagement on local infrastructure.

Now, online engagement is embedded in practice, platforms have proliferated and sessions involve securing mobile phones to our heads to experience virtual reality! Likewise, deliberative methods are widely known and the sessions on them are taking a more critical approach to key factors needed for their success. Sessions such as those about young people are now led by young people themselves (the future is in good hands!). You may have also noticed that engagement on infrastructure is no longer local plans but has expanded into significant road, rail and water projects.

As with all conferences, there did seem to be a handful of recurring themes in the discussions. I counted five:

- the re/building of trust;
- the need for skilled engagement with Aboriginal and Torres Strait Islander people, Maori and other cultural groups;
- how to influence decision-makers;
- how to disrupt the future; and careful thought of the benefits and drawbacks of a practice which is professionalising.

While I have this chance, I would like to thank: our generous sponsors, the speakers, the conference organising committee, volunteers, all of the delegates and CEO and staff for making this conference one of the best yet.



# Core Values Awards 2018

[IAP2 Australasia's Core Value Awards](#) recognise outstanding projects and organisations that are at the forefront of public participation and community engagement. They were created to encourage excellence and innovation in this field. The 2018 awards saw a record number of entries with a total of 58 submissions.

On 24 October 2018 IAP2 Australasia presented 19 Awards at the Core Values Awards Gala Dinner on the Gold Coast at our 2018 Conference: Shake It Up!

Special congratulations to Strategic Engagement Unit, Department of the Premier & Cabinet, South Australian Government winning Australasia Organisation of the Year for their Better Together Program. Better Together builds awareness and capacity across the SA public sector in best practice

engagement, through a holistic approach, and is bookended by YourSAy.sa.gov.au, the government's central engagement website that brings citizens into decision-making on policy development and service delivery.

Special congratulations also goes to the NZ Transport Agency and Aurecon NZ who won IAP2 Australasia and IAP2 International Project of the Year for their Northern Corridor Improvements (NCI) Project (Design Consenting Phase) a nationally significant transport project which put public interests "at the heart of all decision-making".

We would like to once again congratulate all of our winners featured below and take the opportunity to also thank our impressive judging team: Abbie Jeffs, Ann Telford and Michael Robertson.



# Core Values Award Winners 2018

## IAP2 Australasia Organisation of the Year

Winner: Strategic Engagement Unit, Department of the Premier & Cabinet, South Australian Government  
Project: Better Together Program

Highly Commended: City of Casey  
Project: How the City of Casey got the whole organisation excited about engagement

Highly Commended: Queensland Urban Utilities  
Project: Let's Talk Water - Our journey to strategic customer engagement

## IAP2 International Organisation of the Year

Winner: City of Edmonton, Alberta Canada  
Project: What Happens when a City, its Residents and its Council Decide it is Time for a Change

## IAP2 Australasia and International Project of the Year

Winner: NZ Transport Agency and Aurecon NZ  
Project: Northern Corridor Improvements (NCI) Project (Design Consenting Phase)

## Community Development Award

Winner: City of Vincent  
Project: Imagine Vincent

## Disaster & Emergency Services Award

Winner: Cairns Disaster Management Unit, Cairns Regional Council  
Project: Does Saying We're Resilient Make it So? The Cairns Resilience Scorecard Programme

## Judges' Encouragement Award

Winner: Wheatbelt Natural Resource Management Incorporated  
Project: Wheatbelt Natural Resource Management

## Planning Award

Winner: NZ Transport Agency and Aurecon NZ  
Project: Northern Corridor Improvements (NCI) Project (Design Consenting Phase)

Winner: Greater Sydney Commission  
Project: Shaping the Future with the People of Greater Sydney. Preparing a Metropolis of Three Cities - the Greater Sydney Region Plan and five District Plans

Highly Commended: Barwon Water and MosaicLab  
Project: Your Say on What You Pay - setting prices and services for Barwon Water customers

## Infrastructure Award

Winner: Aurecon and NSW Roads and Maritime Services  
Project: Batemans Bay Bridge Replacement

Highly Commended: Transport for Victoria  
Project: High Capacity Metro Trains - Train Design Engagement

Highly Commended: Aurecon (Client NSW Roads and Maritime Services and Sydney Motorway Corporation)  
Project: WestConnex M4 - M5 Link Design Phase

Highly Commended: Jacobs and Sydney Water  
Project: Servicing Growth in Sydney's South West

Highly Commended: Level Crossing Removal Authority  
Project: Caulfield to Dandenong Open Space Consultation Program

## Research Award

Winner: MosaicLab and Deliberative Designs  
Project: Critical Thinking: Enhancing Participation Capacity

Highly Commended: Australian National University Crawford School of Public Policy and The Engagement People  
Project: The Next Generation Engagement Project



# 2019 New Zealand Symposium

## SYMPOSIUM WRAP-UP BY JO WILKINS

A great way to start the NZ Symposium on Monday morning listening to Arapata Reuben tell stories about Ngai Tuahuriri values, tikanga and kawa. Arapata gave an interesting example relating to working through a plan change: the Council Planners have different ideas to how the whanau want to plan their living areas, to have true intergenerational living arrangements - these ideas needed more korero.

Our post-lunch walking tour took in some interesting engagement stories as we followed the Otakaro river through town listening to Chris Mene talk to us about pop-up spaces, family gardens, community social enterprises, revitalised areas, cool new buildings, great artwork and fun installations. One of the main reasons to come into the Central City is the Margaret Mahy Playground - the largest playpark in the Southern Hemisphere, this is a great example of what can be achieved when children are involved in community engagement.

We also paused at the National Earthquake Memorial and were reminded that sensitive subjects require delicate community engagement.

Monday afternoon continued with a masterclass from Michelle Feenan on Engaging in Indigenous and Culturally Diverse Environments. We considered differing world views and cultural competence.

