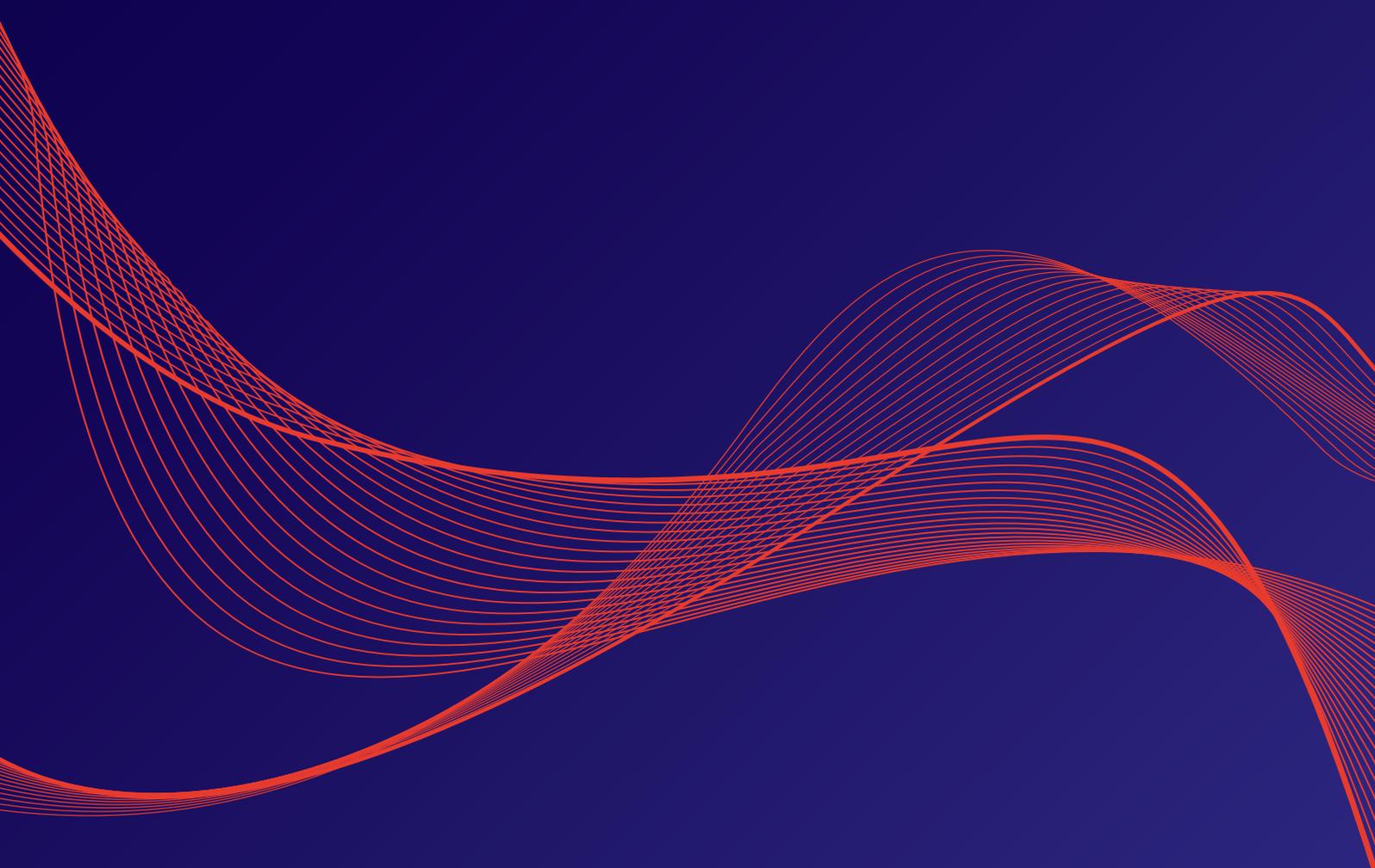
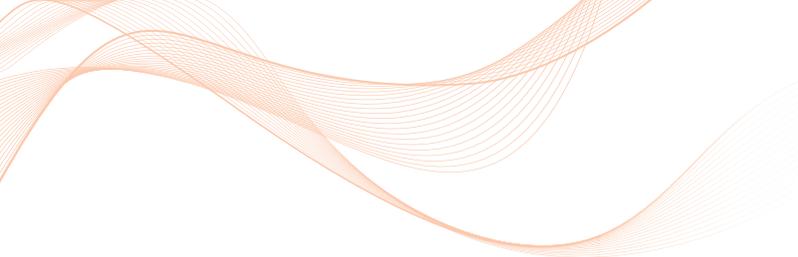


# Annual Report 2018

including the Financial Report  
for the year ended 30 June 2018





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# Report from the Chair

**2017-2018 was a positive and eventful year for IAP2 Australasia, strongly focused on strengthening engagement with members and planning for a stronger future as a truly international association. It was also a year of new initiatives, a new CEO and a new strategic plan.**

## Strategic review

The new IAP2 Australasia Strategic Plan to 30 June 2020 was approved by the Board, following consultation with our members and Ambassadors.

It is a very ambitious and action-packed plan that will drive the direction of our organisation over the next two years. It has been structured around three strategic pillars based on what we have heard is most important to members: Advocating for engagement; Strengthening engagement networks; and Advancing professional development.

The strategic review also saw the development of a new vision and mission statements.

Vision: Communities shaped by people

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

A significant financial and resource investment will be made to deliver the Strategic Plan through to 2020. It contains some great initiatives including developing partnerships with universities to further tertiary education opportunities, mentoring of young professionals, research partnerships and enhanced professional development and member networking opportunities.

A raft of strategic directives that were set in previous years are now also making strong progress. This includes the much awaited Professional Recognition Program and the development of the Audit Assessment Tool, pending action around the International Change Project.

On behalf of the Board I would like to thank our members and Ambassadors for your valued input into the new Strategic Plan and for your efforts to work with the Board to move IAP2 Australasia forward – strengthening engagement and advancing practice.

## Special projects

For the first time, IAP2 Australasia launched a participatory budgeting project 'Pitch for the Practice' linked to the objectives of the Strategic Plan. This project gave members the opportunity to pitch their ideas for projects to be implemented within the next 12 months, with the successful projects selected by member vote. The Board was extremely impressed with the ideas put forward and the projects selected for funding, and we look forward to seeing the outcomes of these projects over the coming year.

IAP2 International partnered with UNESCAP to promote systematic, quality engagement of stakeholders and the public to support the 2030 Agenda and achievement of the UNESCAP Sustainable Development Goals (SDG). IAP2 Australasia together with IAP2 Indonesia were appointed by IAP2 International to lead this collaboration. Leanne Hartill was appointed as the IAP2 Australasia representative to UNESCAP, and we are enormously grateful for her commitment to this partnership. The project is already achieving a great deal including development of a framework for planning and assessing quality engagement, workshops held across the Asia-Pacific to promote quality engagement practice, and delivery of training in Indonesia to help countries in the Asia-Pacific region deliver and implement purposeful engagement.

## Continuing growth

The 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 events with themes, problems to solve and deep dive discussions. As a result there has been a substantial increase in attendance and positive feedback all round.

IAP2 Australasia 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.

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.

## Governance review

The Board and CEO undertook a governance review including the formation of two Board Committees, a much-needed refresh of several Board policies to provide clearer direction to current and future Board members and a more professional operation as an organisation.

