



# **ANNUAL REPORT**

## **JULY 2006 ~ JUNE 2007**

**AUSTRALASIAN EVALUATION SOCIETY INC.**

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## REPORT FROM THE PRESIDENT

The Society has again had a very successful year in 2006-07 with considerable progress made in the key strategic areas outlined in the business plan.

The 2006 annual conference in Darwin was an unqualified success by any measure. This was the first conference held in the Northern Territory and it attracted 244 delegates as well as 211 workshop attendees. The evaluation of the conference, conducted by Roberts Evaluation, showed that over 90% of delegates rated the conference as good or very good. The conference also contributed a substantial surplus of over \$50,000. I would like to express my thanks to Jenny Young and the other members of the conference committee for their hard work. Early indications are that due to the diligence of Graeme Harvey and his committee, the Melbourne conference will also be a strong success.

Regional workshops form a key element of the Society's professional development program and link to providing services to members in the regions. In 2006-07, 15 workshops were conducted in Australia and New Zealand, attracting over 200 participants. Of particular note was Jessica Dart's successful professional development workshop series, comprising workshops in five regions.

A look at the regional pages in this annual report shows the wide range of activities conducted in 2006-07. In particular, the Society's ACT regional committee established a mutually beneficial relationship with the Commonwealth Department of Families, Community Services and Indigenous Affairs through a program of evaluation workshops, which hopefully will continue into future years. A very well attended forum was conducted in Tasmania, addressed by Ray Rist from the World Bank, and hopefully the region can build on this success. I would like to thank the members of all regional committees for the hard work they have put in this past year and encourage them to continue to contribute at the regional level. I also extend an invitation to all members to join the committee in their region and participate in its activities.

The Society's membership numbers continued to grow steadily to an eight year high of 795 members. The Society's activities attracted 230 new members but some members are not renewing. More needs to be done to provide services which retain members.

The financial situation of the Society continues to improve and has reached a sufficiently secure level that we are now able to provide additional services to members. For example, the Board has decided to provide members with online access to the international journal, *Program Planning and Evaluation*, as of January 2008. I would like to thank the members of the Executive, in particular, the Treasurer, Graham Smith, for working diligently to ensure the Society's finances are well administered during this year and can be used to provide improved and expanded service to members.

The Society has continued its focus on Indigenous evaluation, establishing a new award for excellence in this area as well as a scholarship program to support people working in Indigenous evaluation to attend the annual conference.

The Society's review of its governance has continued in 2006-07 with a number of significant changes to the constitution approved at the 2006 AGM, thanks to the hard work of the Vice-President, Jenny Neale, and her committee. Furthermore, a formal review of governance was conducted this year by Plum Concepts and Solutions. As part of this review, a survey of members was conducted and it was very pleasing to see a large number of members respond. A large majority of respondents expressed strong satisfaction with the structure and governance of the Society. In addition, the review identified a number of opportunities for improving how the Society is run, and these will be considered by the Board during 2007-08 involving further input from members.

Judy Pearce and the other staff at Expert Conferences have worked tirelessly in providing excellent support in a very professional manner to address the constant demands of administering the Society.

Finally, I am grateful to all members of the Executive and Board for their commitment of time and effort to the Society. Thanks also to the Fellows, particularly Sue Funnell as Chair of the Fellows Committee, and the Chairs and members of the other committees who have contributed to the Society's achievements this year. I am confident that the Society is in good shape and in a strong position to meet the challenges of the future as I hand over to the incoming President.



Rick Cummings, President

## THE AUSTRALASIAN EVALUATION SOCIETY

The Australasian Evaluation Society is a professional organisation for people involved in evaluation. The AES has almost 800 members involved in all aspects of evaluation and performance measurement. Members include evaluation practitioners, managers, teachers and students from all levels of government, educational institutions, research agencies, community organisations, businesses and interested individuals. Members meet regularly through Regional Groups centred in major cities in Australia and New Zealand.

A board of management provides overall governance, elected annually from the membership with representation from all regional groups. The AES is an Incorporated Association, supported by a Secretariat based in Canberra.

### AIMS

The aim of the society is to improve the theory, practice, and use of evaluation through:

- establishing and promoting ethics and standards in evaluation practice as a service to the community of evaluators and users of evaluations;
- encouraging advances in the theory and practice of evaluation by publishing such advances and by recognising outstanding contributions;
- providing education and training in matters related to evaluation;
- providing forums for networking and the discussion of ideas including society publications, seminars, workshops and conferences;
- acting as an advocate for evaluation and encouraging understanding about the use and application of evaluation
- linking members who have similar evaluation interests; and
- other activities consistent with this aim.

### MEMBERS' BENEFITS

- Recognition and support - belonging to the premier professional evaluation organisation in Australia and New Zealand, with a network of almost 800 practitioners involved in all aspects of evaluation and performance measurement.
- Professional development - keep up-to-date through publications, seminars, workshops and conferences.
- Networking - make contacts with colleagues in evaluation by joining in regional group meetings for training, networking and discussion of current issues.
- Publications - receive AES publications including the *Evaluation Journal of Australasia*, the annual *Directory of Members* and the *Guidelines for the Ethical Conduct of Evaluations*.
- Awards - members can submit entries for the prestigious AES awards.
- International Evaluation Conferences - stay in touch with the latest trends and issues through the AES' annual conferences.
- Learn from the experts - leading local and international evaluators are involved in conferences and in special events in the regions.
- International links - be part of an international network of evaluation societies.

Further details about AES membership and a membership form can be found on our website at <http://www.aes.asn.au/membership/>

## OUR VISION

- To be acknowledged as the primary organisation in Australasia providing services to those involved in evaluation (whether as practitioners of evaluation, users and sponsors of evaluation, or educators and trainers of evaluators) through:
- Being the leading source of information, advice, contacts and networks concerning evaluation theory, practice and use;
- promoting evaluation and the interests of those involved in evaluation to the wider community.

## OBJECTIVES

- [Objective 1](#): to be the major authority on, and principal advocate for, evaluation in the Society's sphere of influence
- [Objective 2](#): evaluation knowledge, skills, and values are exchanged between practitioners, organisations and evaluation societies
- [Objective 3](#): links between evaluation interests are established and used by practitioners
- [Objective 4](#): professionalism in the practice of evaluation is accepted by organisations, practitioners and societies
- [Objective 5](#): membership of the Society is optimised to meet the society's aims
- [Objective 6](#): management of the Society's affairs is conducted efficiently and cost effectively

## PRIORITY AREAS FOR 2006-2007

- Improving Member Services – Identifying additional benefits
- Working Effectively with Regions – Provide more support for regional activities
- Developing Strategic Relationships – Development of relationships with indigenous organizations, other societies and associations in Australia and internationally
- Governance of the Society – Review of Board and governance

## 2006-07 KEY OBJECTIVES & STRATEGIES

### OBJECTIVE 1: TO BE THE MAJOR AUTHORITY ON, AND PRINCIPAL ADVOCATE FOR, EVALUATION IN THE SOCIETY'S SPHERE OF INFLUENCE

Strategy	Activity	Timeline	Responsibility <sup>1</sup>
1. Recognition internationally and in Australasia as the main professional body for evaluation in Australasia	Involvement in international partnership of evaluation organisations	Ongoing	Chair, International Relations Committee
	Responding to and initiating contacts with other professional organisations, government agencies, private organisations etc	Ongoing	President and Chairs of Regional Committees
	Promoting the Society to relevant government agencies, private organisations etc	Ongoing	President and Chairs of Regional Committees
2. Referral Base for evaluation expertise	Maintenance, expansion and promotion of data base of consultants	Ongoing	Administrator

### OBJECTIVE 2: EVALUATION KNOWLEDGE, SKILLS, AND VALUES ARE EXCHANGED BETWEEN PRACTITIONERS, ORGANISATIONS AND EVALUATION SOCIETIES

Strategy	Activity	Timeline	Responsibility
1. Conduct professional development activities to facilitate interchange of evaluation knowledge	Provide a series of workshops in regions	Planned by early 2007, delivered by July 2007	Vice President
	Sponsor and organise Annual International Conference	September 2007	Vice President with Chair, Planning Committee
	Develop business plan for next year's conference Board meeting.	September 2007	Secretary
	Organise and promote regional seminars and meetings and other activities	Ongoing	Regional Representatives
	Send E-News to members and put on the society's web site	Quarterly	E-news Editor
2. Produce publications and use electronic communication to disseminate evaluation information	Publish three issues of Evaluation Journal of Australasia	October 2006, February and June 2007	Chair Publications Committee, EJA
	Provide EJA on the AES website Provide relevant links on AES web site	After publication Ongoing	Editor/s
3. Identify and support appropriate strategic initiatives <sup>2</sup>	Develop strategic initiatives of significance to the work of the AES for each financial year.	Review selection of strategic initiatives to be supported prior to each AGM	President and Executive

<sup>1</sup> The Constitution states that the Board shall manage and control the affairs of the Society; and the President shall provide leadership to the Society in furthering its aim. In addition, all members are encouraged to take responsibility for furthering the objectives of the Society. The people listed under 'responsibility' have primary carriage for coordinating the activity, but should also consult with members and report to the Board and President. In many cases, they will also be assisted by the Administrator.

<sup>2</sup> Strategic initiatives could reflect a population, field or topic that requires specific attention to raise its profile and put in place a range of strategies that are sustainable



## KEY OBJECTIVES AND STRATEGIES

### OBJECTIVE 3: LINKS BETWEEN EVALUATION INTERESTS ARE ESTABLISHED AND USED BY PRACTITIONERS

Strategy	Activity	Timeline	Responsibility
1. Provide opportunities for networking at local, regional, national and international levels	Prepare and publish Directory of Members	April 2007	Administrator
	Development and maintenance of AES website	Ongoing	Chair, Publications Committee
	Identify and conduct joint activities with other professional bodies eg. IPAA, academia, other evaluation societies	Ongoing	President and Regional Representatives
	Facilitate linkages with international evaluation organisations and activities – web site, publications, joint memberships, international partnerships of evaluation organisations, IOCE (International Organisation for Cooperation in Evaluation)	Ongoing	Chair, International Relations Committee
	Encourage networking at regional levels (see earlier comments about inclusion of regional roles)	Ongoing	Regional Representatives
	Sponsor and promote visits by international speakers	Ongoing	Chair, Conference Planning Committee, Regional Representatives

### OBJECTIVE 4: PROFESSIONALISM IN THE PRACTICE OF EVALUATION IS ACCEPTED BY ORGANISATIONS, PRACTITIONERS AND SOCIETIES

Strategy	Activity	Timeline	Responsibility
1. Recognise outstanding contributions to the theory and/or practice of evaluation	Promote, administer and recommend annual awards by the AES	June 2007	Chair, Awards Committee
	Conduct review of awards	February 2007	Chair, Awards Committee
	Advise Executive and Board on Appointment of Fellows	June 2007	Chair, Fellows Committee
2. Promote ethical conduct in the practice of evaluation	Promoting awareness and encouraging discussions	Ongoing	Chair, Ethics Committee and Regional Representatives