Monday then concluded with some well-earned welcome drinks.

An early start for some of us on Tuesday morning with a breakfast at Turanga hearing a bit about 'Your Library, Your Voice'; how all the ideas were realised; and how the weaving of the cultural stories that are embedded in the fabric of this fabulous building.

Back at base, Donna Marshall, our IAP2 Board Chair, welcomed everyone formally and we cracked on with an ice breaker to start the day, moving around NZ (and beyond): from where we're from, to where we love, to where we work...

It'll be great to see some commitment beyond the symposium; convening and attending Local Networks.

Keynote, Anya Satyanand, expressed how our work is important as part of a bigger social movement. Young people are going to be taking on some of the world's biggest problems – there's never been a more important time to involve young people in community engagement and decision-making.

Up next: Shelley Crestani with 'We didn't see that coming' OR 'How to avoid engagement flops!' Take-aways from Shelley included:

Remember to be independent

- It needs budget
- Draw out the insights
- Understanding the climate (of the community)
- Do your homework
- Ask the right questions
- Finally, are you brave?

Breakout I: Danny Pouwels from Stantec took us through Tactical Urbanism and how it can be used to stimulate debate, change behaviour and gather feedback.

Breakout II: Michelle Feenan helped us to effectively Manage Complex Engagement.

Sylvia Smyth and Rachel Puentener spent some time telling us about The How Team and their work in New Brighton. One of their main challenges...keeping everyone on task to address the HOW (not get caught up in the WHAT).

We celebrated the IAP2A Project of the Year with NZTA's Aimee Brock, who took us through this major infrastructure project and its many complex elements.

Shout out to the wonderful working group, pleasure putting together this symposium with you all (Chris Mene, Janet Luxton, Ray Tye, Claire Fletcher, Jen Scott, Caroline Lim and Stephanie MacDonald) and also a mention to the sponsors who kept us going digitally (Bang the Table), sustainably (Just Add Lime) and with caffeine (Stantec).





# IAP2 Australasia Local Networks

Our volunteers are our lifeblood and our Local Networks are a testament to how passionate our members are about making connections with their peers and strengthening our engagement networks. We have vibrant Local Network programs across Australasia and with your ongoing feedback through our surveys we are continually striving to improve your experience at our IAP2 events. This year

we held 27 events across Australasia and introduced two new event series where our members could connect, these were IAP2 “Pillar” and “In the Trenches” events. Both IAP2 members and our greater IAP2 community enjoyed our Local Network events with attendance ranging from 15 to 105 depending on the theme and type of event hosted.

## Pillar Events

Pillar events are larger events either hosted or sponsored by our members with special guest speakers on topical issues affecting the Practice. Our themes this year covered topics such as practitioner wellbeing, showcasing our Core Values Award finalists, major infrastructure project engagement, community trust, activism, outrage and more recently Ngalla waanginy: The power of Aboriginal-led engagement. Events were held in Perth, Brisbane, Gold Coast, New Zealand, Melbourne and Sydney where we have particularly active Local Network volunteers. We are working on a plan to see our Pillar events grow in terms of locations and frequency next year. The plan is to host at least 2-3 pillar events per year across the major city centres and once per year in the regional centres. This is totally reliant on our member volunteer networks suggesting themes and our members offering to host or sponsor these events.

## In the Trenches

In the Trenches events were our traditional more social opportunities to connect, where attendees had the opportunity to “chew the fat” with peers. They were held in addition to our Pillar events across the major city centres and regional centres where we have established Local Networks. In December 2018, our CEO Marion Short and Membership Relations Manager Michelle Caruso enjoyed attending the many end of year Local Network events across Australia and New Zealand and meeting our members. It was a great way share all things IAP2, build relationships and hear your stories.

**JOIN A LOCAL NETWORK**



# Don't just take our word for it...

"This event was by far the best networking event I have been to. From the moment I walked in, I felt very welcome and I was really impressed with how the night ran"

"Great case study and knowledge sharing"

"The guest speaker was excellent. She was interesting and engaging and I liked how informal it was."

"Great to have the opportunity to engage with other community engagement representatives. I enjoyed the presentation. Having different venues and places is a great idea"

"I was impressed with the panel discussion and the willingness for audience members to ask questions. This made the event effective and enabled healthy discussion between the audience and panel"

"Enjoyed hearing about a practical and successful implementation of engagement. Great that they were willing to share insights and personal experience so the rest of us could learn something. Wasn't just superficial information."

"The event was well structured and the guest speaker was engaging. I appreciated the Q&A after the presentation, some very good questions and great responses."

"A really interesting evening with actionable content."

"It was great to hear the personal experiences from the panel and the networking opportunities during lunch are also great"