Part of the governance review included a review of the Constitution to ensure its appropriateness as a governance tool linked to our core purpose as an organisation. The proposed Constitution is being put to members by way of Special Resolution at the 2018 AGM for their vote.

A review of Directors skills and competencies was also completed, linked to our Strategic Plan. This review aimed to identify the specific skills required by the Board of Directors to support the achievement of the Strategic Plan, while delivering good governance and adhering to their fiduciary and legal responsibilities. The information captured will be used in future years to support the Director nomination process.

## New CEO

This year we welcomed Marion Short as the new CEO. Marion is an experienced CEO in the not-for-profit sector with extensive senior management experience in the private sector and over 15 years' experience working within collaborative models. She has a proven track record in strategy, achieving organisational goals, strategic partnerships, and advocacy and policy initiatives.

In her first year with IAP2 Australasia, Marion has added immense value to the organisation, providing new governance models and frameworks to support Board decision-making, driving development of the Strategic Plan, initiating a review of training pathways, and bringing into the organisation a professional management team with skills in training delivery, membership collaboration, advocacy and marketing and project management. She has also worked tirelessly with IAP2 International to support collaboration on the International Change Initiative and the UNESCAP project.

## Looking ahead to the IAP2 International Change Initiative

IAP2 International launched a process of re-design to create a sustainable and dynamic international association for engagement professionals.

An International Change Committee was established, made up of a diverse group of members and trainers who were tasked with scoping the change and shaping the future of IAP2.

With the input of Regional Boards and the International Board, the Change Committee agreed seven strategic priority areas and a series of recommendations that will enable us to reshape our international collaborative network that lives and abides by the IAP2 core values. The priority areas 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.

Much gratitude goes to our IAP2 Australasia Directors with delegated international responsibilities: Kylie Cochrane, IAP2 International Presiding Member; and Mandi Davidson, IAP2 International Board Member, for their significant contribution to the International Change Initiative.

## Finance

IAP2 Australasia is required to prepare General Purpose Financial Reports which fully complies 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 Audit report at the September 2018 Board meeting confirming that IAP2 Australasia is in a strong financial position evidenced by the surplus of \$188,263 in 2017-18, total members' equity of \$1,297,951 as at 30 June 2018 and a current ratio of 2.13 as at 30 June 2018. The Board has resolved that the company is in a position to meet all debts as they become due and payable.

## The coming year

2018-2019 will be an exciting year for our organisation as we see many of our strategic initiatives taking shape, delivery of special projects, and the new world order for IAP2 internationally being 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, Kylie Cochrane, Leanne Hartill, Margaret Harvie, Kate Henderson, Allen Rodwell and Jo Wilkins.

In my first 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 welcome and thank our CEO, Marion Short and the IAP2 Australasia team for their dedication, enthusiasm and hard work in supporting IAP2 Australasia to achieve a great deal in 2017-2018.



**Donna Marshall**  
Chair  
IAP2 Australasia

# From the CEO

In this, my first annual report for IAP2 Australasia, I reflect on what an eventful year it has been working with members and the Board to build the new strategic plan, and thank you all for your support as I settled into my new role.

## Strategic review

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

The Strategic Plan to 30 June 2020 has the strategic theme of 'Strengthening Engagement, Advancing Practice' and is supported by three 'external' strategic pillars: Advocating for Engagement; Strengthening Engagement Networks; and Advancing Professional Development. There are also three 'internal' strategic pillars: Marketing and Communications Strategy; Embedding Organisational Capability; and Supporting a Stronger International IAP2. These strategic pillars each contain a number of key strategic initiatives that form part of the Business Plan and Budget for 2019.

The Business Plan and Budget for 2019 is all about investment. Investment in a number of key strategic initiatives and a Business Improvement Plan. This was approved by the IAP2 Australasian (IAP2A) Board at the June Board meeting.

The Board approved the investment from cash reserves into a number of key strategic initiatives that: provide an increase in member benefit; diversify and strengthen IAP2A's future revenue streams; support the continued growth that IAP2A is experiencing for training; strengthen the value and recognition of the IAP2 brand with improved marketing and communications; and the Business Improvement Plan which is the critical foundation required to support the achievement of the overarching Strategic Plan to 30 June 2020, the current operations as well as the forecast growth expected from investments in Professional Development and the IAP2A Assessment Audit.

## Key priorities by Strategic Pillar

A high level overview of the key priorities by Strategic Pillar is provided below.

Strategic Pillar	Key priorities to 30 June 2019
<b>Advocating for Engagement</b>	<ul style="list-style-type: none"><li>• Advocacy program in place</li><li>• Review of Quality Assurance Standard is completed</li><li>• Research Plan in place</li><li>• Return on Investment research project is underway</li><li>• IAP2A Assessment Tool launched</li><li>• Partnership formalised with the United Nations</li></ul>
<b>Strengthening Engagement Networks</b>	<ul style="list-style-type: none"><li>• Membership survey completed</li><li>• A living calendar with 100+ annual activities</li><li>• Co-develop a program for young or emerging professionals</li><li>• Strategic Partnerships in place with three key targeted organisations</li></ul>
<b>Advancing Professional Development</b>	<ul style="list-style-type: none"><li>• Review of learning pathways completed</li><li>• IAP2A Certificate in Engagement to be developed to meet tertiary standards (subject to review)</li><li>• Professional Recognition program launched</li><li>• Digital Learning functionality introduced</li><li>• Targeted short courses available</li><li>• Mentoring program developed</li><li>• Working towards building strategic partnerships with Universities</li></ul>
<b>Marketing &amp; Communications Strategy</b>	<ul style="list-style-type: none"><li>• Position IAP2A as the 'go-to' organisation</li><li>• Strengthen the IAP2A brand and identity</li><li>• Our members are at the heart of everything we do</li><li>• Promote member value proposition</li></ul>
<b>Embedding Organisational Capability</b>	<ul style="list-style-type: none"><li>• Implement 'Business Improvement Plan'</li><li>• Improve member and user experience</li><li>• Bring 'customer service' function in house</li><li>• Review all operational policies, procedures and processes</li></ul>
<b>Support a stronger international IAP2</b>	<ul style="list-style-type: none"><li>• Review of Royalty Agreement with IAP2 International</li><li>• Support a workshop to consider an International Learning Pathway strategy</li></ul>

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## Pitch for the Practice

One of the highlights of the year was our first participatory budgeting project, “Pitch for the Practice”, that gave members the opportunity to decide on what ideas they wanted to see implemented over the 2018-2019 financial year. We invited submissions from IAP2 Australasian members to receive funding for projects which demonstrate support for one or more of our three strategic pillars - advocating for engagement; strengthening engagement networks and advancing professional development.

Ten submissions were received and 92 members voted on which projects should receive a portion of the \$100K on offer. Five of the 10 projects submitted are now becoming a reality. Well done to the winning projects:

1. Articulous - Evaluating the Engagement Sector, Funding won: \$18,000
2. Mendleson Consulting - IAP2A Knowledge Exchange Program, Funding won: \$18,750
3. Double Arrow Consulting - Deliberation in schools, Funding won: \$16,000
4. ArneTech - Digital Community Engagement in Australia, Funding won: \$25,000
5. Mendleson Consulting - The Connection Project, Funding won: \$22,500

## Calling for an International Year of Engagement

Building on IAP2 partnership with UNESCAP, we saw an opportunity to “create a movement” and to build awareness and advance the practice of engagement. As a result, IAP2 is seeking 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.