### OBJECTIVE 5: MEMBERSHIP OF THE SOCIETY IS OPTIMISED TO MEET THE SOCIETY'S OBJECTIVES

Strategy	Activity	Timeline	Responsibility
1. Determine and implement best ways of optimising membership	Enhance and expand services to members		
	Identify, arrange and promote membership benefits.	Ongoing	President, Regional representatives
	Maintain accessible database of consultants	Ongoing	Administrator
	Advertising of regional activities	Ongoing	Regional Reps
	Development of web site to attract enquiries about AES	Ongoing	Publications Committee
	Identify departments, agencies and organisations which may be interested in AES membership including Public Sector (Local Government/State/Commonwealth) and Universities and professional organisations and target them	Ongoing	Regional representatives, President
2. Engender and sustain interest in current and potential regions	Follow – up lapsed members.	Ongoing	Admin/Regional reps.
	Visits to potential regions, lapsed regions	Ongoing	President

**OBJECTIVE 6: MANAGEMENT OF THE SOCIETY'S AFFAIRS IS CONDUCTED EFFICIENTLY AND COST EFFECTIVELY**

Strategy	Activity	Timeline	Responsibility
1. Foster the efficient management of the AES	Maintain Board manual	Ongoing	Vice President
	Develop Draft Business Plan for consideration by Board	July 2007	Secretary
2. Develop and maintain efficient membership support systems	Prepare and publish Annual Report	August 2007	Secretary
3. Provide efficient and effective administration and support services to the Society, the Board and its Committees	Oversee the administration of the AES Office and fulfill annual reporting requirements	Ongoing	President and Secretary
	Organise and produce minutes of the AGM, Executive and Board meetings	Ongoing	Secretary
	Ensure meetings of Executive and Board are conducted in Accordance with the Incorporation Act	Ongoing	Secretary
	Conduct annual election of office bearers	July/August 2007	Returning Officer
	Maintain accurate accounts & quarterly BAS statements	Ongoing	Treasurer/ Admin
	Oversee preparation of financial statements for financial year	July 2007	Treasurer/ Admin
	Oversee conduct of audit	July 2007	Treasurer
	Prepare income and expenditure reports for each Board and Executive Meeting	Ongoing	Treasurer
	Distribute reports for each Board and Executive Meeting	Ongoing	Admin
4. Review constitution	Identify and propose recommended changes for AGM	Completed	Vice-President
5. Review and improve the governance arrangements	Maintain risk management plan	Ongoing	Treasurer
	Monitor legal structure	Ongoing	President and Treasurer
	Conduct review of Board and governance.	September 2007	President & Secretary

## AWARDS, LIFE MEMBERS AND FELLOWS

### AWARDS

The aim of the awards is to encourage the development of evaluation and high quality evaluation practice in Australasia. Award nominations close on 30 June each year and the awards are announced at the AES International Conference.

In 2006 there were ten nominations and it is usual practice for each nomination to be reviewed/assessed by two Committee members. Award Plaques and Certificates are kindly prepared through Corporate Diagnostics Pty Ltd.

#### 2005-06 AWARD WINNERS

The awards made by the Society for 2005-06 and announced at the AES 2006 Darwin International Conference dinner are set out below.

##### **The Evaluation Training and Service (ET & S Award)**

This award to an AES member in recognition of an outstanding contribution to evaluation was presented to Associate Professor Rosalind Hurworth.

##### **The Caulley Tulloch Publication Prize**

Funded by an endowment from Dr Darrel N. Caulley, this award recognises the best journal article or other publication in evaluation. No award was made in this category for 2006.

##### **The Evaluation Study Award**

This award to an individual or team for the conduct of an evaluation study that has made, or has the potential to make, a significant contribution to the practice or use of evaluation in either the public or private sector in Australasia was presented to Virginia Lum Mow, VL Educational Research and Development and the Retraining Unit, NSW Department of Education and Training.

##### **The Evaluation Development Award: Evaluation Policies, Systems, Frameworks and/or Methodologies**

This is awarded to an individual or team that has provided leadership or innovation with respect to the practice or use of evaluation in either the public or private sector. The scope includes programs, products, services, personnel, management strategies and other initiatives. The 2006 winners were Jessica Dart and Rick Davies

##### **The Community Development Evaluation Award**

This award encourages evaluations that contribute to community development. These may pertain to or involve youth participation in the design or conduct of evaluation studies related to young people and their development or welfare. No award was made in this category for 2006.

### AWARDS COMMITTEE

Peter Bycroft: Chair (QLD)

Other members: Paul Chesterton (NSW), Prue Oxley (WELLINGTON) and Zita Unger (VIC)

### CONDUCT REVIEW OF AWARDS

During 2006-2007 the Awards Committee had instigated a comprehensive review of AES Awards for a variety of reasons. AES members were invited to send suggestions to the Awards Committee throughout 2006 either by promotion of the review through the Board minutes, presentations by the Awards Committee Chair at the Fellows meeting and at the Awards presentation at the Darwin AES Conference and by direct invitation through an email to all members in September 2006.

Until 2006, five awards were offered annually by the Australasian Evaluation Society. In 2007 two new awards were offered by the AES:

The new awards are:

**The Emerging New Talent Award:** The aim of this award is to provide recognition to emerging new evaluators who demonstrate the potential to contribute significantly to the field of evaluation.

**The Indigenous Evaluation Award:** The aim of this award is to recognise policy, project or program evaluations where the evaluation demonstrates sensitivity, professionalism, excellence and achievement in involving indigenous communities, addressing indigenous issues or with a significant benefit to indigenous policy development. Award winners in this category may also demonstrate the development of evaluation modelling, methods or techniques with a focus on the needs and perspectives of indigenous communities or the indigenous sector.

The Awards brochure for 2007 was updated to reflect the two new awards and new assessment for proposals with weighting of assessment criteria for all awards. The brochure for 2007 was sent to all members and placed on the web site. Board members were encouraged to promote the Awards and nominations. The Awards Committee has been keen to ensure that Award recipients reflect the highest quality of work meeting the criteria established for each Award.

### **Awards assessment criteria**

The current awards suite emphasises the six key components of what warrants a significant peer award for excellence in evaluation in our sector/profession and applies these differentially – depending on the topic and intent of each Award.

The Awards criteria have been revised and standardised to differentiate between common principles which apply equally to all awards and the assessment criteria which, whilst common, will have different weightings depending on the nature/topic of the specific award.

**The common principles for all AES awards are:** excellence, professionalism and ethical conduct.

In addition to the three common principles, the Committee was of the view that all AES Awards should be assessed against the same six criteria which define 'excellence in evaluation' – with the exception that these criteria would have different weightings or may not apply to all awards. The six criteria proposed as defining excellence in evaluation are quality, leading edge, contribution to knowledge, effectiveness, inclusiveness and sustainability.

**The six criteria defining excellence in evaluation in the Awards are:** high quality, leading edge, contribution to knowledge, effectiveness, equitable and sustainable.

### **PLANNING FOR 2007-08**

The Awards Committee Chair, Peter Bycroft, will return from sabbatical leave in January 2008. In the meantime Dr Zita Unger is standing in as Acting Chair. The Awards Committee is yet to complete its review of the Awards process, including how new Awards Committee members are appointed and inducted, terms of appointment, and procedures for the introduction of new awards and removal of existing awards. The Awards Committee will revisit several recommendations during 2007-2008.

## **LIFE MEMBER**

Anona Armstrong

## **FELLOWS**

### **INTRODUCTION**

In 2002-03, after extensive consultation with members, the Society developed a special membership category, the AES Fellows, for its most experienced and esteemed members. This initiative supports Objective 4 of the AES Business Plan: Professionalism in the practice of evaluation is accepted by organisations, practitioners and societies.

During the more than twenty years of its existence, the Society has had a number of very distinguished members who have made significant contributions over a period of years to both the AES and the field of evaluation. Many have won AES awards, but this recognition is limited in time and often recognises only a part of their contribution. The purpose of the AES Fellowship is to recognise, through a special category of membership, those members who have made a long-term contribution to the AES and to the evaluation profession. It is in the Society's interests to maintain an ongoing and

mutually beneficial relationship – a special bond – with these individuals who are recognised leaders in the evaluation profession.

As well as an enhanced image as a professional body, the benefits likely to accrue to the Society from the Fellowship are:

- establishment of a formal group of experienced evaluators upon which to draw for special activities;
- promotion of the AES through the work of the Fellows and the use of the letters FAES after their names; and
- a source of linkages to other professional associations and societies.

**For individual Fellows, the benefits are:**

- recognition for significant achievement, service and prominence in evaluation;
- acknowledgement of exemplary contribution to the discipline of evaluation;
- special benefits, as decided by the Board – for example, reduced conference fees, lifetime membership at no cost; and
- privileged status within the AES and the profession – for example, use of the letters FAES.

### **AES FELLOWS**

2003 Inaugural Fellows - Anona Armstrong (VIC), John Owen (VIC), Sue Funnell (NSW), Chris Milne (NSW), Colin Sharp (SA) & Ian Trotman (WELLINGTON)

2004 Fellows - Jerome Winston (VIC) & Ralph Straton (WA)

2005 Fellow - Darrel Caulley (VIC)

2006 Fellows - No Fellows were appointed

### **FELLOWS COMMITTEE MEMBERS**

Sue Funnell: Chair (NSW)

Colin Sharp: Fellow (SA)

IanTrotman: Fellow (WELLINGTON)

Peter Bycroft: Chair, Awards Committee (ex officio member) (QLD)

David Roberts: Regional Representative (ex officio member) (ACT)

### **OVERVIEW OF COMMITTEE ACTIVITIES FOR 2006-07**

In addition to managing the process of seeking and reviewing Fellows nominations, the Fellows activities for this year included ongoing contributions by individual Fellows and one significant project. This was a project on reviewing conference abstracts and proposals and processing of presentations. Ian Trotman ably led that project which is nearing completion.

The result is a proposed 5 component System for Processing Conference Presentations which has been recommended for trial by the Perth 2008 Conference which is already getting underway.

The Board accepted the proposed system in principle, and requested the Perth Conference Committee to implement a pilot of this process for the 2008 conference and undertake to evaluate its operation, prior to finalising it for inclusion in the Conference Policy. More detail concerning the processes and results of that project are in the full report of the Fellows to the Board.

Sue Funnell was to have led a project to compile and identify the status of existing formally endorsed Board AES Policies, Procedures and Standards. However personal circumstances have prevented this project from going ahead.

Other activities of Fellows have included:

Anona Armstrong - Book review for *Evaluation Journal of Australasia*.

Darrel Caulley - Book Review Editor for *Evaluation Journal of Australasia*.

Sue Funnell - Chair of Fellows Committee; book review for *Evaluation Journal of Australasia*; minor contribution to Governance review

Chris Milne - Worked on a Board project about policy on fee levels for training services to members, where training is provided by members and commercial providers; book review for the *EJA* (Sage Handbook of Evaluation); presented information to a ten person delegation from the Government of Vietnam about the AES and the role of professional societies.