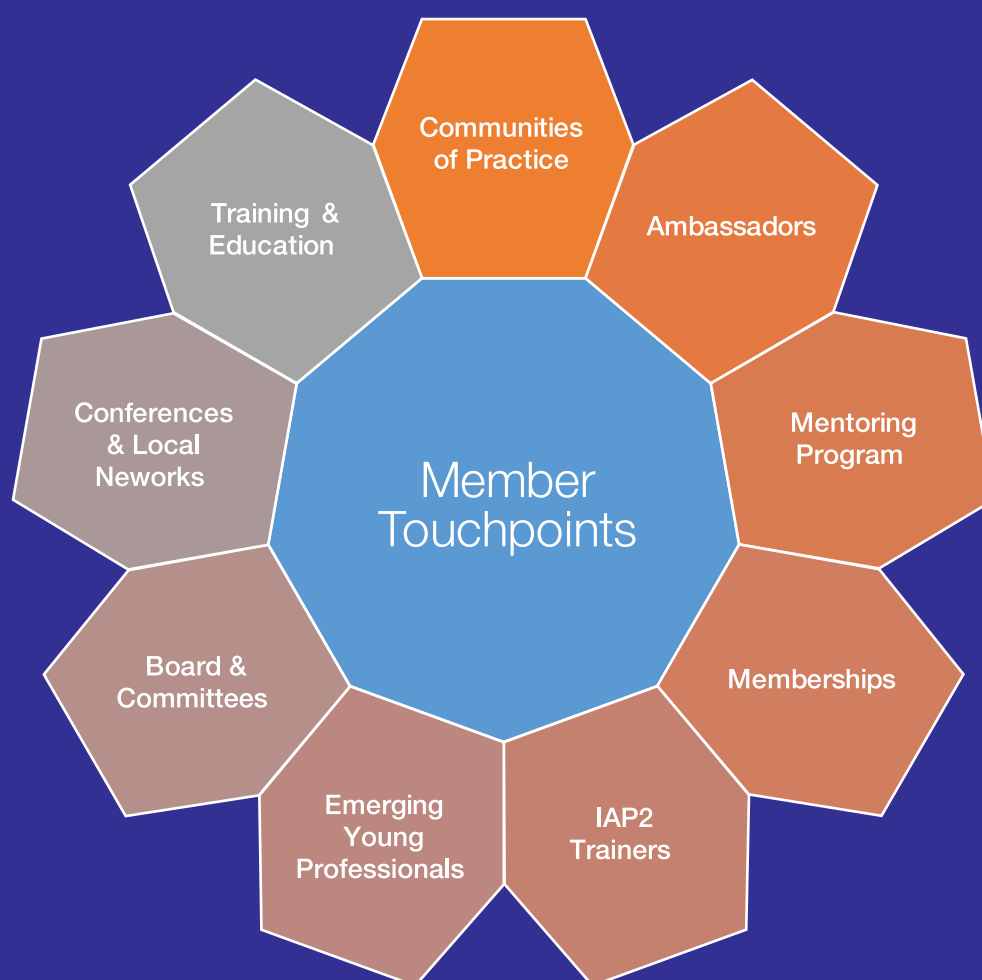
# Membership Snapshot

- Total Members 7676 up 1407 from last year
- 459 new Financial Memberships this financial year, up 128% on last year
- Total financial members 1158
- Student members 111, now free



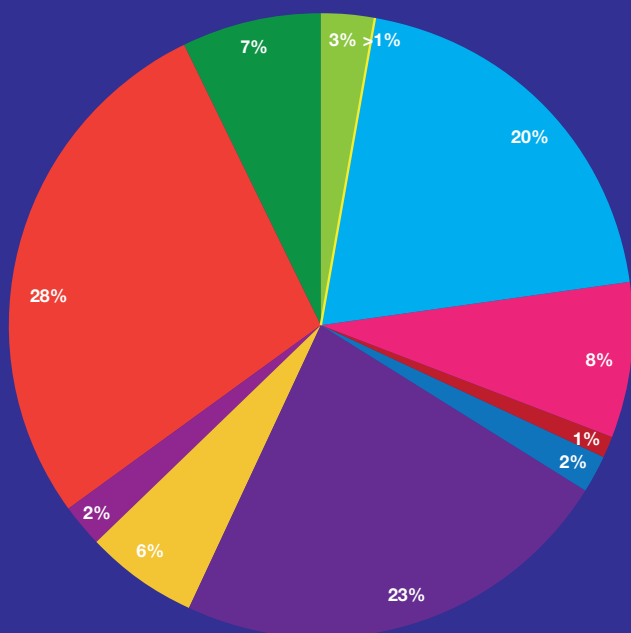
Engagement becoming more accepted, mainstream and embedded – becoming business as usual - challenge is getting beyond compliance based approaches to ensure meaningful and effective process and outcomes.”

IAP2 Community Survey Respondent.



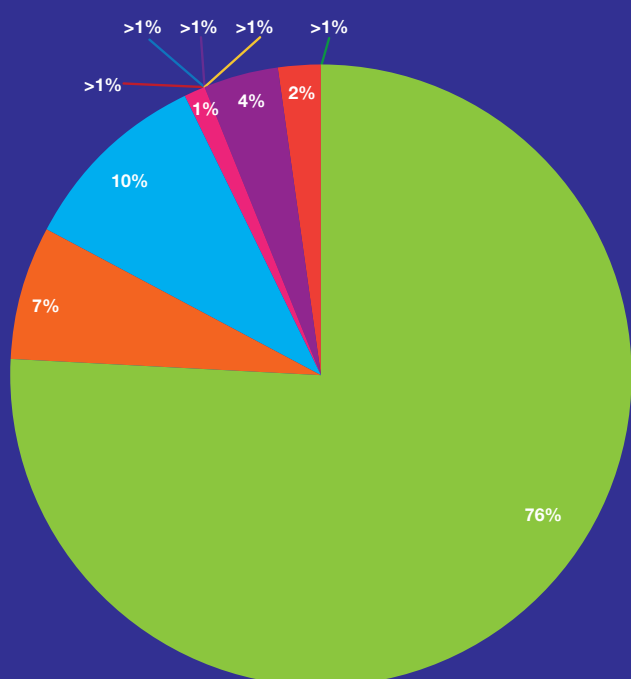
We’re at one of the most exciting times in our profession...but we have to manage our evolution carefully if we’re to avoid the ‘engagement arms race’, match new technologies with tried and tested approaches, and remain ‘Outside In and Always On’ in a manner that meets our emerging stakeholders’ expectations.”

IAP2 Community Survey Respondent.