The call for support for an International Year of Engagement was launched on social media at the IAP2 booth, at the fifth Asia-Pacific Forum on Sustainable Development: Transformation towards sustainable and resilient societies, 28 to 30 March at the United Nations Conference Centre in Bangkok. Tools and resources have been shared with members to help spread the message.

## A year of growth

### Increase in membership and local network activity in new areas

This year we have continued to see a significant rise in IAP2A members, from 4,621 members in 2017 to 6,249 members in 2018.

The value of our local networks became evident during discussions with 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 underway.

In 2017 – 2018 over 100 network activities took place. Working closely with each areas team focus was placed on program content and a value added approach which produced increased attendance and positive feedback.

As a result, we have already seen an increase in the number attending local network events.

### Increase in training and delivering in more areas

Since commencing in January and February this year, the new training team have been striving to meet the needs of our growing membership base with an increase of scheduled training days of 30-40% from 2017 with further increase projected for 2019. New training locations such as Wangaratta and Newcastle have contributed to the rise with increased distribution of the elective modules across Australasia including the newly developed Engagement Facilitation and Engagement Evaluation modules.

### Successful Core Values Awards, 2017 Conference and 2018 NZ Symposium:

Once again 2017 saw an impressive calibre of entries into the Core Values Awards, demonstrating the growing relevance of the practice. Congratulations to Lake Macquarie City Council who won the Australasia Organisation of the Year Award, and the Nuclear Fuel Cycle Royal Commission Consultation and Response Agency for winning Australasia Project of the Year Award. There was a strong showing of delegates at our Melbourne Forum #nextlevel in October 2017 which explored the future of the practice, and this theme continued in NZ in Wellington (May 2018) for the Symposium “Are We There Yet?”.

### Revamped newsletter with increased member focus

In July 2017 we launched a new monthly newsletter focusing on members’ achievements and the knowledge they can share with other members, in the form of “Tales from the Trenches” “Project Spotlight” and “Member Insights”. This has contributed to a sense of belonging to the IAP2 community among members.

## Governance review

It was a privilege to support the Board in the Governance review undertaken by IAP2 Australasia, and I thank all the Committees involved for their hard work.

## New structure – new staff

To support the new strategic direction, growth and opportunity, the team at IAP2 Australasia has also expanded with a new leadership and team structure in place.

This year we welcomed Josie Gruber in the new role of Marketing Manager and Roger Nicholls also in the newly created role of Operations Manager and Caroline Buckingham in Membership Services, both joining us in August.

We also saw new faces in familiar roles, with Fran Morris joining us as the new Professional Development Manager and Kristy Clark as Training Coordinator. Michelle Caruso has taken up the reins as Membership Relations Manager in September.

The leadership team continues to work to develop and refine the Business Improvement Plan to support staff in the delivery of a seamless service to our members.

## 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 international 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 consultation document that has been shared with IAP2 members around the world for consultation included a promise or guiding principles for the change process and seven key strategic directions with a number of recommendations.

The seven strategic directions are:

1. A new 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
5. Brand: everyone is a custodian of the IAP2 brand
6. Training: more inclusive and more flexible training framework
7. Standards of practice: develop and international engagement competency framework

The International Change Project is the next step in building a strong and successful international 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, Indonesia – or anywhere else.

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

## Future initiatives

This year IAP2 Australasia launched the new training module, **Engagement Facilitation**, which was trialled successfully in the ACT, before being rolled out in other training locations.

This will be followed by another new program **Engagement Evaluation**. Our training also became available in new regional areas, and more training dates were offered throughout the year than ever before. To support growth, new trainers have joined IAP2 Australasia, undergoing a comprehensive “train the trainer” program.

A Professional Recognition Program that links back to IAP2 learning pathways and recognises prior learning is in development, along with a mentoring program framework for our members.

## Finance

In 2018 the company generated revenues of \$3,224,673 and expenses of \$3,036,410, producing a surplus of \$188,263. This represents a modest net surplus of almost 6%.

The members' equity position as at the end of the financial year is \$1,297,951, and the company has a cash position of \$2,077,078 as at 30 June 2018. This enables IAP2 Australia to invest in key strategic initiatives as outlined earlier.

In 2018 IAP2 Australasia increased its revenue by just over 8%, and it is anticipated that revenue will continue to grow in 2019 with projections of \$3,768,000.

## 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 a very busy first year in my role, I am looking forward to spending more time meeting and connecting with our members, delivering on the Strategic Plan and contributing to the International Change Initiative.

## Thank you

Thank you to the members, Ambassadors and trainers for being generous with your knowledge, insights, ideas and support. The Board of Directors have also been wonderfully supportive and I thank you for your guidance. And thank you of course to my small, talented and hardworking team at IAP2 Australasia.

# IAP2 Australasia STRATEGIC PLAN

Strengthening engagement, advancing practice  
30 June 2020

## Vision

Communities shaped by people

## Mission

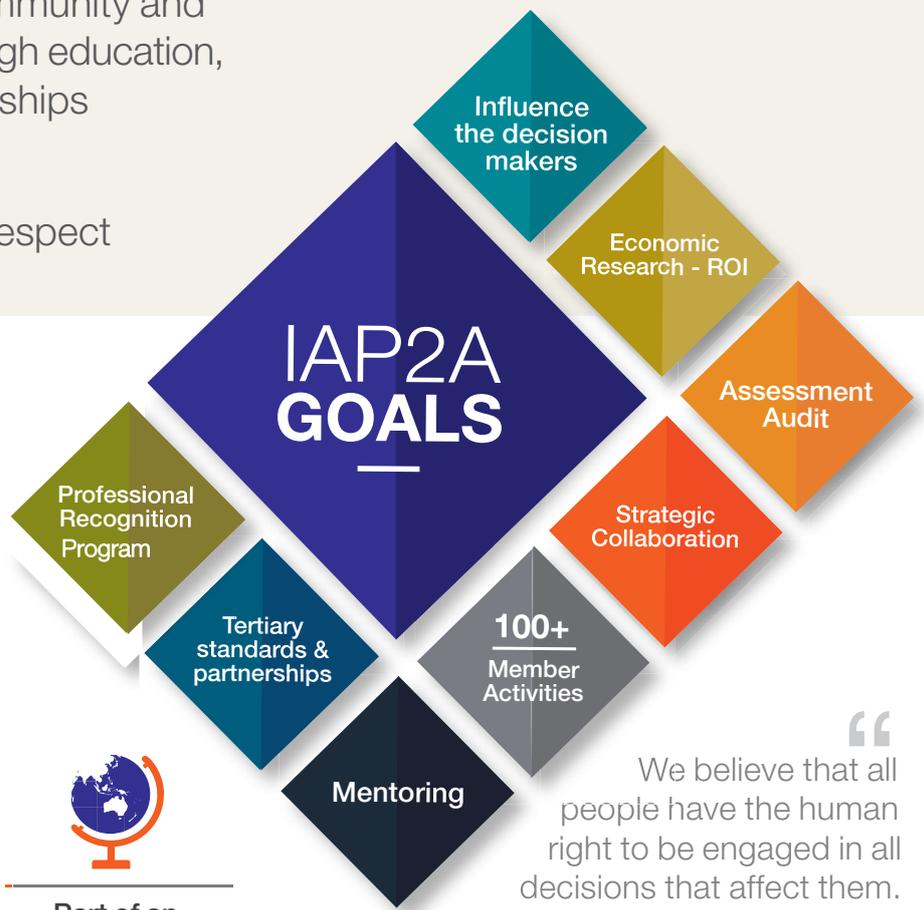
To advance the practice of community and stakeholder engagement through education, advocacy and building partnerships