John Owen - Serves as Chair Publications. This is a very significant role in terms of delivering services to members. Assisted Ian Trotman with the conference abstracts and proposals project.

Colin Sharp - Member of the Fellows Committee, on the steering committee for the AES Governance Review and co-ordinating the Fellows Forum to be held at the Melbourne Conference.

Ralph Straton - Assisted Ian Trotman with the conference abstracts and proposals project.

Ian Trotman - Member of the Fellows Committee and led the conference abstracts and proposals project described above

### **PLANNING FOR 2007-2008**

The deferred project on Board AES Policies, Procedures and Standards may or may not be appropriate to progress in 2008. The outcome of the review of governance that was undertaken by Ted Dahms, Plum Concepts and Solutions, for the Board this year may be relevant to the Board's decision as to whether to progress this project. The Committee seeks advice from the Board concerning the continuing need for this project and any change in terms of reference that may be desirable. The full report of the Fellows Committee to the Board shows the budget carryover and timeline.

## **ETHICS**

### **COMMITTEE**

Alan Woodward: Chair (CANBERRA)

Committee members: April Bennett AND David Turner (WELLINGTON)

### **OVERVIEW OF ACTIVITIES 2006-07**

The Committee has not held any formal meetings, this year, but exchanged communication on ethics issues raised by members and provided advice in response. The Committee also provided advice to the Board on the AES Code of Ethics, identifying several sections that could be reviewed in the coming year.

## **INTERNATIONAL RELATIONS**

### **COMMITTEE**

Penny Hawkins: Chair (WELLINGTON)

Committee members: John Owen (VIC), Jessica Dart (VIC), Ganesh Ruaniyar (Nairobi)

### **OVERVIEW OF ACTIVITIES 2006-07**

Penny Hawkins has represented the AES on the International Organisation for Cooperation in Evaluation (IOCE) Board/Executive

AES Guidelines were provided free of charge to Carlton University for use in the International Program for Development Evaluation Training

Chris Milne met with a Vietnamese delegation of nine people on a URS Sustainable Development study tour from the Vietnamese Ministry of Planning and Investment under the AusAID-funded Vietnam-Australia Monitoring and Evaluation Strengthening Project (VAMESP) (23 October 2006). Penny Hawkins met with two members of the VAMESP team in Hanoi in February 2007 and encouraged them to present their work at the AES Melbourne conference. NZAID supported the Vietnamese presenters to travel to Melbourne.

John Owen spoke to a seven-member Chinese delegation is headed by the Deputy Secretary-General of China Private Enterprises Association. The main purpose of their visit was to get an understanding of the Australian evaluation system (17 October 2006).

A roundtable session on International Evaluation held at the Darwin 2006 conference

### PLANNING FOR 2007-08

- Strengthening of existing links with other organisations.
- Ongoing involvement with IOCE
- Encourage and support international delegates to attend the AES annual conference
- Liaison between the AES and international evaluation initiatives, networks and organisations
- Assistance with identifying and engaging international keynote speakers for 2008 conference

## PUBLICATIONS

### COMMITTEE

The committee has overseen the production of journals for members and developed strategies for expanding the dissemination of knowledge to members. A key outcome has been the negotiation of a contract with Elsevier to provide online subscription of evaluation and program planning to members from 2008.

John Owen: Chair (VIC)

Committee Members: Rick Cummings (WA); Delwyn Goodrick, Co-Editor *Evaluation Journal of Australasia* (VIC); Rosalind Hurworth, Co-Editor *Evaluation Journal of Australasia* (VIC); Bradley Shrimpton, Editor *E-News* (VIC); Bob Williams (WELLINGTON)

### PLANNING FOR 2007-08

By January 2008 it is expected that the website will have an online payment facility and, for members only, a password-protected area with access to two online journals.

## REPORT ON 2006 INTERNATIONAL CONFERENCE: DARWIN

The 24th International Conference was held at the Holiday Inn Esplanade, Darwin, Northern Territory, Australia. The conference ran from midday on Tuesday 5 to Thursday 7 September, 2006. Pre-conference workshops were held at the same venue on Monday 4 September and the morning of Tuesday 5 September.

The conference was attended by 244 delegates of whom 149 were members, 82 were non-members, 8 were day registrations and 5 were students. Excluding day registrations and students, 65% of delegates were members of the AES. There were 211 registered workshop attendees, 61% of whom were attending an AES workshop for the first time. Delegates working in the government sector made up 50% of the conference participants, 18% were from the academic sector, 20% from the private sector and 12% from 'other' which included not for profit/community groups.

Thirteen workshops were offered prior to the conference and twelve proceeded. Of the workshop attendees, 74% thought the workshops had provided good to very good value for money.

The keynote speakers included Dr Ray Rist, Senior Evaluation Officer in the Operations Evaluation Department of the World Bank; Professor Masafumi Nagao, Research Professor at the Centre for the Study of International Cooperation in Education in Hiroshima University, Japan; and Professor Konai Helu Thaman, Professor of Pacific Education and Culture at the University of South Pacific in Fiji.

The 2006 AES conference was considered a great success by the workshop evaluation. Delegate satisfaction with all aspects of the conference was high to very high. The conference began with a Welcome to Country by Alison Mills, Larrakia Elder, and the President's welcome by Dr Rick Cummings. The conference consisted of three plenary sessions involving the keynote speakers and responses and questions; 13 concurrent sessions with 65 papers presented and seven panels/round tables; a poster session on Tuesday afternoon; the AES Annual General Meeting on the Wednesday

afternoon; and the closing plenary session with a panel of two of the keynote speakers and one of the conference attendees, followed by a closing ceremony by the Territory Proud Youth Choir.

The 2006 conference included the cost of the conference dinner in the registration cost for the first time. This proved highly successful and 95% of conference delegates attended the dinner and the awards presentation. At the awards ceremony, it was announced that the AES is intending to introduce a new award category for evaluations conducted in the context of work with Indigenous communities.

#### **AES 2006 DARWIN CONFERENCE COMMITTEE**

Jenny Young (Convenor), Nea Harrison, Liz McDonald, Robin Knox, Kate Geyle Iain Summers, Craig Trimble (finance/budget), and Penny Hawkins (international speakers and sponsors).

The Meeting Manager was Desliens Conference & Event Management.



## REPORTS FROM THE REGIONS

### AUCKLAND

The Wellington Region is currently providing support for all New Zealand members.

### CANBERRA REGION

The main professional activities were the hosting of one to two day seminars. FaCSIA seminars formed the bulk of these. For 2007-8 the Committee are planning a broader set of seminars, workshops and meetings to complement the other evaluation activities available in the region.

Workshops and events held during the year were

- 10 & 11 July 2006: workshop with Assoc. Professor Ros Hurworth on *Qualitative Skills in Evaluation*
- 16, 17 Friday 24 November 2006: workshop with Neil Day on *Introduction to Quantitative Methods and Statistics for Evaluation*
- 16 March 2007: *Evaluation in the Pub* with Ray Rist

The Regional Committee worked with the Department of Family and Community Services and Indigenous Affairs (FaCSIA) to develop evaluation skills within that department. Two cohorts participated in a series of workshops developing a range of skills. Workshop presenters included Assoc Professor Ros Hurworth, Assoc Professor Paul Chesterton, Margaret MacDonald and Neil Day.

### COMMITTEE

Regional Representative: Margaret Macdonald (replacing David Roberts 4 May 2007).

Committee members: Graham Smith, Rosemary James, Susan Garner and Tulip Penney

### PLANNING FOR 2007- 2008

Two workshops are already planned:

- 16 July 2007: workshop with David M Fetterman on *Empowerment Evaluation - Helping Others Help Themselves: Down-to-earth tools for self-assessment in the real world*
- 14 September 2007: workshop with Dr Ross Conner on *Principles and Method for Inclusive Community-Based Evaluation*

and in October another set of 2x 2day workshops in the FaCSIA series to be conducted by Dr Patricia Rogers. The region has already begun preliminary planning for a 2008 calendar year professional development program incorporating seminars and a training program.

### NEW SOUTH WALES

The 2006-07 program had an emphasis on professional development while continuing the networking and discussion of practice issues from previous meetings.

Each session had an AES meeting, short networking session with afternoon tea and a one and a half hour professional development workshop. The workshop explores issues of interest to evaluation practitioners and to those commissioning or managing evaluations. The workshops focused on connecting theory and practice in an interactive way, and were designed to leave participants with new ideas and approaches to evaluation. The workshop/meeting program was as follows:

- 18 July 2006: *Making Judgements in Evaluation: Reflecting on Practices and Processes* with Marie Delaney, Karen Fisher and Susan Rudland
- 20 November (postponed from 17 October) 2006: *Researching the Most Researched: Lessons in Getting it Right* with Kerry Reed Gilbert, Barbara Nicholson and Terri Janke
- 13 December 2006: Planning meeting for 2007
- 21 February 2007: *Experiences in Managing Evaluations*, Anne Chamberlain and Maggie Pressnell

- 4 April 2007: *Participatory Evaluation: From Theory to Practice* with Jamee Newland, Edwina Pickering, Anne Redman and Philippa Collin
- 16 May 2007: *Evaluation Needs of Non-profit Organisations*, facilitated by Anton Mischewski; with Andrew Anderson, Karen Bevan, Jacqueline Schmied and Shan Short
- 27 June 2007: *Finding the Evaluation Theory Roots in Your Practice* with Karen Fisher, Chris Milne and Marie Delaney

One day workshops

- 21 August 2006: *'People-centred' Program Logic* with Dr Jessica Dart
- 14 September 2006: *Principles and Methods for Inclusive Community-based Evaluation* with Dr Ross Conner

## **COMMITTEE**

Regional Representative: Marie Delaney

Committee members: Anton Mischewski, Sue Cunningham and Anne Chamberlain

## **PLANNING FOR 2007-08**

Forthcoming workshop/meetings

- 15 August 2007: workshop: *Evaluation in Indigenous Communities* with Nicole Moore and Sue Cunningham
- 7 November – workshop to be confirmed
- December – Planning meeting

## **NORTHERN TERRITORY**

The Regional Group organised the AES International Conference which took place in Darwin in September 2006.

The NT conference committee met in October with the NT conference organisers to thank them for their work in organising a successful conference.

The NT regional forum group met in December 2006 at the local sailing club to celebrate the end of a successful year.

Workshops: The NT was able to access the workshops held prior to the Darwin conference.

Joint activities: Nea Harrison represented the AES on the adjudication panel for the NT Public Sector Annual Report awards. The awards were managed by the NT Public Sector Accounting Group (PSAG). The Awards are supported by Deloitte Touche Tohmatsu, the Public Accounts Committee (PAC) of the Northern Territory Legislative Assembly, the NT Auditor-General, Institute of Public Administration Australia, Charles Darwin University, the Commissioner for Public Employment, the Departments of the Chief Minister and Treasury, CPA Australia and the Australasian Evaluation Society.