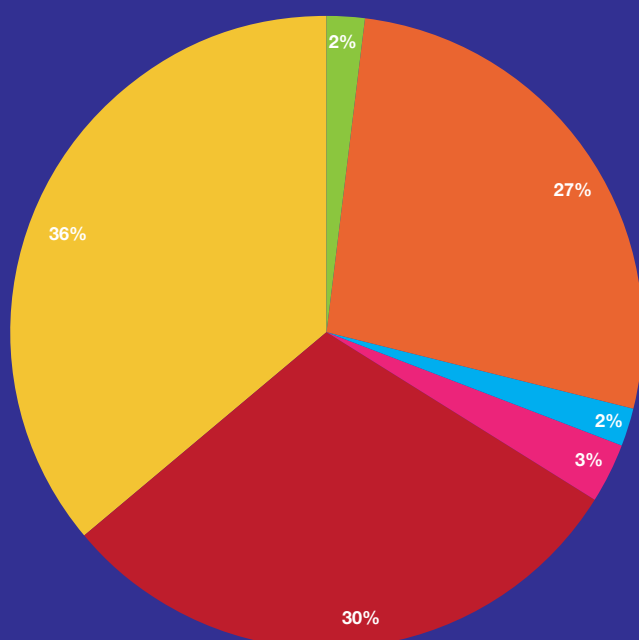
## Members by Region

- Australian Capital Territory
- International
- New South Wales
- New Zealand - North
- New Zealand - South
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia



## Members by Type

- Corporate Member Australia
- Corporate Member New Zealand
- Individual Member Australia
- Individual Member New Zealand
- International Developed
- International Developing
- Life Member Australia
- Small Business Member New Zealand
- Small Business Member Australia
- Student Australia
- Student New Zealand



## Members by Industry

- Federal Government
- Local Government
- NFP
- NZ Government
- Private
- State Government

# IAP2 Australasia Board Members



## Donna Marshall (Chair)

Donna is the Executive Director, Stakeholder Engagement for the Cross River Rail Delivery Authority. An IAP2 member since 2004, Donna has over 20 years' infrastructure engagement experience across road, rail, aviation, property, health, defence, natural resources and disaster management. She has provided engagement support to over 300 projects of varying size in QLD, NSW, VIC, and WA. Donna was a Committee Member with Consult Australia and co-author of the "Valuing Better Engagement" and "Guide to Procuring Engagement Services", and also authored the stakeholder engagement chapter in the "ANCOLD Regulation and Practice for the Environmental Management of Dams in Australia (June 2014)". She was a 2005, 2007, 2011 IAP2 Core Values Regional and National Award recipient and in 2012 the IAP2 Australasia Project of the Year winner for the Murrindindi Shire Bushfire Memorials. Donna's term commenced October 2015 and expires in October 2019.  
Member - Governance and Finance Committee



## Mandi Davidson (Deputy Chair)

Mandi is the National Lead for Communications and Engagement at RPS, a leading global professional services firm. Mandi has more than 20 years' experience and has led communications, community and stakeholder engagement for complex urban renewal, water and transport projects in Victoria. Mandi holds a Masters in Commercial Law and a Graduate Certificate in Applied Finance and has worked with government and not-for-profit boards. She is interested in advancing the professionalism of engagement and the profile of IAP2 in Australia and internationally. Mandi's term commenced October 2014 will expire October 2020. Mandi is also a member of the IAP2 international Board.  
Member - Governance and Finance Committee



## Helen Christensen

Helen is a researcher, practitioner and trainer in community engagement with over 10 years' experience. She is an Associate at the Institute of Public Policy and Governance at the University of Technology Sydney where she is also a PhD candidate looking at the professionalisation of community engagement in local government. Helen is also a trainer with IAP2 Australasia where she delivers the Certificate in Engagement program. Helen's term commenced in October 2016 and will expire October 2019.  
Chair - Research Committee



## Tony Clark

Tony Clark brings together a wealth of experience in leading transformation through the challenging political and economic landscape. Taking a community focused approach, Tony brings over 25 years' of experience. Having lost his eyesight at the age of 21, Tony harnesses his blindness as a great strength bringing a unique perspective to inclusion and diversity.

As the Assistant Director for Planning and Capital Projects, Communications and Engagement for Victorian Health and Human Services Building Authority, Tony is working to implement communication and engagement systems that will not only ensure smooth project outcomes but will also deliver value creation to the broader community resulting in jobs, improved economic growth and better outcomes. Tony's term commenced in October 2018 and will expire October 2021.

Chair - Professional Development Committee  
Member - ICT Governance Committee



## Kylie Cochrane

Kylie is an industry influencer with almost 30 years' experience in community and stakeholder engagement, strategic communication and issues management. She is passionate about engagement and committed to promoting the professionalism of engagement practice. She loves working on challenging engagement projects and brings direct proven experience of key infrastructure projects with significant community outrage. Kylie also brings vast experience in the resources, energy, and community development sectors. She has had the privilege of serving on the Board since 2013 and chaired the Governance and Finance Committee in FY15. She helped reshape the IAP2 Australasia Core Values Awards, she introduced more governance and rigour to IAP2 Australasia and she helped ensure IAP2 Australasia was profitable. Kylie is also the Chair of IAP2 International and she is driving the IAP2 change project to ensure we have a sustainable IAP2 which is well set up to shape the future of the engagement.

Member - ICT Governance Committee



### Kate Henderson

Kate is currently a Learning Lead and Facilitator for the consultancy, MosaicLab, who specialise in deliberative democracy and facilitation. Kate has been a long-standing member of IAP2 Australasia through her community engagement roles in state government (Department of Environment, Land, Water and Planning) and local government (City of Melbourne) and now with MosaicLab. Whilst at the City of Melbourne, the organisation won several IAP2 awards, including Australasian and International Organisation of the Year 2014. In 2015, she was a judge for the Australasian IAP2 Core Values Awards. Kate's specialises deliberative engagement, specifically citizens' juries and she has worked on juries on climate change, water pricing, obesity, 10 year plans (in Victoria) and nuclear waste storage (South Australia). Kate's term commenced in October 2016 and will expire October 2019.