## Values

Inclusion, Transparency and Respect

## Our Three Pillars

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



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

## Current Statistics

6,249 members  
At the heart of everything we do

25 Ambassadors

5,819 People trained FYE 2018

2 great conferences (Aust & NZ)

Part of an international organisation

312 IAP2A Programs Delivered

10 Professional Development Programs

18 2017 Core Values Awards

14 Trainers

Quality Assurance Standard for Community and Stakeholder Engagement

## STRATEGIC PILLARS

### KEY OBJECTIVES

### KEY MEASURES

#### Advocating for Engagement

1. IAP2 has a strategic advocacy program in place to influence the decision makers and other key stakeholders.
2. IAP2A is the go-to organisation for resources, research and advice.
3. The rigour behind Community Engagement is valued and recognised as a skill set by key stakeholders.
4. Strengthen the evidence base through research by working with key partners.
5. Good practice is recognised and valued by the IAP2A Assessment Audit.
6. Develop strategic relationship with the United Nations (UN) to increase knowledge and understanding of community engagement.

1. Advocacy program developed in consultation with IAP2 International and approved by the Board for implementation by mid-2019.\*
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 mid-2019.\*
3. By mid-2018, a Research Plan has been developed and approved by the Board.
4. By early 2019, IAP2A together with key partners is contributing to economic research that provides a Return on Investment for Community Engagement.
5. IAP2A Assessment Audit developed and approved by the Board and launched early to mid-2019.\*
6. By June 2018, partnership formalised with the UN.

#### Strengthening Engagement Networks

1. Our members are at the heart of everything we do.
2. Members are engaged, contributing to and building the practice, both within Australasia and internationally.
3. Young professionals are encouraged and supported.
4. Strengthen and grow relationships with other professional organisations.

1. A strengthened culture of a Membership Centric Organisation is confirmed by our Members annually, via feedback opportunities and the formal Member survey.
2. A living calendar of **100+ annual activities** 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.
3. By mid-2018, we are working with young professionals to develop the Young Professionals program.
4. By late-2018, strategic relationships in place with three key targeted organisations to enable collaboration on shared strategic objectives.

#### Advancing Professional Development

1. IAP2A has recognised pathways for professional development.
2. IAP2A training program to pursue Australian and New Zealand tertiary standards.
3. We have an IAP2A professional recognition program.
4. IAP2A offers a suite of other professional development opportunities.
5. An IAP2A mentoring program is available to advance and strengthen the practice.
6. IAP2A builds relationships with the tertiary sector to encourage the development of a post graduate qualification.

1. Review of IAP2A learning pathways completed by June 2018, with clear professional development pathways for entry, mid and advanced level practitioners.
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.
3. Professional Recognition Program that links to IAP2 learning pathways and recognises prior learning, is developed by early to mid-2019.\*
4. IAP2A introduces targeted short courses and workshops in both online and traditional learning formats by early 2019.
5. Mentoring program framework and resources are developed by early 2019.
6. By late 2019, IAP2A has strategic partnerships in place with two Universities.

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

# Professional Development

## Ready to take the next steps

With many local, state and government agencies indicating that the IAP2 Spectrum is accepted as the framework for engagement practice, the interest in professional development has grown significantly for the financial year ending 30 June 2018, there were 312 IAP2 Australasia training courses delivered to 5819 participants, representing a 58 per cent increase on last year.

We are improving access to our education program by trialling new locations at 'The Border' – Wangaratta, Wodonga and Albury as well as Newcastle and Cairns. This means that more members who live over two hours from a CBD location have been able to complete IAP2 Australasia's Certificate in Engagement without additional travel, time and accommodation expense.

We are recruiting new trainers to support the growth in demand for IAP2 Australasia courses, while maintaining the standard that all IAP2 Australasia trainers are also engagement professionals.

The concept of 'Continuing Professional Development (CPD) Months' was introduced so that IAP2 Australasia commits to offering all its courses in certain designated months in certain locations, (such as Darwin in April and October). This enables those who are required to complete CPD training (such as planners and engineers) to complete our courses in a short period of time while broadening their understanding of engagement.

The Strategic Plan's pillar of Advancing Professional Development has generated a number of key projects:

### **Key objective 1. IAP2 Australasia has recognised pathways for professional development**

The concept of 'learning pathways' will underpin our training offering (induction, formal entry level (the Certificate), a program for more senior practitioners and other professional development opportunities).

### **Key objective 2. IAP2 Australasia training programs pursue Australian and New Zealand tertiary standards**

All Certificate courses are being revised against tertiary standards and benchmark documents, such as The NSW Public Sector Capability Framework and the 'graduate attributes' for relevant university courses.

In addition, a new program for more senior practitioners is being developed for launch in 2019. A series of teleconferences were held in May which resulted in a 'model' role specification for a more senior practitioner. The engagement role and tasks of the four groupings of our course participants – local council, state & federal government, consultants from a multi-disciplinary firm and sole practitioners – are being matched against the competencies as we define the shape of the program.

A key consideration is working to provide access to courses regardless of where attendees live and work. Hence digital delivery will take a more important role as we cast our minds to how courses which are delivered face-to-face can be successfully translated into a blended format.

### **Key objective 3. We have an IAP2 Australasia professional recognition program**

The desire to have a clear membership structure that links training, experience and contribution to the sector has been a Board priority for many years and the concept and policies involved will be developed for a 2019 introduction.

### **Key objective 4. IAP2 Australasia offers a suite of other professional development opportunities**

#### New core education courses introduced

Facilitation Engagement and Facilitation Evaluation have been developed throughout 2018 under the guidance of a project panel of trainers, participants and stakeholders to ensure that the courses are relevant for engagement practitioners. We thank our trainers for their support and commitment throughout 2018.

Our local networking events offer great opportunities for connecting and learning. We are exploring additional opportunities to offer members other learning opportunities in a variety of delivery modes including roadshows and seminars.

### **Key objective 5. An IAP2 Australasia mentoring program is available to advance and strengthen the practice**

Planning for a range of mentoring options was commenced in 2018 and will be available during 2019. An expression of interest has already identified Communities of Practice that will use a mentoring framework, and mentoring is being developed for new entrants to government as part of the higher-level program.

2018 has been busy with a number of key initiatives being developed for our core education program and for professional development opportunities.

# 2017 Australasian Forum: Engagement #nextlevel

## **Contribute, Support, Share, Our Future, Our Practice!**

The 2017 Community and Stakeholder Engagement Forum #nextlevel was held in Melbourne, Victoria on Thursday 19 October. Community and stakeholder engagement professionals from across Australia and New Zealand came together to share experiences, support each other, challenge the status quo and explore the future of our practice.

The forum's program focused on the key themes of: 'conflict and influence', 'how do we take the growing body of experience and lessons learnt to reach even further?' and 'building a diverse and resilient work force of diverse engagement practitioners.'