## **COMMITTEE**

Regional representative: Nea Harrison

Darwin Conference Convenor: Jenny Young

Darwin Conference Committee: Kate Geyle, Robyn Knox, Elizabeth McDonald, Iain Summers

## **PLANNING FOR 2007-08**

The NT group plans to revive regular regional forums in 2007- 08. A workshop on empowerment evaluation with Professor David Fetterman will be conducted in July 2007, and it is hoped that the NT will be able to attract more international and national workshops during the year.

## QUEENSLAND

The main professional development activities continue to be the free lunchtime seminars on evaluation topics, which consistently attract attendance of 30 or more people, with the average being a little more than 40. The venue is provided courtesy of Queensland Treasury. These seminars are held monthly (February to November), and provide not only professional development but also networking opportunities. A free light lunch after each seminar is provided by the Department of the Premier and Cabinet. An increasing number of seminar participants are taking advantage of this opportunity to meet and exchange knowledge, ideas and information with others who are interested in evaluation issues.

The monthly free lunchtime seminars are used to promote the AES and its aims, and materials such as the *Guidelines for the Ethical Conduct of Evaluations* are made available to participants. These are very popular, and it is clear that they are being utilised – several Queensland Government departments refer to them in their own evaluation guidelines and framework documents.

Dr Diana Beere participated as a guest speaker in a half-day workshop with University of Queensland program evaluation students in August 2006. She used this opportunity to promote the AES and the benefits of membership, and to provide students with copies of the *Guidelines for the Ethical Conduct of Evaluations*.

The 2006-07 Seminar Program was as follows:

- June 2007: Dr Calvin Smith, *Design-focused evaluation of education and training programs* (40 participants)
- May 2007: Dr Robert Lake, *Tales from the trenches: Lessons in managing evaluations* (31 participants)
- April 2007: Kathy Corbiere, *Supporting improved performance - Evaluation as a pillar of performance management* (48 participants)
- March 2007: Dr Peter Oliver, *Beyond accountability measures: A monitoring and evaluation framework for collaborative relationships* (67 participants)
- February 2007: Terrence O'Brien, *Prevention and Early Intervention Pilot Program - Client outcomes studies* (61 participants)
- November 2006: Libby Paholski, *Tapping into the 'silent majority's' voice: The use of sample surveys in community engagement programs* (46 participants)
- October 2006: Narelle Haworth, *Racing the clock: Challenges in evaluating programs before the sunset clause expires* (22 participants)
- September 2006: Matthew Andrew, *Focus groups: When, why and how?* (attendance not recorded)
- August 2006: Dr Jeff Coutts, *The Synergy Matrix – taking the angst out of attribution in evaluation* (29 participants)
- July 2006: Ellen Vasiliauskas, *How evaluation made a difference to planning and decision making in a small community* (42 participants)

All seminars were free, open to both members and non-members, and approximately 60 minutes in length.

Workshops organised during 2006-07:

- Jessica Dart: *The Most Significant Change Technique*, 22 August 2006 (11 participants; 14 registrations)
- Ross Conner: *Principles and Methods for Inclusive Community-based Evaluation*, 12 September 2006 (20 participants)
- Jenny Neale: *Ethics and Standards in Evaluation*, 19 June 2007 (9 participants)

All regional activities are advertised by e-mail to all Queensland members and also to those on the non-member mailing list (approx 450, with approx 5 to 10 new names added every month). Advertising also occurs via the website, which is kept as up to date as possible; via AES E-News; and through informal networking and workplace e-mail distribution lists.

Membership application forms and other information about the Society are always displayed and distributed at lunchtime seminars and workshops. Participants are also encouraged to visit the AES website to obtain PowerPoint slides from seminar presentations and other information available on the Queensland page.

Seminar and workshop participants are encouraged to complete feedback sheets, where they may indicate if they are interested in AES membership and/or joining the non-member mailing list.

All new Queensland members are also contacted by the Membership Officer, usually by telephone, to welcome them to the AES and to encourage them to attend seminars, take advantage of networking opportunities, and perhaps consider presenting a seminar themselves. They are also invited to attend Regional Committee meetings at any time.

The Regional Committee recently undertook an analysis of registrations for lunchtime seminars over the past 12 months, to identify people who attend the seminars frequently but have not joined the Society. We plan to contact these people to encourage them to consider becoming members.

All feedback from seminars and workshops is collated by members of the Professional Development Sub-committee and presented to Regional Committee meetings and – in the case of workshops – to the AES Board. Reports on seminar/workshop evaluations are also provided to presenters. Every effort is made to act on suggestions for improving the professional development program.

The AES Secretariat advises when it has been unable to follow up with lapsed members, and these are then contacted, if possible, by the Queensland Membership Officer. We also conduct follow-up of members who do not renew if follow-up by the Canberra office is not possible

## **COMMITTEE**

### **To 20 June 2007**

Dr Diana Beere, Regional Representative on AES Board and PD sub-committee member; Dr June Lennie, Convenor, PD sub-committee; Patricia Régo, Membership Officer; Craig Trimble, Meeting Secretary; Garry Videroni, Meeting Chairperson; Dr Jill White, PD sub-committee member

### **From 20 June 2007**

Dr Yvonne Darlington, Regional Representative on AES Board; Dr Diana Beere, PD sub-committee member; Dr June Lennie, Convenor, PD sub-committee; Donalee Moriarty, Meeting Secretary; Patricia Régo, Membership Officer; Susan Rudland, Committee member; Craig Trimble, committee member; Garry Videroni, Meeting Chairperson; Dr Jill White, PD sub-committee member

## **PLANNING FOR 2007-08**

The Queensland regional group will be continuing monthly lunchtime seminars on evaluation topics, with speakers and topics now identified for the remainder of 2007 and well into 2008.

The Committee hopes to organise an end-of-year social event for Queensland AES members. This may include a professional development component – possibly a panel of speakers to share highlights and learnings from the AES 2007 Melbourne International Conference and any other professional development activities they have attended during the year.

Dr Diana Beere and Dr June Lennie have been invited to participate as guest speakers in a half-day workshop with University of Queensland program evaluation students in August 2007. They will use this opportunity to promote the AES and the benefits of membership, and to provide students with copies of the *Guidelines for the Ethical Conduct of Evaluations*.

## **SOUTH AUSTRALIA**

The South Australian Committee has planned bi-monthly seminars which provide the opportunity for professional development and networking for member and non-members. The number of attendees fluctuates and is usually in the order of 10 or more. Fliers on the event are sent to a range of non-members who may have an interest in the topic.

Work has occurred on two papers focussed on raising the profile and importance of implementing systemic evaluation practices in the SA Public service. These will be reported on in the next Annual Report and a copy of the upcoming submission to the SA Government Reform Commission circulated to local members and the Board prior to submission in late 2007.

## 2006-2007 Program

- 26 July 2006, One day workshop: *Introduction to the Most Significant Change Technique* with Dr Jessica Dart
- 23 August 2006, Seminar: *Challenges and Applications of Evaluation in Local Government* with Debra Just, General Manager Strategy and Policy, City of Onkaparinga
- 25 October 2006, Seminar: *The Best of the Best; Highlights of the AES 2006 Conference*
- 7 December 2006, Seminar: *How Oral History might enhance Evaluation Practice* with Win Haseloff, Associate Researcher (Adjunct), de Lissa Institute of Early Childhood and Family Studies Research Group, UniSA
- 7 March, 2007 program launch and Seminar: *SA Government Reform: A Role for Evaluation?* with Dr Tom Stubbs, Chief Executive of the SA Government Reform Commission
- May, Seminar: *Program Evaluation for Healthier Communities* with Dr Michelle Jones

The presentations have been posted to the SA section of the AES website.

### Committee

Acting Regional Representative: Anne Bosio

Committee members: John Lawrence, Dennis List and Keryn Hassell

### Planning for 2007-2008

- July, Seminar: *Welfare Reform: More Hype than Help?*
- August, Seminar: *Evaluation in Elite Sport: Separating Fantasies and Fibs from the Facts*
- October, Seminar, *International AES Conference Highlights*
- November, Workshop: *Evaluating Indigenous Health: Why have we failed? Where can we improve?*
- December, End of Year Gathering: *Should Eating and Drinking be Evaluated?*

## TASMANIA

A highly successful Evaluators' Forum was held in Hobart on 25 August 2006, and attracted 50 participants. It aimed to raise the profile of evaluation in the state through creating a dialogue about the discipline. The speakers canvassed intermediate topics in evaluation; from the planning stage, to execution and reporting. The presentations were engaging and useful to practitioners in the private, government, education and community sectors.

Presenters included:

- Kathy Kuryl, Program Manager, Department of Premier and Cabinet
- Simon Andrews, Senior Auditor, Tasmanian Audit Office
- Geoff Fisher, Assistant Director, Tasmanian Audit Office
- Professor Frank Vanclay, Research Fellow, Tasmanian Institute of Agricultural Research
- David O'Brien, Assistant Director, Australian Bureau of Statistics
- Dr Ray Rist, Senior Evaluation Officer, World Bank

The Forum was organised by Thomas Hay, with assistance from the AES Office.

## VICTORIA

The Victorian Committee has focused on holding monthly seminars which provide the opportunity for professional development and networking for member and non-members. Numbers attending these seminars have on average continued to increase over the year, as have the number of non-members who attend and ask to be added to the mailing list.

Many committee members have been actively involved in the conference working committee. Given this commitment, and that workshops will be held as part of the AES conference, the committee decided to not organise workshops in Melbourne during the first half of 2007 year. However, the committee did promote the workshops organised by the AES Secretariat.

### SEMINARS CONDUCTED IN 2006-07

- 24 August 2006: *Establishing an Internal Government Evaluation Support Unit*, Dr Daren Harris (Department of Human Services, Victoria)
- 11 September 2006: *Making Aid Work for Education – NGO and University Collaborations for Aid Effectiveness – a progress report from Japan*, Professor Masafumi Nagao (Hiroshima University)
- 24 October 2006: *Evaluation and Implementation: Reflections from Project Experience*, Dr Inez Dussuyer (Ombudsman Victoria)
- 15 February 2007: Panel: *Engaging Hard-to-reach Groups*, Debbie King (Success Works), Dr Jennifer Johnston, Bridget Roberts (Turning Point Alcohol and Drug Centre), and Ranjit Bhagwandas (CRS Australia) (25 participants)
- 20 March 2007, *The Ombudsman as a Contributor to Evaluative Knowledge*, Mr Stephen Mumford, Acting Assistant Ombudsman (30 participants)
- 19 April 2007, *Multi site, Multi level evaluations*, Dr John Owen, Melbourne University (35 participants)
- 15 May 2007: *New Approaches to M&E Design in Development*, Paul Nicholls, Praxis (42 participants)
- 21 June 2007: *Governance and Reporting, Darren Harris, DHS Evaluation Unit Evaluation* (30 participants)

The seminar series added names to the region's e-mail publicity list.