### Amy Hubbard

Amy is a Director and Co-founder of Capire, a specialist community engagement consultancy based in Melbourne. With over 20 years of experience in engagement, Amy has expertise in the design of placed-based engagement and integrating engagement outcomes with the delivery of technical solutions. Amy has been an active participant in the professionalisation of the industry through her involvement with IAP2 and Engage2Act, and championing international exchange of leading practice community engagement. Amy is passionate about the intersection between engagement and community development. The meeting point where people are empowered and they have clarity about the future. Amy's term commenced in October 2018 and will expire October 2021.  
Member - Professional Development Committee



### Joel Levin

Joel is a long-term member, founding coordinator of IAP2 in WA, Ambassador, trainer and engagement practitioner. Joel has previously sat on the IAP2 Board and wants to see IAP2 continue to grow and become a member driven association, supporting the development of the practice and influencing government policy, to contribute to a more engaged community. For the past 15 years, Joel has run his own consulting practice working across sectors, across the country and also working internationally with the United Nations on developing engagement practice across the asia-pacific region. Joel's term commenced in October 2018 and will expire October 2021.  
Member - ICT Governance Committee



### Allen Rodwell

Allen has worked in stakeholder and community engagement for nearly 10 years and has been an active member of IAP2 since 2009. Throughout his career, he has led engagement programs to support the planning, design and delivery of major transport, infrastructure, water, building and development projects in Australia and overseas. Allen has been involved in a number of award winning projects and is passionate about raising the profile of stakeholder and community engagement within other industries. He is currently Communication & Stakeholder Manager with John Holland and oversees the delivery of community and stakeholder engagement programs on projects located in NSW and ACT. Allen's term commenced in October 2017 and will expire October 2020.  
Member - Professional Development Committee



### Jo Wilkins

Coming to the profession from a town planning background, Jo has been a member of IAP2 Australasia since 2011. Currently, Jo works as a Stakeholder Engagement Consultant for Stantec, based in Auckland. Previously she worked at Auckland Council and finds that having private and public sector experience helps to see all sides of the engagement journey. Jo is actively involved in running the Auckland IAP2 network. She is passionate about the changing dynamics of the profession and sees how organisations are placing more value on quality, timely engagement. Through a strong professional body, we are all part of delivering this value. Jo's term commenced in October 2017 and will expire October 2020.  
Chair - Governance and Finance Committee



# **Financial Report**

## **Year Ended 30 June 2019**

## STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2019 \$	2018 \$
Revenue	(2)	4,297,957	3,224,673
Membership costs		-	(1,782)
Training and event costs		(2,127,344)	(1,604,078)
Governance expenses	(20)	(75,238)	(109,522)
Employment expenses		(880,063)	(577,939)
General expenses		(574,777)	(743,089)
<b>Surplus/(deficit) before income tax</b>		<b>640,535</b>	<b>188,263</b>
Income tax expense	(1h)	-	-
<b>Surplus/(deficit) for the year attributable to members</b>		<b>640,535</b>	<b>188,263</b>
Other comprehensive income for the year		-	-
<b>Total comprehensive income for the year attributable to members</b>		<b>640,535</b>	<b>188,263</b>

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2019

	Notes	2019 \$	2018 \$
<b>Current assets</b>			
Cash and cash equivalents	(4)	1,392,381	2,077,078
Trade and other receivables	(5)	504,624	367,073
Other financial assets	(6)	1,103,181	-
<b>Total current assets</b>		<b>3,000,186</b>	<b>2,444,151</b>
<b>Non current assets</b>			
Plant and equipment	(7)	5,478	-
Intangible assets	(8)	127,832	-
<b>Total non current assets</b>		<b>133,310</b>	<b>-</b>
<b>Total assets</b>		<b>3,133,496</b>	<b>2,444,151</b>
<b>Current liabilities</b>			
Trade and other payables	(9)	1,171,215	1,110,722
Employee benefits	(10)	23,795	35,478
<b>Total current liabilities</b>		<b>1,195,010</b>	<b>1,146,200</b>
<b>Total liabilities</b>		<b>1,195,010</b>	<b>1,146,200</b>
<b>Net assets</b>		<b>1,938,486</b>	<b>1,297,951</b>
<b>Members' equity</b>			
Reserve	(18)	208,570	208,570
Retained earnings		1,729,916	1,089,381
<b>Total members' equity</b>		<b>1,938,486</b>	<b>1,297,951</b>

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR 30 JUNE 2019

	Notes	Special projects reserve \$	Foreign currency reserve \$	Retained earnings \$	Total \$
<b>2018</b>					
<b>Balance as at 1 July 2017</b>		200,000	8,570	901,118	1,109,688
Surplus/(deficit)		-	-	188,263	188,263
Allocation to reserves	(18)				
<b>Balance as at 30 June 2018</b>		<b>200,000</b>	<b>8,570</b>	<b>1,089,381</b>	<b>1,297,951</b>
<b>2019</b>					
<b>Balance as at 1 July 2018</b>		200,000	8,570	1,089,381	1,297,951
Surplus/(deficit)		-	-	640,535	640,535
Allocation to reserves	(18)				-
<b>Balance as at 30 June 2019</b>		<b>200,000</b>	<b>8,570</b>	<b>1,729,916</b>	<b>1,938,486</b>

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2019 \$	2018 \$
<b>Cash flow from operating activities</b>			
Revenue and other receipts		4,654,524	4,098,444
Interest receipts		13,246	7,301
Payments to employees and suppliers		(4,115,976)	(3,314,753)
<b>Net cash generated from operating activities</b>		<b>551,794</b>	<b>790,992</b>
<b>Cash flow from investing activities</b>			
(Payments) / proceeds for intangible assets		(133,310)	3,910
(Transfer to)/proceeds from bank term deposits		(1,103,181)	150,000
<b>Net cash provided by (used in) investing activities</b>		<b>(1,236,491)</b>	<b>153,910</b>
<b>Cash flow from financing activities</b>			
<b>Net cash used in financing activities</b>		<b>-</b>	<b>-</b>
<b>Net increase/(decrease) in cash</b>		<b>(684,697)</b>	<b>944,902</b>
Cash at the beginning of the year		2,077,078	1,132,176
<b>Cash held at the end of the year</b>	(4)	<b>1,392,381</b>	<b>2,077,078</b>

**NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements were authorised for issue on 18 September 2019 by the Board.