The Forum's Keynote addresses were *Influencing the Decision Makers*, delivered by Larry McGrath, Executive General Manager, Customer and Corporate Affairs, John Holland; *Resilient Cities* delivered by Kristin Gabriel, Deputy Chief Resilience Officer, City of Sydney and *Engagement in a Diverse Cultural Landscape* delivered by a practitioner panel: David Widders, Widders Consulting, Megan Lancaster, Director Community Engagement, Multicultural NSW and Shaylee Leach, Queer radio broadcaster, writer & change agent.

And, Engagement #nextsteps!, International World Café: The future of engagement delivered by Leanne Hartill, Board Chair IAP2 Australasia and Kylie Cochrane, Presiding Member IAP2 Federation.

Over 180 delegates participated in the one-day program of keynotes and workshops. It was a fantastic opportunity to hear from a diverse selection of practitioners working in the field of community engagement. All of the presenters shared some unique insights, which enriched delegates experience, created thought-provoking dialogue and valuable networking opportunities. Following on from the full day's program, the forum wrapped up with a spectacular gala dinner to celebrate and honour the Core Value Awards winners for 2017.

A huge thankyou to an amazing group of individuals and organisations: The forum working group, presenters, IAP2 Ambassadors, facilitators, volunteers, Board, staff, and forum sponsors: Aurecon, John Holland, MosaicLab, Harava, Social pinpoint, VicRoads, Spatial Media, GHD, Nation Partners, Consultation Manager, Darzin Software and Deliberately Engaging, whose combined support and contribution produced a warm welcome to delegates. Great interaction during the workshops and plenary sessions and provided in an interactive, informative and fun-packed program.



# Core Values Awards 2017

IAP2 Australasia's Core Values 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.

On Thursday 19 October 2017 IAP2 Australasia presented 17 Awards at the Core Values Awards Gala Dinner held in conjunction with the Community and Stakeholder Engagement Forum held in Melbourne Victoria - Engagement #nextlevel. The International IAP2 awards were also an important feature with international delegates in attendance for the awards presentation.

Special congratulations goes to Lake Macquarie City Council who won the Australasia Organisation of the Year, and the Nuclear Fuel Cycle Royal Commission Consultation and Response Agency for winning Australasia Project of the Year.

We would like to once again congratulate all of our winners featured on the next page and take the opportunity to also thank our impressive judging team: Carol Haywood, Jill Hannaford and Anne Leadbeater.



# Award Winners 2017

## Planning Award

Winner: Straight Talk  
Project: Kosciuszko National Park Wild Horse Management Plan Review

Highly Commended: North East Water  
Project: Your Water Your Say

Highly Commended: Nuclear Fuel Cycle Royal Commission Consultation and Response Agency  
Project: Community engagement program on the nuclear fuel cycle royal commission report. Know nuclear. Discover, discuss, decide

## Environment Award

Winner: Melbourne Water  
Project: Leap-frog : Benefits of engaging citizen scientists in the development of Melbourne Water's Frog Census mobile app

Highly Commended: New Zealand Association for Environmental Education (NZAEED)  
Project: NZAEED Seaweek – Kia Kaha, Tangata Moana!

## Health Award

Winner: Waitemata District Health Board  
Project: Perceptions of primary birthing units - hearing from the "quieter voices"

## Infrastructure Award

Winner: Mackays to Peka Peka Expressway Alliance  
Project: Mackays to Peka Peka Expressway

Highly Commended: Central Coast Council  
Project: People Powered Skate Place

Highly Commended: Level Crossing Removal Authority  
Project: Abbots Road Level Crossing Removal Project

## Disaster & Emergency Services Award

Winner: Western Power  
Project: Waroona Bushfire Response

## Community Development Award

Winner: Department of Environment, Land, Water and Planning & MosaicLab  
Project: Democracy in Geelong - the Geelong Citizens' Jury

Highly Commended: Gateway Health  
Project: Local People have Solutions to Local Food Challenges

## Indigenous Award

Winner: Nuclear Fuel Cycle Royal Commission Consultation and Response Agency  
Project: Aboriginal Engagement Program on the Nuclear Fuel Cycle Royal Commission Report

## Encouragement Award

Awarded to: Tasmanian Fire Service  
Project: 1967 Bushfires – Share Your Story Project

Awarded to: Articulous and Cairns Regional Council  
Project: Our Cairns

## Organisation of the Year

Winner: Lake Macquarie City Council  
Highly Commended: Queensland Urban utilities

## IAP2 Australasia Project of Year

Winner: Nuclear Fuel Cycle Royal Commission Consultation and Response Agency  
Project: Aboriginal Engagement Program on the Nuclear Fuel Cycle Royal Commission Report

Highly Commended: Department of Environment, Land, Water and Planning & MosaicLab  
Project: Democracy in Geelong – the Geelong Citizens' Jury



# 2018 Australasia NZ Symposium: Are we there yet?

## SYMPOSIUM REPORT BY JO WILKINS

Cissy Rock from Community Think was wonderfully honest in telling the room about her biggest success and failure all rolled into one. She identified that taking interested people along the whole journey, getting them involving in the meaning making (theming feedback) and then presenting to the decision makers really does have an impact, on both the individuals involved, but also on the project outcomes. Her aim is about giving people really positive felt experiences through the engagement processes. She also reminded us that we should look to provide participants with a meeting fee or at least offer to remunerate them for their time, and she was quite creative about what remuneration looked like (such as the opportunity to report to elected members).

Our second keynote speaker was Manurewa's Local Board Chair, Angela Dalton – answering the question: Who are the silent voices? Angela shared some of the great work happening in communities with very little. There's lots of this good work happening in local areas around the country – we should shout about it more.

Then it was the time for breakout sessions on allsorts from consultation fatigue and creative ways to engage digitally to engagement and the Resource Management Act and using systems thinking to scope complex problems. These sessions offered an in-depth look at certain topics and the opportunity for more interaction and discussion.

The afternoon was made up of sharing case studies; interesting panel discussions; and pondering the future of our profession. We heard from Catherine Williams, Deputy Commissioner, State Services Commission who is in charge of the Open Government Partnership work for New Zealand. Catherine referred to herself as an indecisive generalist, I'm pretty sure I'm one of those too! She

acknowledged that authentic participation can be chaotic – managing through chaos is a skill, not a deficiency (we can all relate to that).

Good symposiums and conferences don't happen without the support of the organising committee (shout outs to Caroline Lim, Carolyn Wylie, Julie Boucher, Kate Woodruffe and Ray Tye) and the event sponsors – Stantec, GHD and Bang the Table.

Some of my take-away learnings:

- The cross-cultural nature of **storytelling** and connecting with papatuanuku (mother nature) is powerful to all
- Think **'Interaction'** not **'Transaction'**
- Always have a **plan B** (and plan C, and plan D)
- Use a mixture of high tech and high touch tools
- Print out the **Sustainability Development Goals** (SDGs) and pop them up in the office
- Take the opportunity to put project people within newsletters
- Remember the importance of **listening**
- Processes are **organic**
- Don't be faceless on social media
- **Community is a pakeha term**



# IAP2 Australasia Local Networks

IAP2 Australasia works with local network groups across Australia and New Zealand to coordinate a variety of local events and activities. These local teams provide invaluable contribution and are the key to each network's success. IAP2 Australasia currently has 14 network groups and looks forward to introducing more in the months ahead.

Our networks host a variety of events from social activities to professional development workshops focused on the needs of practitioners in the local area. Special thanks to our local network partners who provide assistance in many ways including speaker resource, provision of venues, AV and catering their support is invaluable and greatly appreciated

In 2017 – 2018 over 100 network activities took place. Working closely with each areas team focus was placed on program content and a value added approach which produced increased attendance and positive feedback.