### WORKSHOPS CONDUCTED IN 2006-07

- Friday 14 July 2006: *'People-centred' Program Logic* with Dr Jessica Dart
- Monday 7 August 2006: *Introduction to the Most Significant Change Technique* with Dr Jessica Dart

### JOINT ACTIVITY

- 12 September 2006: *Can Internal Evaluation Lead to Organisational Improvement – the case of schools in Japan*, with Professor Masafumi Nagao (Hiroshima University) and Naoko Tabata (Melbourne University), held in conjunction with RMIT and World Vision

### OTHER ACTIVITIES

#### Communication

- Committee member (Jann Milic) sends welcoming emails to all new AES members in Victoria.
- New people on our non-members mailing list are also sent a welcoming email, and invited to contact us regarding the benefits of becoming involved as AES members.
- Summary minutes from seminars are placed on the regional page of the AES website. This was motivated by a need to improve communication with regional members.
- Members have promoted the AES through other forums (for example running a workshop on evaluation on a voluntary basis for participants in a multi-cultural environmental leadership program in Melbourne (April 14); presenting to Chinese delegates on a visit to Melbourne).
- The Coordinator has contacted organisers of the Community of Interest of Victorian evaluators in the public sector about ensuring synergies between the two networks. This network is understood to be coordinated by the Department of Primary Industries. Dates and topics of planned Victorian AES seminars were provided in advance to the Community of Interest organisers.



### Group management

- Guidelines have been prepared to assist committee members organising monthly seminars. This includes a template for the flyer and a 'thank you' certificate for speakers. The guidelines of the Queensland committee were gratefully modified for the Victorian committee.

### COMMITTEE

Regional Representative: Jessica Kenway

Secretary: Bridget Roberts

Committee members: Lynda Berends, Inez Dussuyer, Shaymaa Elkadi, Debbie King, Jann Milic, Cheryl Reed, Anthea Rutter, Pam St Leger, Jerome Winston

### PLANNING FOR 2007-08

Seminar topics have been planned till the end of 2007. Activities and focus for next year will be undertaken by the new committee.

## WELLINGTON

### ACTIVITIES DURING 2006-07

- August 2006: Wellington Evaluation Group (WEG) breakfast – held at a downtown cafe – no set agenda but an opportunity for Wellington evaluators to meet and catch up (approximately 20 attendees)
- November 2006: Seminar: Ann Braun (NZAid) presented on *Participatory Evaluation in a Development Context* (25 attendees)
- September 2006: AES/ WEG workshop with Ray Rist on *How to Design and Build a Results-based Monitoring and Evaluation System* (29 attendees)
- March 2007: WEG breakfast – held at a downtown cafe – no set agenda but an opportunity for Wellington evaluators to meet and catch up. The breakfasts tend to be very popular (22 attendees)
- April 2007: Seminar: Konai Helu Thaman's talk wove stories about her life, with background to, and description of, the kakala research framework. This approach is based on the traditional process of making and giving away fragrant flower garlands. Her fascinating talk attracted a number of Pacific Island researchers and evaluators who attended their first WEG seminar (21 attendees)
- May 2007: AES/WEG workshop: Jessica Dart: *'People-centred' Program Logic* (26 attendees)
- June 2007: Seminar: Kate McKegg (The Knowledge Institute) and Melissa Weenink (Ministry of Education) shared examples of tools they have been using to create conditions for an effective 'evaluation system' to operate within the Ministry of Education (50 attendees)

### STUDENT POSTER COMPETITION

Wellington once again offered a scholarship to a Wellington postgraduate student, whose research is in the area of evaluation, to attend and present a poster at the AES 2006 conference. The scholarship was awarded to Aliitasi Tavila.

### COMMITTEE

Convenor: Penny Hawkins

Committee: Bob Williams, Membership Officer; Nan Wehipeihana, Treasurer; Liz Smith, Events Coordinator; Mathea Roorda, Regional Representative; David Turner and Jenny Neale

### PLANNING FOR 2007-08

- 30 August 2007: AES/WEG workshop, *Principles and Methods for Inclusive Community-based Evaluation*, with Dr Ross Conner

- 10 October 2007: WEG networking breakfast
- 8 November 2007: WEG seminar on *Cost-Benefit Analysis: An Evaluator's Approach to Cost Benefit for Social Development Programs* with Kate Averill

## WESTERN AUSTRALIA

The main activity has been planning for the 2008 AES Conference in Perth. For 2007 it was planned to hold fewer seminars and workshops than previously and to focus on improving attendance through more effective promotion of events.

A survey of the needs and interests of AES members in WA was conducted with the assistance of Murdoch University. The promotion of the 2008 AES Conference to be held in Perth is one strategy to attract members.

Members of the WA Committee met with Australian Public Service Commission (APSC) to promote the work of the AES in WA and to consider the feasibility of joint events in the future. The APSC agreed to assist with the promotion of AES events through distribution through its networks. The possibility of APSC sponsorship for the Perth conference in 2008 was discussed.

### SEMINARS HELD DURING 2006-07

- 17 August 2006: Professor Philip Jennings, *Is Renewable Energy Sustainable?*
- 23 November 2006: Bill Grace and Jenny Pope, *How do we Measure and Evaluate Progress towards Sustainability?*
- 28 March 2007: Peter Wilkins, *Evaluation on the International Stage – Observations and Traveller's Tales* (22 participant)
- 9 May 2007: Rick Cummings, *Measuring Program Impact to Influence Stakeholders* (39 participants)

### WORKSHOPS HELD DURING 2006-07

- *Rethinking the Use of Evaluation Studies* with Dr Rick Cummings
- *Design of Impact Evaluation Studies* with Dr Ralph Straton

### JOINT VENTURES HELD DURING 2006-07

- 8 September 2006: *Forum on Evaluation & Democracy* with Dr Ray C Rist, held in conjunction with Curtin University of Technology and IPAA WA Division
- 18 September 2006: *Breakfast and half day seminar on Policymaking*, with Dr Andrew Leigh, held in conjunction with IPPA WA Division

### COMMITTEE

Regional Representative: John Scougall

Seminar/Workshop Convenor: Athol Prior

Conference Convenor: Gaye McKenzie

Committee/Conference Committee members, Christina Ballantyne, Carina Calzoni, Rosemary Cant, Rick Cummings, Lesley Millar, Ralph Straton, Karen Trimmer, Anna Wildy

### PLANNING FOR 2007-08

The main planning activities relate to the 2008 AES conference.

Current events planned include:

- 23 August 2007: seminar, Lyne Acacio & Robert Fitzgerald, *Overcoming Indigenous Disadvantage*
- 17 September 2007: workshop, *Principles and Methods for Inclusive Community-Based Evaluation* with Dr Ross Conner
- November 2007: seminar, Rosemary Cant, *Evaluation of the Gordon Inquiry Initiatives*



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## THE SOCIETY'S CORPORATE GOVERNANCE

### HOW THE SOCIETY IS GOVERNED

The Australasian Evaluation Society is governed by a network of regional and specialist committees. A board of management provides overall governance and is vested with the ultimate authority over the Society's affairs. The network comprises hundreds of members who work with the Board to achieve the Society strategic and business plans.

### ACCOUNTABILITY OF THE BOARD

The Board is accountable to the Society's membership. All members of the Board must adhere to the requirements of the Associations Incorporations Act 1991 (Australian Capital Territory) and the provisions set out in the Society's Constitution and Policies.

### APPOINTMENT OF THE BOARD

The Board make-up comprises the Executive, Regional Representatives and up to 5 other positions appointed by the Executive and Regional Committees reflecting major committees of specialist advice to assist in the functioning of the Board. The Executive is comprised of the 4 office bearers positions of President, Vice-President, Secretary and Treasurer, plus up to an additional 3 positions nominated by the Board.

The Executive is elected annually by the membership. Regional representatives are appointed from members within substantial geographic regions, eg. States and or regional areas, recognised by the Board as having sufficient members to enable the furtherance of the society's aim, including at least one each from Australia and New Zealand.

Members of the Board shall not hold the same position for more than three consecutive terms, except for the Secretary and Treasurer who may stand for one additional term with the approval of the Board.

### ROLE OF THE BOARD

While the Board has overall management and control of the Society, it is subject to the provisions of the *Associations Incorporation Act 1991* and the *AES Constitution*, and may delegate certain operational powers to committees and regions. All Board positions are unpaid. Board members direct costs of involvement with the Society in pursuing its aims and objectives are reimbursed.

### THE BOARD MEETING AND REQUIREMENTS

In 2006-2007 there were 2 Executive meetings and 5 full Board meetings. Under the Society's Constitution a quorum for the transaction of the business of a meeting of the Board shall be 50% of the members of the Board. All meetings of the Executive and Board were quorate in 2005-6.

### COMMITTEES

At the start of 2006-2007 there were 5 standing committees of the Board; Ethics; Awards, Publications; International Relationships and the Darwin 2006 Conference Committee. After the 2006 AGM the Melbourne 2007 Conference Committee replaced the Darwin Conference Committee.

### INDEMNITY OF THE BOARD

In accordance with the Association Incorporations Act and the Society's own Policies, the AES has directors and officers insurance and professional indemnity for all Board members.

## WHO WE ARE GOVERNED BY: THE AES BOARD

### EXECUTIVE

#### **Rick Cummings, President**

Rick is Senior Lecturer of institutional research and evaluation in the Teaching and Learning Centre at Murdoch University. He has over 26 years of experience in public sector management, policy research and program evaluation mainly in education and health. Rick has been a member of the AES Executive since 2001.

#### **Jenny Neale, Vice President**

Jenny is an Associate Professor and Head of the School of Social and Cultural Studies at Victoria University of Wellington. She has over 25 years experience in research and evaluation practice. As well she has over fifteen years of teaching in the area to postgraduate students from the public, private and community sectors. Jenny joined the Executive in 2004.

#### **Anne Markiewicz, Secretary to 22 March 2007**

Anne joined the Executive in 2005 and has been operating as an independent evaluation consultant for the past 10 years. Anne specialises in the evaluation of social and health policies and programs targeted to meet the needs of disadvantaged and vulnerable communities. She has specific expertise evaluating programs in the fields of family well being, youth issues, aged care, disabilities, Indigenous issues and issues facing culturally and linguistically diverse communities.

#### **Diana Beere, Secretary from 22 March 2007**

Diana has been a member of the Board since June 2004, as Queensland Regional Representative until taking on the role of Secretary. She works for the Queensland Government as the Senior Evaluation Officer at Multicultural Affairs Queensland, and has previous experience in evaluation, research and policy work in the fields of policing and crime prevention and education.

#### **Graham Smith, Treasurer**

Graham joined the Executive in January 2006, after an earlier period as Canberra regional representative. He has experience in several types of review: operations research, performance audit and risk management as well as evaluation. He is currently a senior manager with Protiviti, a risk and audit consulting firm.

#### **Nan Wehipeihana, Fifth Executive member to 5 September 2006**

Nan joined the Executive in May 2004 after accepting the Board's invitation to take up the strategic initiatives position. Nan is an independent evaluator and specialises in public sector programme and policy evaluation. Nan has over 11 years research and evaluation experience and has a particular interest in evaluation practice as it relates to Māori and other indigenous cultures.