**Basis of preparation**

International Association for Public Participation Australasia Ltd applies Australian Accounting Standards – Reduced Disclosure Requirements as set out in AASB 1053: Application of Tiers of Australian Accounting Standards. The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the Australian Charities and Not-for-profits Commission Act 2012. The company is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

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

The functional currency is Australian dollars, and the amounts presented in the financial statements have been rounded to the nearest dollar.

**Accounting policies****a. Revenue**

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers. Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset. The gain or loss on disposal of non-current asset sales are recognised at the date control passes to the buyer, usually when an unconditional contract of sale is signed. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal (including incidental costs). All revenue is stated net of the amount of goods and services tax (GST).

**b. Intangible assets - website development**

Website development is recorded at cost. Website development has a finite life and is carried at cost less accumulated amortisation and any impairment losses.

**c. Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term. Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term. The company has no finance leases.

**NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued).****d. Plant and equipment**

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount, and impairment losses are recognised either in profit or loss. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(j) for details of impairment). Plant and equipment that have been contributed at no cost, or for nominal cost, are valued and recognised at the fair value of the asset at the date it is acquired.

**Depreciation**

The depreciable amount of all fixed assets, is depreciated over the asset's useful life to the company commencing from the time the asset is held ready for use. Structural improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

<b><i>Class of fixed asset</i></b>	<b><i>Depreciation rate</i></b>
Fixtures & fittings	20%
Office equipment	20% – 50%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised in profit or loss in the period in which they arise.

**e. Financial instruments*****Initial recognition and measurement***

Financial assets and financial liabilities are recognised when the company becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the company commits itself to either purchase or sell the asset. Financial instruments are initially measured at fair value plus transactions costs except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit or loss immediately.

***Classification and subsequent measurement***

The company only has financial instruments that are measured at amortised cost using the effective interest rate method or cost. The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in the statement of comprehensive income.

***Impairment***

At each reporting date, the company assesses whether there is objective evidence that a financial instrument has been impaired. Impairment losses are recognised in the statement of comprehensive income.

**NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued).****f. 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.

**g. 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. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the statement of financial position are shown inclusive of GST. Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**h. Income tax**

No provision for income tax has been raised as the company is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

**i. Provisions**

Provisions are recognised when the company 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 reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at reporting date.

**j. Impairment of assets**

At the end of each reporting period, the company assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss.

Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

**k. Comparative figures**

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

**l. Critical accounting estimates and judgments**

The directors evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the company.

**NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued).****m. Employee benefits****Short-term employee benefits**

Provision is made for the company's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The company's obligations for short-term employee benefits such as wages and salaries are recognised as a part of current trade and other payables in the statement of financial position.

**Other long-term employee benefits**

The company classifies employees' long service leave and annual leave entitlements as other long-term employee benefits as they are not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Provision is made for the company's obligation for other long-term employee benefits, which are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss classified under employee benefits expense. The company's obligations for long-term employee benefits are presented as non-current liabilities in its statement of financial position, except where the company does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current liabilities.

**n. Changes in accounting policy**

The company has adopted AASB 9 Financial Instruments for the first time in the current year with a date of initial adoption of 1 July, 2018. The adoption of this standard has not caused any material adjustments to the reported financial position, performance or cash flow of the company.

**o. Changes in foreign exchange rates**

A foreign currency transaction shall be recorded, on initial recognition in the functional currency, by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction. For practical reasons, an average rate for a month is used for all transactions in each foreign currency occurring during that period. However, if exchange rates fluctuate significantly, the use of the average rate for a period is inappropriate. At the end of each reporting period: foreign currency monetary items shall be translated using the closing rate; non-monetary items that are measured in terms of historical cost in a foreign currency shall be translated using the exchange rate at the date of the transaction; and non-monetary items that are measured at fair value in a foreign currency shall be translated using the exchange rates at the date when the fair value was measured.

	Notes	2019 \$	2018 \$
<b>NOTE 2 - REVENUE</b>			
<b>Sales revenue</b>			
Event income		338,550	154,901
Membership income		491,009	480,958
Membership income adjustment for prepayments		(22,061)	(59,274)
Training income		3,357,014	2,607,270
<b>Other revenue</b>			
Interest		13,246	7,301
Other income		120,199	33,517
<b>Total revenue</b>		<b>4,297,957</b>	<b>3,224,673</b>

**NOTE 3 - SURPLUS / (DEFICIT)**

Surplus / (Deficit) for the year has been determined after:

Rental expense on operating leases	13,164	-
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**NOTE 4 - CASH AND CASH EQUIVALENTS**

Cash at bank and in hand - Australian	591,047	1,402,709	
Cash at bank and in hand - New Zealand	801,334	674,369	
<b>Total cash and cash equivalents</b>	<b>(13)</b>	<b>1,392,381</b>	<b>2,077,078</b>

