



**CAREER DEVELOPMENT**  
ASSOCIATION OF AUSTRALIA

# 2019 Annual General Meeting

**Tuesday 2nd April 2019**

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**Online Meeting via Zoom**

4.30PM WA, 6.00PM NT, 6.30PM QLD, 7.00PM SA, 7.30PM NSW, VIC & TAS

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## **2019 ANNUAL GENERAL MEETING OF THE CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC.**

The AGM is the formal member meeting for the year where Association performance in the previous year is reported, new executive is ratified, and any other important issues impacting the future of the Association are addressed.

All financial members are invited to attend, however only Life, Fellow, Professional, Associate and Retired Members are entitled to vote on general matters, and Life, Fellow and Professional Members only may vote on constitutional matters.

Best wishes are extended to the incoming Executive for 2019 - 2020.

Sincere thanks are expressed to the outgoing Executive Members; National Secretary Allan Gatenby and Committee Member Brendan Pigott for the time and energy they have so willingly put into the Association's business and to promoting the interests of members and the career development profession.

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**2019 ANNUAL GENERAL MEETING**

Tuesday 2 April 2019, Online meeting via Zoom

Commencing: 4.30 WA, 6.00PM NT, 6.30PM QLD, 7.00PM SA, 7.30PM NSW, VIC & TAS

**Agenda**

1	Open Meeting	National President, Wanda Hayes
2	Attendees	National Manager, Peter Mansfield
3	Declaration of Proxy Receipts and Allocations	National Manager, Peter Mansfield
4	Declaration of Meeting Quorum	National Manager, Peter Mansfield
5	Apologies	National Manager, Peter Mansfield
6	Minutes of the 2018 AGM	National Secretary, Allan Gatenby
7	CDAА Annual Report 2018	National President, Wanda Hayes
8	CDAА Financial Report 2018	National Treasurer, Rebecca Fraser
9	Strategic & Operational Plan update	National President, Wanda Hayes
10	Declaration of National Executive Committee	Returning Officer, Peter Mansfield
11	Acknowledgement of Retiring Committee Members	National President, Wanda Hayes
12	Close Meeting	National President, Wanda Hayes

**Resolutions**

Agenda Item	Resolution
6	<i>It is resolved that the minutes as presented for the 2018 CDAА Annual General Meeting held by Online Meeting on 21 March 2018 are an accurate record of that meeting. Moved: A Gatenby</i>
7	<i>It is resolved that the CDAА Annual Report for 2018 be accepted. Moved: W Hayes</i>
8	<i>It is resolved that the CDAА 2018 Financial Report, inclusive of 2018 Statement of Account, 2018 Committee Member Payment Report, Auditor’s Report and 2019 Budget Report be accepted. Moved: R Fraser</i>

## 6. Minutes of the 2018 AGM

National Secretary Allan Gatenby

DRAFT Minutes of the 2018 Annual General Meeting

Web Meeting

21 March 2018

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### 1. Open Meeting

The President of CDAA Wanda Hayes in the Chair.

Meeting opened, and all members welcomed at 7.05pm (SA time). Noted that this was the first web meeting AGM for the Association. Particular welcome was extended to NEC members, Division Presidents, and members at their first AGM.

### 2. Attendees

Name		Member Type
Carolyn	Alchin	Professional
Agnes	Banyasz	Fellow
Airlie	Bell	Professional
Carole	Brown	Life
Caroline	Cleland	Professional
Matthew	Cornell	Associate
Sean	Croon	Professional
Nancy	Douglas	Professional
Ann	Evans	Fellow
Kate	Flaherty	Professional
Pam	Fletcher	Fellow
Katherine	Foster	Professional
Neill	Francis	Professional
Rebecca	Fraser	Fellow
Allan	Gatenby	Professional
Wanda	Hayes	Fellow
Lesley	Hazelwood	Professional
Sally	Healey	Professional
Rebecca	Herbertson	Professional
Linda	Jeffrey	Professional
Mariana	Joseph	Fellow
Grace	Kinch	Professional
Jane	Lowder	Professional
Carmen	Mackrill	Professional
Gaynor	Martyn	Professional
Ben	Mayne	Professional
Amanda	McCue	Professional