**BOARD MEMBERS ATTENDANCE AT MEETING**

<b>Name</b>	<b>Executive</b>	<b>Board</b>
Rick Cummings	2	5
Jenny Neale	2	5
Anne Markiewicz	1	5
Diana Beere	1	5
Graham Smith	1	4
Nan Wehipeihana		2
Graeme Harvey		4
Penny Hawkins		3
John Owen		3
David Turner		1
Jenny Young		3
Marie Delaney		4
Peter Bycroft		4
Nea Harrison		4
David Roberts		3
John Scougall		2
Jessica Kenway		2
Mathea Roorda		2

**AES ADMINISTRATION**

Judy Pearce, Administrator

## AES FINANCES

The following should be read in conjunction with the Statutory Statements (pages 27 to 36). Statutory Statements are prepared on a full accrual accounting basis and in accordance with applicable Australian Accounting Standards and the requirements of the *Associations Incorporation Act 1991* (ACT) and the audit opinion is included according to these standards.

### TREASURER'S REPORT FOR 2006 – 07

#### INTRODUCTION

The key part of this report is the financial statements, which follow. There were also some other issues during 2006-07 that fell within the Treasurer's responsibilities, and these are discussed below.

During the year, we further considered our taxation status. We self-assessed as being income tax exempt in February 2007, after considering material available from the Australian Taxation Office (ATO). However, in order to provide further assurance to members and protect the Society, we also prepared an application to the ATO for a private ruling to confirm this self-assessment. Subsequently, the ATO confirmed that we are eligible for the tax concession because we are eligible, based on established precedents, to be considered a charitable organisation. On the invitation of the ATO, a formal application to be registered as a charity was submitted, but at the time of writing had not been formally approved.

There have also been significant developments during the year in our consideration of corporate governance. As discussed elsewhere, the Society commissioned a major review of our governance by Ted Dahms of Plum Concepts and Solutions, and the implications of this will be worked through in the coming year. Partly because of this review, work on development of the risk management structure and on delegations has been put on hold so that it can be considered in the context of the larger picture put forward by the review consultant.

#### FEATURES OF THE 2006-07 RESULTS

This part of the report discusses some aspects of the 2006-07 results, and comments on possible trends. As for last year, the report is somewhat abbreviated, as there has been very little time between the receipt of the audited financial statements and the need to produce this report.

The Society's overall operating result for the year 2006-07 was a surplus of \$52 429 compared with a loss of \$12 695 in 2005-06, and a budgeted loss of \$42 650.

The major reason for the substantially improved financial result was the large increase in special projects and regional workshops, which contributed about \$10 000 more than forecast (\$36 612 compared with \$27 000), and the surplus from the Darwin Conference of over \$50 000, when the budget had conservatively expected the conference to break even. Also contributing to the better than forecast results were membership receipts being higher than expected, and membership services and administration costs being somewhat lower.

#### SPECIAL PROJECTS AND REGIONAL WORKSHOPS

During the year, there was a series of linked workshops presented in Canberra for the Department of Families, Community Services and Indigenous Affairs (FaCSIA), and these produced a surplus of around \$29 000 based on expenditures of around \$140 000.

There was also a major activity in support of the International Program for Development Evaluation Training in conjunction with the 2006 Darwin conference. This was held on a cost-recovery basis, and involved costs and returns of around \$50 000. Because of the large flows of cash involved, with expenses being incurred before income was received, there was the necessity to move some money from our investment account to cover the cash shortage. Our possession of large reserves provided the buffer which meant that these occurrences were nothing more than a minor hiccup to the finances of the AES. Indeed, the accounts record at Note 6 that at 30 June 2007, there was the large amount of \$57 913 owing to the Society, this being mostly money owed at the time by FaCSIA.

The overall workshop program (other than these activities) made a small profit of some \$8000, which was less than forecast. Some workshops made a substantial profit, but others made an overall loss. This is no major issue – we are a non-profit society, and would expect to have a balance of income and expenditure overall, and the main objective is to spread knowledge and assist members.

Several lessons can be learned from the special projects and workshop program for 2006-07.

- Although we do not wish to pass up major opportunities just because they involve large outlays (for large returns) we should be more cautious and apply some risk management and ensure that our contractual rights are protected and that cash flow is manageable before entering into these arrangements. The Board has identified the need to put in place tighter contractual and financial management processes to reduce the risk of this occurring in the future.
- There are opportunities for better planning, marketing and conduct of workshops in order to maximise attendance and minimise losses. The Board has commenced an annual planning process for workshops.

The net assets of the Society increased as a consequence of the surplus during the year, and now stand at \$240,349 compared with \$187,919 twelve months ago. The Society continues to have substantial assets that provide security in the case of a bad financial year.

### OUTLOOK 2007- 08

The Society is budgeting for a deficit of around \$42 000 in 2007-08. The main changes expected for 2007-08 compared with the actual 2006-07 results include a return to a more normal level of activity in special projects, and insertion of the 'standard' conference surplus of \$20 000 compared to the actual Darwin surplus. This is considered a reasonable estimate given the most recent information on the Melbourne conference budget. However, it is recognised that over the years we have consistently underestimated the returns from conferences, which have averaged about \$35 000. The position will be reviewed after the Melbourne conference.

On the expenses side, major increases are forecast for publications, due to plans to offer the on-line Journal of Evaluation and Program Planning free to members, and for Indigenous sponsorships to attend the Melbourne conference. These two initiatives in themselves contribute to \$37 000 of the forecast deficit of \$42 390. They can be considered as returning to members and the evaluation community some of the surplus in the 2006-07 year.

Budgeting for Membership Services and Regional Activities are retained at about the level of the previous year, despite these items of expenditure being traditionally underspent. This is to retain flexibility in, for example, the regional activities budget so that each region has the facility to spend up to \$500 without further approval.

### CONCLUSION

The financial result for 2006-07 was considerably better than expected and continues the trend of past years. As a result, the budget for 2007-08 envisages a return of the surplus from 2006-07 to members and the wider evaluation community. If the forecast loss is realised, then the Society will have to reconsider income and expenditure for subsequent years.

The detailed financial statements follow. They include:

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Graham Smith

Treasurer  
24 August 2007

## OVERVIEW OF FINANCIAL RESULTS BY AES ACTIVITY – 5 YEAR COMPARISON

	2006-07	2005-06	2004-05	2003-04	2002-03
<b>Income</b>					
Membership	84981	79795	82910	66683	64583
Interest	8892	7259	7450	3571	3475
Publicatiuons	13567	10356	9155	9311	6986
Special Projects	217834			6745	
Workshops	59724	53122	49301	42005	21457
Net Conference Income	51194	29716	59259	56295	27654
Miscellaneous	3	-11			1
<b>Total Income</b>	<b>436195</b>	<b>180237</b>	<b>208075</b>	<b>184610</b>	<b>124156</b>
<b>Expenses</b>					
Publications	19103	23682	20410	13623	21858
Special Projects	189083			6517	
Workshops	51863	36280	21923	28659	11368
Membeship services	14995	21524	9305	7073	10499
Regional Activities	1897	2645	1838	1318	2300
Governance	41713	39112	25301	24519	21246
Administration	64842	69430	65859	60872	48319
Adjustment for depreciation	270				
<b>Total Expenses</b>	<b>383766</b>	<b>192673</b>	<b>144636</b>	<b>142581</b>	<b>115590</b>
<b>Profit (Loss)</b>	<b>52429</b>	<b>-12436</b>	<b>63439</b>	<b>42029</b>	<b>8566</b>

## BOARD REPORT

Your Board members submit the financial report of the Australasian Evaluation Society Incorporated for the financial year ended 30 June 2007.

### Board Members

The names of each person who was as a member of the Board during the year ended 30 June 2007 or at the date of this statement are:

Dr Rick Cummings	President	Mr Peter Bycroft
Dr Jenny Neale	Vice-President	Ms Jenny Young (to 5 September 2006)
Dr Diana Beere (and as Secretary from 22 March 2007)	Secretary	Ms Nan Wehipeihana (to 5 September 2006)
Mr Graham Smith	Treasurer	Mr David Turner (to 5 September 2006)
Ms Anne Markiewicz (Secretary to 22 March 2007)		Mr David Roberts (to 4 May 2007)
Dr Graeme Harvey		Ms Jessica Kenway (from 7 September 2006)
Ms Penny Hawkins		Ms Mathea Roorda (from 7 September 2006)
Dr John Owen		Ms Anne Bosio (from 7 September 2006)
Mr John Scougall		Mr Alan Woodward (from 5 February 2007)
Ms Nea Harrison		Ms Margaret McDonald (from 4 May 2007)
Ms Marie Delaney		Dr Yvonne Darlington (from 20 June 2007)

### Principal Activities

The principal activities of the Society during the financial year were to:

- provide education and training in matters related to evaluation;
- recognise outstanding contributions to the theory and/or practice of evaluation;
- establish and promote ethics and standards in evaluation practice;
- provide a forum for the discussion of ideas including society publications, seminars, workshops and conferences;
- link members who have similar evaluation interests;
- act as an advocate for evaluation; and
- other activities consistent with the above aims

### Significant Changes

There was no significant change in the state of affairs of the Society during the year.

### Operating Result

The net surplus of the Society for the year ended 30 June 2007 was \$52,429 (2006: \$12,695 deficit).

### Financial Position

In the opinion of the Board, the accompanying financial report presents fairly the financial position of Australasian Evaluation Society Incorporated as at 30 June 2007 and its performance for the year ended on that date in accordance with Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board.

In the opinion of the Board, at the date of this statement, there are reasonable grounds to believe that Australasian Evaluation Society Inc. will be able to pay its debts as and when they fall due.

Signed in accordance with the agreement of the Board members this 23 August, 2007



(Board Member)



## INDEPENDENT AUDIT REPORT



Tell Meek, 50-57 Constitution Avenue,  
Canberra ACT 2612

Phone: (01) 2 0241 0303  
Fax: (01) 2 6239 6101

### INDEPENDENT AUDIT REPORT

To the Members  
Australasian Evaluation Society Incorporated  
(ABN 13 886 280 588)

#### Scope

##### *The financial report and responsibility of the Board*

The financial report comprises the Balance Sheet, Income Statement, Cash Flow Statement, Statement of Changes in Equity and accompanying notes 1 to 15 for Australasian Evaluation Society Incorporated (the Society) for the year ended 30 June 2007.

The Board is responsible for the preparation and true and fair presentation of the financial report in accordance with the provisions of the *Associations Incorporation Act 1991* of the Australian Capital Territory and the constitution of the Society. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

##### *Audit approach*

We conducted an independent audit in order to express an opinion to the members of the Society. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the *Associations Incorporation Act 1991* of the Australian Capital Territory, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Society's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by management and the Board.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

#### Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

All entities of Bentley & Co. are a subsidiary of Bentley & Co. Pty Ltd (Bentley & Co.), which is a member of Moore's Trusts, an unincorporated association of independent accounting firms throughout Australia. The firm providing the Bentley & Co. audit is independent. The member firms of those associations are affiliated only and not independent.