**NOTE 5 - TRADE AND OTHER RECEIVABLES**

Trade receivables	269,088	372,656
Provision for impairment	(12,870)	(72,891)
Prepaid expenses	191,936	54,308
Accrued income	56,470	13,000
<b>Total trade and other receivables</b>	<b>504,624</b>	<b>367,073</b>
<b>Financial assets classified as trade and other receivables (note 13)</b>		
Total trade and other receivables	504,624	367,073
Prepaid expenses	(191,936)	(54,308)
<b>Total Financial assets classified as trade and other receivables</b>	<b>(13)</b>	<b>312,688</b>
		<b>312,765</b>

**NOTE 6 - OTHER FINANCIAL ASSETS**

Term deposit	(13)	1,103,181	-
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**NOTE 7 - PLANT AND EQUIPMENT**

Office equipment & furniture at cost	5,478	-
Less accumulated depreciation	-	-
<b>Total plant and equipment</b>	<b>5,478</b>	<b>-</b>
<b>Movements in carrying amounts</b>		
Balance at beginning of year	-	-
Additions (disposals)	5,478	-
Depreciation expense	-	-
<b>Carrying amount at end of year</b>	<b>5,478</b>	<b>-</b>

	Notes	2019 \$	2018 \$
<b>NOTE 8 - INTANGIBLE ASSETS</b>			
Website & CRM at cost		229,979	102,147
Less accumulated amortisation		(102,147)	(102,147)
<b>Total intangible assets</b>		<b>127,832</b>	<b>-</b>
<b>Movements in carrying amounts</b>			
Balance at beginning of year		-	79,543
Additions (disposals)		127,832	(3,910)
Amortisation expense		-	(75,633)
<b>Carrying amount at end of year</b>		<b>127,832</b>	<b>-</b>

**NOTE 9 - TRADE AND OTHER PAYABLES**

Accounts payable	198,635	87,828
Payable to taxation authorities	25,663	35,337
Accrued employment expenses	16,849	14,445
Customer deposits	407,026	479,361
Prepaid membership income	272,349	248,288
Prepaid income other	42,625	-
Accrued expenses	111,528	170,984
Royalty payable	96,193	73,699
Other payables	347	780
<b>Total trade and other payables</b>	<b>1,171,215</b>	<b>1,110,722</b>
<b>Financial liabilities classified as trade and other payables (note 13)</b>		
Total trade and other payables	1,171,215	1,110,722
Payable to taxation authorities	(25,663)	(35,337)
Customer deposits	(407,026)	(479,361)
Prepaid membership income	(272,349)	(248,288)
Prepaid income other	(42,625)	-
<b>Total Financial liabilities classified as trade and other payables</b>	<b>(13)</b>	<b>423,552</b>
		<b>347,736</b>

**NOTE 10 - EMPLOYEE BENEFITS**

Annual leave	23,795	35,478
<b>Total employee benefits</b>	<b>23,795</b>	<b>35,478</b>

**NOTE 11 - AUDITORS REMUNERATION**

Audit services	9,500	12,000
Other services	-	-
<b>Total</b>	<b>9,500</b>	<b>12,000</b>

**NOTE 12 - CONTINGENT ASSETS AND CONTINGENT LIABILITIES****Contingent Assets**

The company is not aware of any contingent assets as at 30 June 2019.

**Contingent Liabilities**

The company is not aware of any contingent liabilities as at 30 June 2019.

**NOTE 13 - FINANCIAL RISK MANAGEMENT**

The company's financial instruments consist mainly of deposits with banks, term deposits, accounts receivable and payables. The entity does not have any derivative instruments at 30 June 2019. The totals for each category of financial instruments are as follows:

	Notes	2019 \$	2018 \$
<b>Financial assets</b>			
Cash and cash equivalents	(4)	1,392,381	2,077,078
Trade and other receivables	(5)	312,688	312,765
Other financial assets	(6)	1,103,181	-
<b>Total financial assets</b>		<b>2,808,250</b>	<b>2,389,843</b>
<b>Financial liabilities</b>			
Trade and other payables	(9)	423,552	347,736
<b>Total financial liabilities</b>		<b>423,552</b>	<b>347,736</b>

**NOTE - 14 CAPITAL AND LEASING COMMITMENTS****Operating lease commitments**

Payable no later than one year	10,445	-
Payable later than one year but not later than five years	4,515	-
Payable later than five years	-	-
<b>Total operating lease commitments</b>	<b>14,960</b>	<b>-</b>

**Significant operating lease commitments**

- The current property lease for Suite 902, level 9 Toowong Tower, 9 Sherwood Road Toowong QLD 4066 expires in January 2020. Rent is payable monthly in advance.  
- A rental agreement for one photocopier was negotiated and commenced in 17 September 2018 for a period of four years.

**Significant capital lease commitments**

The company does not have any capital lease commitments.

**NOTE 15 - KEY MANAGEMENT COMPENSATION**

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the company, directly or indirectly, including any directors (whether executive or otherwise) of that entity is considered key management personnel. The totals of remuneration paid to key management personnel of the company during the year are as follows:

	2019 \$	2018 \$
<b>Compensation paid and payable</b>	<b>278,473</b>	<b>254,756</b>

**NOTE 16 - EVENTS AFTER THE REPORTING PERIOD**

There has been no matter or circumstance that has arisen since the end of the financial year that has significantly affected or may significantly affect the operations of the company.

**NOTE 17 - COMPANY DETAILS**

The registered office of the company and principal place of business is Suite 902, level 9 Toowong Tower, 9 Sherwood Road Toowong QLD 4066.

	2019 \$	2018 \$
<b>NOTE 18 - RESERVES</b>		
Special projects reserve	200,000	200,000
Foreign currency reserve	8,570	8,570
<b>Total reserves</b>	<b>208,570</b>	<b>208,570</b>

The Special project reserve are funds set aside for projects that are planned to deliver value to our members. The Foreign currency reserve records differences arising on conversion of New Zealand assets and liabilities to the functional currency.