What our members have to say about their local networks:

***'Great event, good panel with diverse views & experience in customer engagement.'***

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

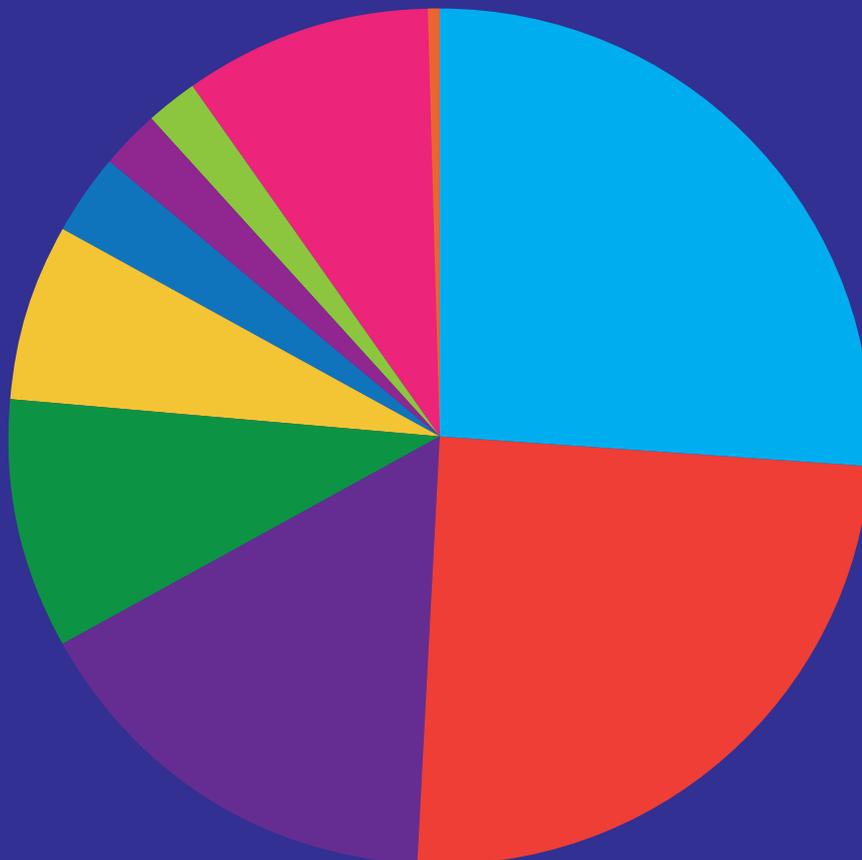
***'I appreciated the Q&A after the presentation, some very good questions and great responses.'***

***'Good topic. Excellent panel. Well moderated. Great turnout.'***





# Membership



Memberships by region

●	309	New South Wales
●	312	Victoria
●	167	Queensland
●	92	Western Australia
●	81	South Australia
●	32	Northern Territory
●	21	Tasmania
●	22	Australian Capital Territory
●	102	New Zealand
●	3	International

**Total 1141**

## Total Memberships

	JUNE 2016	JUNE 2017	JUNE 2018
<b>TOTAL MEMBERS</b>	<b>3228</b>	<b>4621</b>	<b>6249</b>
<b>TOTAL MEMBERSHIPS</b>	<b>938</b>	<b>1108</b>	<b>1141</b>
<b>TOTAL SMALL BUSINESS MEMBERSHIPS</b>	<b>21</b>	<b>32</b>	<b>40</b>
<b>TOTAL CORPORATE MEMBERSHIPS</b>	<b>131</b>	<b>157</b>	<b>182</b>
<b>TOTAL STUDENT MEMBERSHIPS</b>	<b>24</b>	<b>31</b>	<b>43</b>
<b>TOTAL INDIVIDUAL MEMBERSHIPS</b>	<b>762</b>	<b>888</b>	<b>876</b>
	<b>938</b>	<b>1108</b>	<b>1141</b>

## What our members say

***‘This was my first IAP2 network event. I really enjoyed it and felt quite inspired by the presentation.’***

***‘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.’***

***‘This event provided a great opportunity to remind the community engagement sector that we can make a difference. Particularly liked the concept that community engagement is an opportunity not an obligation.’***

# IAP2 Australasia Board



## 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.



## Mandi Davidson (Deputy Chair)

Mandi is a Senior Executive with RPS, an international consultancy providing world-class, local solutions in energy, mining, infrastructure, urban growth and natural resource management. For the past 10 years, Mandi has led communications and community and stakeholder engagement for complex urban renewal, water and transport projects for the State Government 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 and will expire October 2020. Mandi is also a member of the IAP2 international Board.



## 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.



## Kylie Cochrane

Kylie is an industry influencer with more than 25 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 understanding and experience on 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 Presiding Member of IAP2 International. Kylie's term commenced in October 2015 and will expire in October 2018.



## Leanne Hartill

Leanne is the representative to the United Nations for IAP2 and principle liaison with the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP). She has been an IAP2 member since 2007, Director of the IAP2 Australasian Board from 2011 (which expires October 2018), Board Chair from 2014 - 2017 and previously Regional Coordinator for WA. Leanne is the Manager of Neighbourhood Development and Customer Relations at City of Melville in WA with responsibility for stakeholder engagement, community development and funding, customer service and management of three Community Centres. During her 35 years in both state and local government she has worked in areas of social justice, legislative and policy development, corporate communications, project management and community development and engagement. Leanne's term will expire October 2018.



### **Margaret Harvie**

Margaret has advocated for the recognition of the practice of community and stakeholder engagement as an IAP2 member since 2000 and an IAP2 accredited trainer since 2008. She actively engages communities through environmental impact assessment, design, construction and policy development including assisting through times of controversy. She is an Associate for the University of Technology Sydney - Institute for Public Policy and Governance. Before establishing PlanCom Consulting she led engagement teams for SKM (now Jacobs) and GHD. One of her most interesting current projects is providing support to the development of guidelines for the NSW Department of Planning and Environment to improve community engagement in Environmental Impact Assessment. She has been involved in rail, road, ports, dams, power stations, wind farms, paper mills, waste facilities, sewage treatment plants, correctional facilities, substations and power lines. Margaret's term commenced in October 2015 and will expire in October 2018.



### **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.



### **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.



### **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.



# **Financial Report**

## **Year Ended 30 June 2018**

## STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2018

	Notes	2018 \$	2017 \$
Revenue	(2)	3,224,673	2,977,178
Membership costs		(1,782)	(3,782)
Training and event costs		(1,604,078)	(1,010,224)
Governance expenses	(20)	(109,522)	(75,873)
Employment expenses		(577,939)	(526,370)
General expenses		(743,089)	(657,676)
<b>Surplus/(deficit) before income tax</b>		<b>188,263</b>	<b>703,253</b>
Income tax expense	(1h)	-	-
<b>Surplus/(deficit) for the year attributable to members</b>		<b>188,263</b>	<b>703,253</b>
Other comprehensive income for the year		-	-
<b>Total comprehensive income for the year attributable to members</b>		<b>188,263</b>	<b>703,253</b>