1st Floor, 66-67 Constitution Avenue  
Campbell ACT 2602

Phone 45 2 0246 3300  
Fax 45 2 0239 6 66

#### Qualification

It is not practicable for the Australasian Evaluation Society Incorporated to maintain an effective system of internal control over cash received from conference and membership activities until their initial entry into the accounting records. Accordingly, our audit is limited to amounts recorded as received in the accounting records of the Society.

#### Qualified Audit Opinion

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the limitation described in the qualification section above not existed, the financial report of the Australasian Evaluation Society Incorporated:

- gives a true and fair view of the financial position of the Society at 30 June 2007 and of its performance for the year ended on that date, and
- is presented in accordance with the *Associations Incorporation Act 1991* of the Australian Capital Territory, Accounting Standards and other mandatory financial reporting requirements in Australia.

#### Matters Relating to the Electronic Presentation of the Audited Financial Report

This audit report relates to the financial report of the Society for the year ended 30 June 2007 included on the Association's web site. The Board is responsible for the integrity of the Society's web site. The audit report refers only to the financial report named above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of this audit report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.

ASCENT AUDIT PTY LTD  
Authorised Audit Company

A handwritten signature in blue ink, appearing to read "Eric Hummer".

Eric Hummer  
Director

Dated: 23 August 2007

A member of the Big 4, an association of independent reporting firms (the group audit), a member of the Australian Registered Auditors Association (ARAA) and a member of the International Auditing and Taxation Association (IAA) and a member of the International Federation of Accountants (IFAC). The firm's strategies (see page 17) are disclosed below to the company. The financials of all associated entities are all final only and not in draft form.

**INCOME STATEMENT****FOR THE YEAR ENDED 30 JUNE 2007**

	Note	2007 \$	2006 \$
Revenue from ordinary operations	<u>2</u>	593,028	314,296
Cost of sales - publications		(19,103)	(23,683)
Membership services		(14,995)	(21,523)
Special projects		(189,084)	
Regional activities		(55,789)	(38,925)
Administration and governance		(106,899)	(108,795)
Conference costs		(154,729)	(134,065)
Net surplus / (deficit) from ordinary activities		<u>52,429</u>	<u>(12,695)</u>

**BALANCE SHEET****AS AT 30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	<u>5</u>	148,185	176,762
Receivables	<u>6</u>	64,195	421
Other	<u>7</u>	55,265	16,515
<b>TOTAL CURRENT ASSETS</b>		<u>267,645</u>	<u>193,698</u>
<b>NON CURRENT ASSETS</b>			
Computer and office equipment	<u>8</u>	174	217
<b>TOTAL NON CURRENT ASSETS</b>		<u>174</u>	<u>217</u>
<b>TOTAL ASSETS</b>		<u>267,819</u>	<u>193,915</u>
<b>CURRENT LIABILITIES</b>			
Payables	<u>9</u>	9,079	4,631
Unearned revenue	<u>10</u>	18,391	1,365
<b>TOTAL CURRENT LIABILITIES</b>		<u>27,470</u>	<u>5,996</u>
<b>TOTAL LIABILITIES</b>		<u>27,470</u>	<u>5,996</u>
<b>NET ASSETS</b>		<u>240,349</u>	<u>187,919</u>
<b>EQUITY</b>			
Retained surplus		240,349	187,919
<b>TOTAL EQUITY</b>		<u>240,349</u>	<u>187,919</u>

The accompanying notes form part of these financial statements.

**CASH FLOW STATEMENT****FOR THE YEAR ENDED 30 JUNE 2007**

	Note	2007 \$	2006 \$
Operating activities			
Receipts from members and customers		455,110	336,859
Interest and dividends received		8,892	7,258
Payments to employees and suppliers		(492,352)	(356,133)
Net cash generated (used)	<a href="#">13(a)</a>	<u>(28,351)</u>	<u>(12,017)</u>
Investing activities			
Payments for computers and software		(226)	
Net cash generated (used)		<u>(226)</u>	
Net movement in cash and cash equivalents		(28,577)	(12,017)
Cash and cash equivalents at beginning of year		176,762	188,779
Cash and cash equivalents at end of year	<a href="#">5</a>	<u>148,185</u>	<u>176,762</u>

**STATEMENT OF CHANGES IN EQUITY****FOR THE YEAR ENDED 30 JUNE 2007**

	2007 \$	2006 \$
Balance at beginning of the year	187,919	200,614
Net surplus / (deficit) for the year	52,429	(12,695)
Movements in reserves	-	-
Balance at end of the year	<u>240,349</u>	<u>187,919</u>

The accompanying notes form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2007

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#### Note 1: Statement of Accounting Policies

This general purpose financial report has been prepared in accordance with Australian accounting standards, Urgent Issues Group Abstracts and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act 1991 of the Australian Capital Territory. The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

Any new Accounting Standards that have been issued but are not yet effective at balance date have not been applied in the preparation of this financial report. The possible impacts of the initial application of these Accounting Standards have not been assessed.

The financial report covers the Australasian Evaluation Society Incorporated ("the Society") as an individual entity. The Society is an association incorporated in the Australian Capital Territory under the Associations Incorporation Act 1991.

Australian Accounting Standards require a statement of compliance with International Financial Reporting Standards (IFRSs) to be made where the financial report complies with these standards. Some Australian equivalents to IFRSs and other Australian Accounting Standards contain requirements specific to not-for-profit entities that are inconsistent with IFRS requirements. The Society is a not for profit entity and has applied these requirements, so while this financial report complies with Australian Accounting Standards including Australian Equivalents to International Financial Reporting Standards (AEIFRSs) it cannot make this statement.

The following is a summary of the significant accounting policies adopted by the Society in the preparation of this financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### Basis of Preparation

##### Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs.

##### (a) Computers and office equipment

Each class of computers and office equipment is carried at cost less depreciation and impairment losses. Computers and office equipment are measured on the cost basis.

The carrying amount of computers and office equipment is reviewed annually by management to ensure it is not in excess of the remaining service potential of these assets.

The depreciation amount of all assets are depreciated on a straight line basis over the useful lives of the assets to the Society commencing from the time the asset is held ready for use.

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

<i>Class of assets</i>	<i>Rate</i>
Furniture and equipment	100%
Computers and software	40%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance date.

##### (b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and deposits held at call with banks or financial institutions.

##### (c) Cash flows

For the purposes of the statement of cash flows, cash includes cash on hand, travellers cheques, cash at bank, bank overdrafts and bank bills maturing within one year.

**(d) Foreign currency transactions and balances**

Foreign currency transactions during the year are converted into Australian currency at the rate of exchange ruling at the date of the transaction. Amounts receivable and payable in foreign currencies at balance date are converted at the rates of exchange ruling at that date. All exchange differences are brought to account in the balance sheet of the financial year in which they arise.

**(e) Income tax**

No provision for income tax has been made in the financial report, as the Society has self assessed as exempt from income tax.

**(f) Comparative information**

Where appropriate, comparative information has been reclassified to assist in the understanding of the financial report.

**(g) Revenue recognition**Membership subscriptions

Membership fees are payable annually in advance and are due on the anniversary of the month of joining. Membership fees are treated as income when the subscription is received except to the extent that the membership exceeds one year. Income received in respect of memberships exceeding one year are carried forward as income in advance (current liability) and recognised in the subsequent period. Fees received from new members whose membership has not been approved prior to year end are brought to account as income in advance (current liability) and carried forward to the year in which the membership is approved.

Conference and seminar income and expenditure

Events income and expenditures are recognised in the year that the event is held. Event income and expenditure which is received or expended prior to year end, but which relates to an event to be held after year end, is recognised as conference income in advance (current liability) and conference prepaid expenses (current or non-current asset) and is carried forward to the year in which the event is held.

Where conference administration is outsourced, income received and expenditure incurred by the conference organiser prior to year end, but which relate to a conference to be held after year end, have not been recognised. Gross income and expenditure is recognised regardless of whether the conference administration is outsourced once the conference has been completed.

Interest revenue

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Other revenues

Revenues are recognised when the applicable goods and services have been provided and the income earned.

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

**(h) Goods and Services Tax**

All revenue and expenses are stated net of the amount of goods and services tax, except where in the amount of goods and services tax incurred is not recoverable from the Australian Taxation Office. In these circumstances the goods and services tax is recognised as part of the cost acquisition of the asset or as part of an item of the expense. Receivables and payables in balance sheet are shown inclusive of goods and services tax.

**(i) Impairment**

At each balance date, the Society reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. As a not-for-profit entity, value in use for the Society according to AASB 136 Impairment of Assets, is depreciated replacement cost. Any excess of the asset's carrying value over its recoverable amount is written off to the income statement.

**(j) Critical accounting estimates and judgements**

The board evaluates estimates and judgements 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 Society.

**Key estimates - Impairment**

The Society assesses impairment at each reporting date by evaluating conditions specific to the Society that may lead to impairment of assets. Should an impairment indicator exist, the determination of the recoverable amount of the asset may require incorporation of a number of key estimates. No impairment indicators were present at 30 June 2007.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2007

**Note 2: Revenue from Ordinary Activities**

	2007 \$	2008 \$
<i>Operating activities:</i>		
Revenue from sale of goods:		
Publications	13,567	7,796
Total revenue from sale of goods	<u>13,567</u>	<u>7,796</u>
Revenue from services:		
Membership fees	84,981	82,355
Special projects	217,835	-
Regional Activities	61,754	53,110
Conferences	205,999	163,377
Sponsorship	-	400
Total revenue from services	<u>570,569</u>	<u>299,242</u>
Total revenue from operating activities	<u>584,136</u>	<u>307,038</u>
<i>Non-operating activities:</i>		
Interest	8,892	7,258
Total revenue from non-operating activities	<u>8,892</u>	<u>7,258</u>
Total revenue from ordinary activities	<u>593,028</u>	<u>314,296</u>

**Note 3: Expenses From Ordinary Activities**

Depreciation of computers and software	269	257
--	-----	-----

**Note 4: Auditors' Remuneration**

Remuneration of the auditor for:

• auditing or reviewing the financial report	3,900	3,278
• other services	2,000	1,000
	<u>5,900</u>	<u>4,278</u>

**Note 5: Cash and cash equivalents**

Cash at bank	33,270	67,982
Cash on deposit	114,715	108,580
Cash on hand	200	200
	<u>148,185</u>	<u>176,762</u>

**Note 6: Receivables**

CURRENT		
Trade and other debtors	57,913	421
Receivable from joint workshop	5,200	-
Accrued interest	1,082	-
	<u>64,195</u>	<u>421</u>

**Note 7: Other Assets**

CURRENT		
Prepaid conference expenses	51,680	13,517
Other prepayments	3,585	2,998
	<u>55,265</u>	<u>16,515</u>