**NOTE 19 - RELATED PARTY TRANSACTIONS**

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other persons. The details of each related party transaction in 2019 is as follows:

Details of transaction	Amount paid (received) 2019 \$	Related member & position held with company	Related party & relationship
Training courses for staff at Aurecon	(9,365)	Kylie Cochrane (Director) & Donna Marshall (Director)	Aurecon (Employees)
Additional Travel Expenses	875	Donna Marshall (Director)	Cross River Rail Delivery Authority (Employee)
Royalty Payments to IAP2 International	302,131	Kylie Cochrane (Director) & Mandi Davidson (Director)	IAP2 International Board (members)
Receipts from IAP2 International towards IT System	(74,693)	Kylie Cochrane (Director) & Mandi Davidson (Director)	IAP2 International Board (members)
Royalty Payments to IAP2 Australasia for private training	(1,050)	Kate Henderson (Director)	MosaicLab (Employee)
Materials Training Licence fees received by the company for private training courses	(4,500)	Kate Henderson (Director)	MosaicLab (Employee)
Amount Paid for Planning & Implementation Program	4,250	Kate Henderson (Director)	MosaicLab (Employee)
Amounts paid to MosaicLab for the delivery of training courses	3,732	Kate Henderson (Director)	MosaicLab (Employee)
Royalty Payments to IAP2 Australasia for private training	(10,850)	Helen Christensen (Director)	University of Technology Sydney (Consultant)
Royalty Payments to IAP2 Australasia for private training	(7,050)	Helen Christensen (Director)	Helen Christensen
Materials Training Licence fees received by the company for private training courses	(3,000)	Helen Christensen (Director)	University of Technology Sydney (Consultant)
Materials Training Licence fees received by the company for private training courses	(1,500)	Helen Christensen (Director)	Helen Christensen
Amounts paid to University of Technology Sydney for the delivery of training courses	55,774	Helen Christensen (Director)	University of Technology Sydney (Consultant)
Amounts paid to Helen Christensen for the delivery of training courses	41,954	Helen Christensen (Director)	Helen Christensen
Sponsorship with the company	(1,899)	Joanna Wilkins (Director)	Stantec (employee)
Training Courses for staff at RPS Australia Asia Pacific	(8,750)	Mandi Davidson (Director)	RPS (Employee)
Sponsorship paid for by RPS Australia Asia Pacific	(2,000)	Mandi Davidson (Director)	RPS (Employee)
Amounts paid to RPS Manidis Group for the delivery of training courses	95,533	Mandi Davidson (Director)	RPS (Employee)
Royalty Payments to IAP2 Australasia for private training	(27,800)	Joel Levin (Director)	AHA Consulting (Director)
Materials Training Licence fees received by the company for private training courses	(4,500)	Joel Levin (Director)	AHA Consulting (Director)
Amounts paid to AHA! Consulting for the delivery of training courses	37,700	Joel Levin (Director)	AHA Consulting (Director)
Outsourcing of Finance Team	92,300	Nunzio Giunta (CFO)	Giuntabell Pty Ltd (Director)

**NOTE 20 - GOVERNANCE EXPENSES**

Governance Expenses are the costs incurred by the company to hold Board meetings and the investment in Board development.

**CERTIFICATE BY DIRECTORS OF THE COMPANY**

The directors of the registered entity declare that, in the directors' opinion:

1. The financial statements and notes, are in accordance with the Australian Charities and Not-for-profits Commission Act 2012 and:
  - a. comply with Australian Accounting Standards – Reduced Disclosure Requirements; and
  - b. give a true and fair view of the financial position of the registered entity as at 30 June 2019 and of its performance for the year ended on that date.
2. There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.

This declaration is signed in accordance with subs 60.15(2) of the Australian Charities and Not-for-profits Commission Regulation 2013 .

A handwritten signature in black ink, appearing to read 'Donna Marshall', with a long horizontal flourish extending to the right.

Donna Marshall - Chair  
Dated this 18 September 2019

## **International Association for Public Participation Australasia Ltd**

Independent auditor's report to members

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the financial report of International Association for Public Participation Australasia Ltd. (the Company), which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion the financial report of International Association for Public Participation Australasia Ltd has been prepared in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- a) Giving a true and fair view of the Company's financial position as at 30 June 2019 and of its financial performance for the year then ended; and
- b) Complying with Australian Accounting Standards – Reduced Disclosure Regime and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

#### **Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### **Other Information**

The directors are responsible for the other information. The other information comprises the information included in the Company's annual report for the year ended 30 June 2019, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

#### **ACCOUNTANTS & ADVISORS**

Level 20, 181 William Street  
Melbourne VIC 3000

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In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we concluded that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of the Directors for the Financial Report**

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Regime and the ACNC Act and for such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

The Directors are responsible for overseeing the Company's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of these financial statements is located at the Auditing and Assurance Standards Board website at:

<http://www.auasb.gov.au/Pronouncements/Australian-Auditing-Standards/Auditors-Responsibilities.aspx>

This description forms part of our independent auditor's report.



**William Buck Audit (Vic) Pty Ltd**  
A.B.N. 59 116 151 136



**A.P. MARKS**  
Director

**Dated:** Melbourne 18<sup>th</sup> September 2019

**AUDITOR'S INDEPENDENCE DECLARATION UNDER SECTION S60-49 OF THE  
AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012 TO THE  
DIRECTORS OF INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION  
AUSTRALASIA LTD**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2019 there have been:

- i. no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- ii. no contraventions of any applicable code of professional conduct in relation to the audit.



**William Buck Audit [Vic] Pty Ltd**  
ABN 59 116 151 136



**AP MARKS**  
Director

Melbourne: 18<sup>th</sup> September 2019

**ACCOUNTANTS & ADVISORS**

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