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2018

	Notes	2018 \$	2017 \$
<b>Current assets</b>			
Cash and cash equivalents	(4)	2,077,078	1,132,176
Trade and other receivables	(5)	367,073	375,235
Other financial assets	(6)	-	150,000
<b>Total current assets</b>		<b>2,444,151</b>	<b>1,657,411</b>
<b>Non current assets</b>			
Plant and equipment	(7)	-	-
Intangible assets	(8)	-	79,543
<b>Total non current assets</b>		<b>-</b>	<b>79,543</b>
<b>Total assets</b>		<b>2,444,151</b>	<b>1,736,954</b>
<b>Current liabilities</b>			
Trade and other payables	(9)	1,110,722	602,836
Employee benefits	(10)	35,478	24,430
<b>Total current liabilities</b>		<b>1,146,200</b>	<b>627,266</b>
<b>Total liabilities</b>		<b>1,146,200</b>	<b>627,266</b>
<b>Net assets</b>		<b>1,297,951</b>	<b>1,109,688</b>
<b>Members' equity</b>			
Reserve	(18)	208,570	208,570
Retained earnings		1,089,381	901,118
<b>Total members' equity</b>		<b>1,297,951</b>	<b>1,109,688</b>

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR 30 JUNE 2018

	Notes	Special projects reserve \$	Foreign currency reserve \$	Retained earnings \$	Total \$
<b>2017</b>					
<b>Balance as at 1 July 2016</b>		-	2,023	404,412	406,435
Surplus/(deficit)		-	-	703,253	703,253
Allocation to reserves		200,000	6,547	(206,547)	-
<b>Balance as at 30 June 2017</b>		<b>200,000</b>	<b>8,570</b>	<b>901,118</b>	<b>1,109,688</b>
<b>2018</b>					
<b>Balance as at 1 July 2017</b>		<b>200,000</b>	<b>8,570</b>	<b>901,118</b>	<b>1,109,688</b>
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>

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2018

	Notes	2018 \$	2017 \$
<b>Cash flow from operating activities</b>			
Revenue and other receipts		4,098,444	3,159,084
Interest receipts		7,301	5,060
Payments to employees and suppliers		(3,314,753)	(2,504,020)
<b>Net cash generated from operating activities</b>		<b>790,992</b>	<b>660,124</b>
<b>Cash flow from investing activities</b>			
(Payments) / proceeds for intangible assets		3,910	(23,144)
(Transfer to)/proceeds from bank term deposits		150,000	-
<b>Net cash provided by (used in) investing activities</b>		<b>153,910</b>	<b>(23,144)</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>944,902</b>	<b>636,980</b>
Cash at the beginning of the year		1,132,176	495,196
<b>Cash held at the end of the year</b>	(4)	<b>2,077,078</b>	<b>1,132,176</b>

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

The financial statements were authorised for issue on 20 September 2018 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. The website was assessed for impairment, and it was determined to fully amortise the cost of the website as it was difficult to measure the future value reliably.

**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:

<i>Class of fixed asset</i>	<i>Depreciation rate</i>
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.

NOTE 2 - REVENUE	Notes	2018 \$	2017 \$
<b>Sales revenue</b>			
Event income		154,901	318,817
Membership income		480,958	365,222
Membership income adjustment for prepayments		(59,274)	(34,111)
Training income		2,607,270	2,301,046
<b>Other revenue</b>			
Interest		7,301	5,060
Other income		33,517	21,144
<b>Total revenue</b>		<b>3,224,673</b>	<b>2,977,178</b>

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

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

Rental expense on operating leases		-	18,540
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**NOTE 4 - CASH AND CASH EQUIVALENTS**

Cash at bank and in hand - Australian		1,402,709	930,474
Cash at bank and in hand - New Zealand		674,369	201,702
<b>Total cash and cash equivalents</b>	(13)	<b>2,077,078</b>	<b>1,132,176</b>

**NOTE 5 - TRADE AND OTHER RECEIVABLES**

Trade receivables		372,656	480,732
Provision for impairment		(72,891)	(105,497)
Prepaid expenses		54,308	-
Accrued income		13,000	-
<b>Total trade and other receivables</b>		<b>367,073</b>	<b>375,235</b>

**Financial assets classified as trade and other receivables (note 13)**

Total trade and other receivables		367,073	375,235
Prepaid expenses		(54,308)	-
<b>Total Financial assets classified as trade and other receivables</b>	(13)	<b>312,765</b>	<b>375,235</b>

**NOTE 6 - OTHER FINANCIAL ASSETS**

Term deposit	(13)	-	150,000
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**NOTE 7 - PLANT AND EQUIPMENT**

Office equipment & furniture at cost		-	-
Less accumulated depreciation		-	-
<b>Total plant and equipment</b>		<b>-</b>	<b>-</b>

**Movements in carrying amounts**

Balance at beginning of year		-	10,535
Disposal		-	(10,535)
Depreciation expense		-	-
<b>Carrying amount at end of year</b>		<b>-</b>	<b>-</b>

NOTE 8 - INTANGIBLE ASSETS	Notes	2018 \$	2017 \$
Website & CRM at cost		102,147	106,057
Less accumulated amortisation		(102,147)	(26,514)
<b>Total intangible assets</b>		<b>-</b>	<b>79,543</b>

**Movements in carrying amounts**

Balance at beginning of year		79,543	82,913
Additions (disposals)		(3,910)	23,144
Amortisation expense		(75,633)	(26,514)
<b>Carrying amount at end of year</b>		<b>-</b>	<b>79,543</b>

**NOTE 9 - TRADE AND OTHER PAYABLES**

Accounts payable		87,828	106,792
Payable to taxation authorities		35,337	58,610
Accrued employment expenses		14,445	6,831
Customer deposits		474,170	232,199
Prepaid membership income		248,288	189,014
Prepaid income other		5,191	-
Accrued expenses		170,984	-
Royalty payable		73,699	-
Other payables		780	9,390
<b>Total trade and other payables</b>		<b>1,110,722</b>	<b>602,836</b>

**Financial liabilities classified as trade and other payables (note 13)**

Total trade and other payables		1,110,722	602,836
Payable to taxation authorities		(35,337)	(58,610)
Customer deposits		(474,170)	(232,199)
Prepaid membership income		(248,288)	(189,014)
Prepaid income other		(5,191)	-
<b>Total Financial liabilities classified as trade and other payables</b>	(13)	<b>347,736</b>	<b>123,013</b>

**NOTE 10 - EMPLOYEE BENEFITS**

Annual leave		35,478	24,430
<b>Total employee benefits</b>		<b>35,478</b>	<b>24,430</b>

**NOTE 11 - AUDITORS REMUNERATION**

Audit services		12,000	9,907
Other services		-	182
<b>Total</b>		<b>12,000</b>	<b>10,089</b>

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

The company is not aware of any contingent assets as at 30 June 2018.

**Contingent Liabilities**

The company is not aware of any contingent liabilities as at 30 June 2018.

**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 2018. The totals for each category of financial instruments are as follows:

	Notes	2018 \$	2017 \$
<b>Financial assets</b>			
Cash and cash equivalents	(4)	2,077,078	1,132,176
Trade and other receivables	(5)	312,765	375,235
Other financial assets	(6)	-	150,000
<b>Total financial assets</b>		<b>2,389,843</b>	<b>1,657,411</b>
<b>Financial liabilities</b>			
Trade and other payables	(9)	347,736	123,013
<b>Total financial liabilities</b>		<b>347,736</b>	<b>123,013</b>

**NOTE - 14 CAPITAL AND LEASING COMMITMENTS****Significant operating lease commitments**

All significant operating leases were not renewed in 2018. The company does not have any operating lease commitments as at 30 June 2018.