**Note 8: Computer and Office Equipment**

	2007 \$	2008 \$
Office equipment, at cost	489	489
Accumulated depreciation	(489)	(489)
	-	-
Computers and software, at cost	1,140	914
Accumulated depreciation	(966)	(697)
	174	217
	174	217

*Movements in carrying amounts:*

Movement in the carrying amounts for each class of computers and office equipment between the beginning and the end of the current financial year

	Office equipment \$	Computers & software \$	Total \$
Opening balance	-	217	217
Additions	-	226	226
Depreciation expense	-	(269)	(269)
Closing balance	-	174	174

**Note 9: Payables**

## CURRENT

## Unsecured liabilities:

Creditors and accrued expenses	9,079	4,631
	9,079	4,631

**Note 10: Unearned Revenue**

Member fees received in advance	18,131	1,365
Other income in advance	260	-
	18,391	1,365

**Note 11: Key management personnel**

## (a) Details of Key Management Personnel

Names and positions held of key management personnel in office at any time during the financial year are:

## (i) Board Members of the Australasian Evaluation Society

Dr Rick Cummings	Ms Penny Hawkins	Ms Nea Harrison	Ms Mathea Roorda
Dr Jenny Neale	Mr David Roberts	Mr Alan Woodward	Ms Anne Bosio
Ms Anne Markiewicz	Dr John Owen	Ms Jenny Young	Dr Yvonne Darlington
Mr Graham Smith	Mr John Scougall	Ms Marie Delaney	Ms Margaret Macdonald
Dr Diana Beere	Mr David Turner	Mr Peter Bycroft	
Dr Graeme Harvey	Ms Jessica Kenway	Ms Nan Wehipeihana	

The Board Members did not receive any remuneration directly or indirectly from the Society or any related body corporate for management of the Society, other than reimbursements of expenses incurred on behalf of the Society.

**Note 12: Society Details**

The Society is an association incorporated under the Associations Incorporation Act 1991 of the Australian Capital Territory. The aim of the Society is to establish and promote ethics and standards in evaluation practice within Australia and New Zealand. The Society does not maintain an office. The postal address of the Society is P.O. Box 223, Lyneham, ACT, 2602, Australia.

**Note 13: Cash Flow Information**

(a) Reconciliation of net cash relating to operating activities to net surplus

	2007	2006
	\$	\$
Net surplus	52,429	(12,695)
Non-cash flows in operating surplus:		
Depreciation and amortisation	269	257
Changes in assets and liabilities:		
Receivables	(63,774)	7,061
Other assets	(38,750)	(1,457)
Payables	4,448	(5,548)
Unearned revenue	17,027	365
Net cash relating to operating activities	<u>(28,351)</u>	<u>(12,017)</u>

(b) Non-cash transactions

There were no non-cash investing or financing transactions during the current financial year.

(c) Unused credit facilities

The Society does not have any credit facilities.

**Note 14: Financial Instruments****(a) Financial Risk Management**

The Society's principal financial instruments comprise cash at bank, receivables and accounts payable. These financial instruments arise from the operations of the Society. The Society does not have any derivative instruments at 30 June 2007. It is, and has been throughout the period under review, the Society's policy that no trading in financial instruments shall be undertaken. The main risks arising from the Society's financial instruments are interest rate risk and credit risk. The policies for managing each of these risks are summarised below.

*Interest rate risk*

Interest rate risk is the risk that the value of a financial asset or liability will change due to interest rate fluctuations. The interest rate applicable to each class of financial asset and liability are set out below.

Financial assets:

- > Variable rate cash deposits totalling \$75,291 at the average rate of 5.20% for the June 2007 quarter.
- > Money market call account of \$114,715 at the average rate of 5.65%.

*Credit risk*

The maximum exposure to credit risk of the Society at balance date to recognised financial assets is the carrying amount as disclosed in the balance sheet of the Society and notes thereto. The Society does not have any material credit risk exposure to any single debtor or group of debtors.

**(b) Net Fair Values**

The net fair value of financial assets and liabilities approximates the values shown in the balance sheet and the notes thereto.

**Note 15: Subsequent Events**

The financial report of the Company was authorised for issue on 23 August 2007 by the Board.



**BUDGET FOR 2007 – 08**

	2006-07 BUDGET	2006-07 ACTUAL	'BASE CASE' FOR 2007-08
	\$	\$	\$
<b>INCOME</b>			
Membership			
Renewals Australia	46,500	44,645	49,500
Renewals New Zealand	12,000	11,665	13,200
Renewals Other			800
New members Australia	12,000	23,651	14,000
New members New Zealand	2,000	5,020	3,700
New members Other			300
<i>Total membership</i>	<i>72,500</i>	<i>84,981</i>	<i>8,1500</i>
<i>Interest</i>	<i>8,000</i>	<i>8,892</i>	<i>8,500</i>
Publications			
EJA Library Subscriptions	2,500	3,600	3,500
CALs	750	5,319	3,500
Consultants Directory	7,000	4,633	5,000
Other	550	15	0
<i>Total Publications</i>	<i>10,800</i>	<i>13,567</i>	<i>12,000</i>
<i>Special Projects/ FaCSIA Workshops</i>	<i>0</i>	<i>217,834</i>	<i>53,000</i>
Workshops			
Workshop series	20,000	25,100	25,000
Regional workshops	46,000	34,624	45,000
<i>Total Workshops</i>	<i>66,000</i>	<i>59,724</i>	<i>70,000</i>
<i>Net Conference income</i>	<i>0</i>	<i>51,194</i>	<i>20,000</i>
<i>Miscellaneous Income</i>	<i>0</i>	<i>3</i>	<i>0</i>
<b>TOTAL INCOME</b>	<b>157,300</b>	<b>436,195</b>	<b>245,000</b>
<b>EXPENSES</b>			
Publications			
EJA	20,000	19,103	18,000
Consultants Directory	2,000		0
On line Journal (Evaluation & Program Planning)	0		22,000
<i>Total Publications</i>	<i>22,000</i>	<i>19,103</i>	<i>40,000</i>
<i>Special Projects/ FaCSIA Workshops</i>		<i>189,083</i>	<i>33,000</i>
Workshops			
Workshop series	14,000	19,882	20,000
Regional workshops	25,000	31,981	35,000
<i>Total workshops</i>	<i>39,000</i>	<i>51,863</i>	<i>55,000</i>
Membership Services			
Annual Report & AGM	1,000	484	1,000
Awards	3,000	1,654	2,000
Fellows	1,000	77	1,000
Ethics	0	1,438	1,000
Marketing	2,000	101	2,000
Overseas Initiatives	6,000	2,761	6,000
Web site	10,000	8480	10,000
Indigenous Scholarship			15,000
<i>Total Membership Services</i>	<i>23,000</i>	<i>14,995</i>	<i>38,000</i>

	2006-07 BUDGET	2006-07 ACTUAL	'BASE CASE' FOR 2007-08
	\$	\$	\$
<i>Regional Activities (500 per region)</i>	5,000	1,897	5,000
<b>Governance</b>			
Finance & legal	10,000	10,190	11,000
Governance review	11,000	12,250	11,000
Executive	6,500	7,176	7,000
Board	10,000	8,482	10,000
Conference evaluation	3,600	3,615	4,000
<i>Total Governance</i>	41,100	41,713	43,000
<b>Administration</b>			
Admin Services	50,000	47,637	52,000
System Upgrades	2,000	474	2,500
Payments on line			800
Bank Fees	500	404	400
Merchant Fees	3,500	4,375	3,500
Stationery & Printing	2,700	2,601	2,500
Postage & Courier	2,300	2,244	2,300
Phone, Fax, Data	2,600	2,177	2,500
Archive/Storage	500	415	840
Insurance	5,000	4080	5,300
General/other expenses	750	436	750
<i>Total Admin</i>	69,850	64,842	73,390
<i>Adjustment for Depreciation</i>		270	
<b>TOTAL EXPENSES</b>	<b>199,950</b>	<b>383,766</b>	<b>287,390</b>
<b>OPERATING NET PROFIT/(LOSS)</b>	<b>-42,650</b>	<b>52,429</b>	<b>-42,390</b>
<b>Assets at end of year</b>		<b>240 349</b>	<b>197,959</b>

### Main Features of the Budget

The Society is budgeting for a deficit of \$42 390 in 2007-08. The main changes expected for 2007-08 income compared with the actual 2006-07 results include a return to a more normal level of activity in special projects, and insertion of the 'standard' conference surplus of \$20 000 compared to the actual Darwin surplus. This is considered a reasonable estimate given the most recent information on the Melbourne conference budget. However, it is recognised that over the years we have consistently underestimated the returns from conferences, which have averaged about \$35 000. The position will be reviewed after the Melbourne conference.

New expenditure initiatives include \$22,000 for the on-line journal *Evaluation & Program Planning* and \$15,000 for indigenous scholarships. If these new initiatives were not carried out, we would be much closer to a balanced budget. These activities can be considered to represent returning of surplus funds to members in the form of services, and to advancing the wider interests of evaluation through conference sponsorship.

Also, the Society's assets of approximately \$240,000 at 30 June 2007 allow a degree of security in budgeting for this return of surplus.

Regional activities continue to be budgeted at \$500 per region (the amount initially allowed – more can be requested with Board approval) despite the fact that this has been traditionally underspent. Similarly, we continue to allow a budget for marketing, although activity in past years has been minimal.

Amounts for electronic services (Web site, system redevelopment and payments on-line) are forecast to increase as we aim to offer better services in that area. This should, however, reduce merchant fees.

There remains an amount of \$11 000 to complete the Governance review early in 2007-08. This amount should not be required in subsequent years.

## AES MEMBERSHIP STATISTICS

Region	1 July 1999	1 July 2000	1 July 2001	1 July 2002	1 July 2003	1 July 2004	1 July 2005	1 July 2006	1 July 2007
NZ - Auckland	26	23	24	26	29	33	31	34	28
NZ - Wellington & South Island	77	72	80	84	84	97	108	116	114
NZ - South Island	10	3							
ACT	68	71	64	72	65	50	75	85	121
NSW	105	107	94	100	104	92	103	106	111
NT	36	29	19	16	15	21	13	11	16
QLD	77	70	63	74	83	87	87	94	88
SA	64	63	52	51	55	56	71	82	67
TAS	16	13	7	7	10	14	12	9	7
VIC	132	129	109	125	124	127	138	151	165
WA	67	67	62	66	72	58	71	56	59
International	15	18	18	20	17	17	19	20	18
Reciprocal	1	1	1	1	1	1	1	1	1
<b>TOTAL</b>	<b>694</b>	<b>666</b>	<b>592</b>	<b>642</b>	<b>659</b>	<b>652</b>	<b>729</b>	<b>765</b>	<b>795</b>
<b>New members</b>	<b>74</b>	<b>48</b>	<b>89</b>	<b>134</b>	<b>151</b>	<b>142</b>	<b>209</b>	<b>174</b>	<b>230</b>
<b>Non renewals</b>		<b>76</b>	<b>163</b>	<b>102</b>	<b>134</b>	<b>149</b>	<b>132</b>	<b>138</b>	<b>200</b>