**Significant capital lease commitments**

The company does not have any capital lease commitments as at 30 June 2018.

**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:

	2018 \$	2017 \$
<b>Compensation paid and payable</b>	<b>254,756</b>	<b>234,181</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.

**NOTE 18 - RESERVES**

	2018 \$	2017 \$
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 2018 is as follows:

Details of transaction	Amount paid (received) 2018 \$	Related member & position held with company	Related party & relationship
Training courses for staff at City of Melville	(3,300)	Leanne Hartill (Director)	City of Melville (Employee)
Advertising with the company	(1,875)	Kylie Cochrane (Director) & Donna Marshall (Director)	Aurecon (Employees)
Training courses for staff at Aurecon	(26,100)	Kylie Cochrane (Director) & Donna Marshall (Director)	Aurecon (Employees)
Royalty Expense IAP2 International	234,654	Kylie Cochrane (Director) & Mandi Davidson (Director)	IAP2 International Board (members)
Training courses for staff at Roads and Maritime Services NSW up to 18 Oct 2018 whilst she was a director	(49,850)	Krystle Gray (Director until 18 October 2017)	Roads and Maritime Services NSW (Employee)
Sponsorship with the company	(3,000)	Kate Henderson (Director)	MosaicLab (Employee)
Licence fees received by the company for private training courses	(8,600)	Kate Henderson (Director)	MosaicLab (Employee)
Planning and implementation of participatory budget	5,000	Kate Henderson (Director)	MosaicLab (Employee)
Training Courses for staff at University of Technology Sydney	(2,550)	Helen Christensen (Director)	University of Technology Sydney (Employee)
Licence fees received by the company for private training courses	(38,900)	Helen Christensen (Director)	University of Technology Sydney (Employee)
Amounts paid to University of Technology Sydney for the delivery of training courses	59,081	Helen Christensen (Director)	University of Technology Sydney (Employee)
Training courses for staff at John Holland	(34,450)	Allen Rodwell (Director)	John Holland (Employee)
Advertising with the company	(3,000)	Allen Rodwell (Director)	John Holland (Employee)
Sponsorship with the company	(1,394)	Joanna Wilkins (Director)	Stantec (Employee)
Training Courses for staff at Development Victoria	(3,300)	Mandi Davidson (Director)	Development Australia (Employee)
Training Courses for staff at RPS Australia Asia Pacific	(4,400)	Mandi Davidson (Director)	RPS Australia Asia Pacific (Employee)
Outsourcing of finance team	55,250	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. In 2018 the company invested in additional governance training and support for the directors.

**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 2018 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 .



Donna Marshall - Chair  
Dated this 20 day of September 2018

## **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 accompanying financial report of International Association for Public Participation Australasia Ltd (the Company), which comprises the statement of financial position as at 30 June 2018 and the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the director's declaration.

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 2018 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 Company in accordance with the auditor independence requirements of the Australian charities and Not-for-profits Commission Act 2012 (ACNC Act) and 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 2018, 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.

**CHARTERED 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.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.

- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**William Buck Audit (Vic) Pty Ltd**

A.B.N. 59 116 151 136



**A.P. MARKS**

Director

**Dated:** Melbourne 4<sup>th</sup> October 2018

**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 2018 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.

A handwritten signature in blue ink, appearing to read 'Will. Buck'.

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

A handwritten signature in blue ink, appearing to read 'AP Marks'.

**AP MARKS**  
Director

Melbourne: 4<sup>th</sup> October 2018

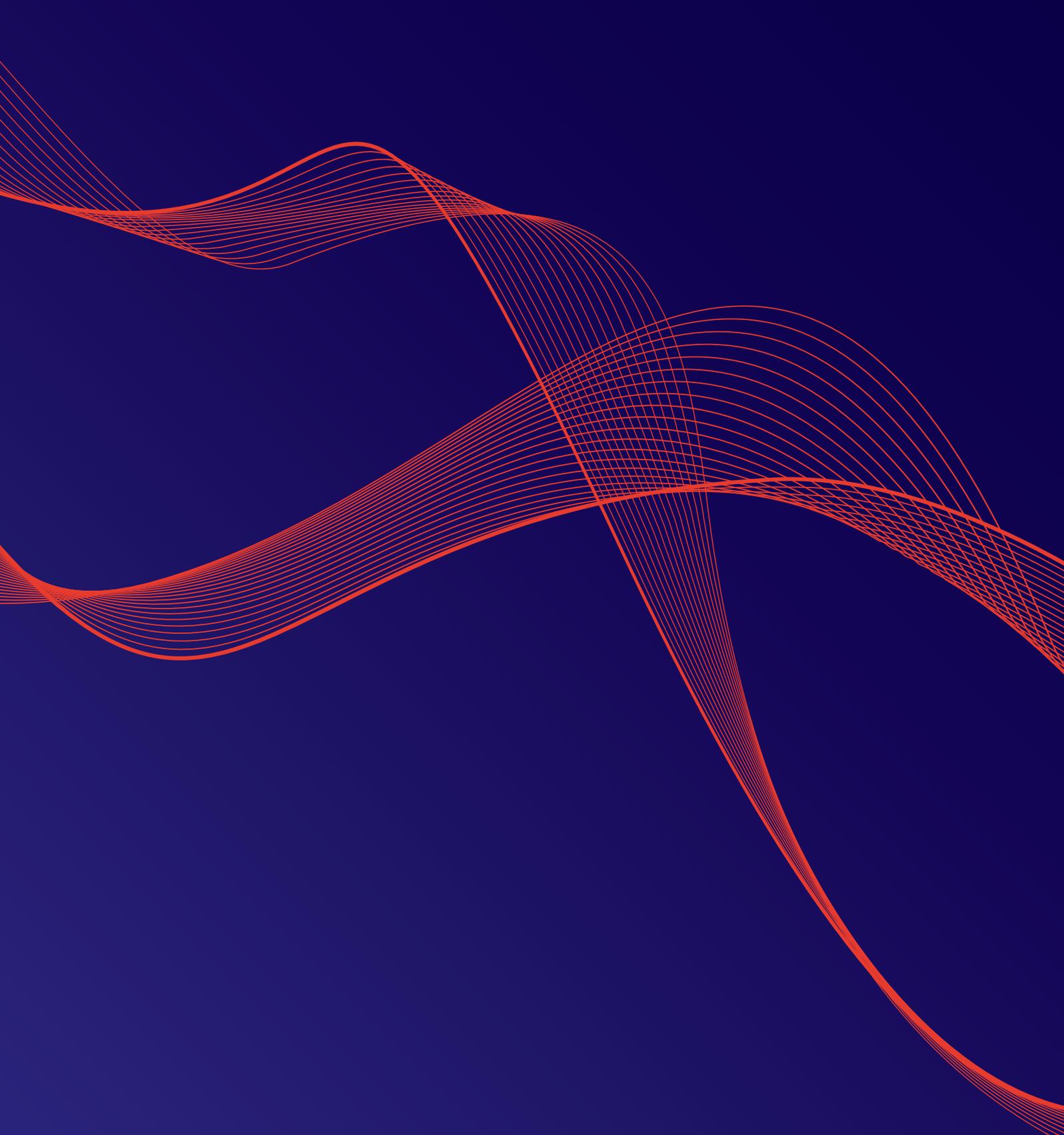
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**iap<sup>2</sup>**  
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