<b>Name</b>		<b>Member Type</b>
Peter	McIlveen	Fellow
Greg	McMillan	Professional
Meera	Miller	Professional
Allan	Moyle	Professional
Judy	O'Donohue	Professional
Robert	Palmer	Professional
Maria	Papadimitriou	Professional
Lissa	Parsons	Professional
Andrew	Perry	Professional
Nina	Perry	Professional
Brendan	Pigott	Professional
Jane	Pingo	Associate
Natasha	Purcell	Professional
Lara	Rutherford	Professional
Joanne	Shambler	Fellow
Anne	Smith	Professional
Leonie	Stanfield	Professional
Tamara	Stanley	Associate
Enid	Stein	Retired
Julie	Street	Professional
Helen	Strickland	Professional
Ann	Villiers	Professional
Louise	Walsh	Professional
Danielle	Ward	Professional
Brigid	Wilkinson	Professional
Heidi	Winney	Professional
Stephen	Wyatt	Professional

### 3. Proxy Receipts and Allocations

<b>Name</b>	<b>Member Type</b>	<b>Proxy Nomination</b>
Chris Tonkin	Professional	President Wanda Hayes
Isobel Wooldridge	Professional	President Wanda Hayes
Ruth Hayes	Professional	President Wanda Hayes
Tessa Rochfort	Professional	President Wanda Hayes
Lorraine Nielsen	Professional	President Wanda Hayes

<b>Name</b>	<b>Member Type</b>	<b>Proxy Nomination</b>
Julie Berg	Professional	Secretary Allan Gatenby
Margaret Selby	Professional	Secretary Allan Gatenby
Nicola Barnard	Professional	Vice President Allan Moyle
Catherine Cunningham	Professional	Caroline Cleland
Maria Campanini	Professional	Joanne Shambler
Lizzie Knight	Professional	Carolyn Alchin
Peter Tatham	Fellow	Linda Jeffrey
Lisa Tozer	Professional	Kate Flaherty

#### **4. Declaration of Meeting Quorum**

National Manager Peter Mansfield informed the meeting that as at 6 March 2018 when the AGM Notice of Meeting was issued there were 1066 members eligible to vote at the AGM. The Constitution requires that 5% of eligible members present in person or by proxy constitute a quorum, which is 54. Eligible attendees by proxy and in person at this meeting total 67, therefore a quorum is declared.

#### **5. Apologies**

<b>Name</b>	<b>Member Type</b>
John Drake	Fellow
Dale Simpson	Professional
Julie Preston	Professional
Marjolein Bervoets	Professional

#### **6. Minutes of the 2017 AGM**

Minutes of the 2017 AGM had been circulated to members prior to the meeting. Members were referred to pages 3-7 of the AGM Booklet.

National Secretary Allan Gatenby called for any matters arising. There were none.

***Resolved that the minutes as presented for the 2017 CDAA Annual General Meeting held in Brisbane on 18 May 2017 are a true and representative record of that meeting.***

***Moved: A Moyle, Seconded H Strickland***

***The National Secretary called for a web poll of the motion and on the basis of the poll, declared the motion carried unanimously.***

#### **7. CDAA Annual Report 2017**

National President Wanda Hayes commended the Annual Report to the meeting. Members were referred to pages 8-18 of the AGM Booklet.

Wanda Hayes paid particular thanks to Division Presidents and Committees, National Committees, National Executive Committee and National Office staff.

Questions or comments were invited, but there were none.

***Resolved that the CDAA Annual Report for 2017 be accepted.***

***Moved: W Hayes, Seconded: Carolyn Alchin***

***The National President called for a web poll of the motion and on the basis of the poll, declared the motion carried unanimously.***

## 8. CDAA Financial Report 2017

The Financial Report for the year ended 31 December 2017 including the Audit Report, had been circulated to members prior to the meeting. Members were referred to pages 19-36 of the AGM Booklet.

In the absence of the Treasurer, the National Manager responded to queries in relation to the cost and funding of the new website and member management system and to variations in CPD income.

***Resolved that the CDAA 2017 Financial Report, inclusive of 2017 Statement of Account, 2017 Committee Member Payment Report, Auditor's Report and 2018 Budget Report be accepted.***

***Moved: Rebecca Fraser, Seconded: Allan Moyle***

***The National President called for a web poll of the motion and on the basis of the poll, declared the motion carried unanimously.***

## 9. CDAA Strategic Plan Update

National President Wanda Hayes overviewed the draft revised strategic plan to the meeting and explained the purpose of its structure and the pathway for development. Members were referred to pages 37-38 of the AGM Booklet. Questions or comments were invited, all of which were positive. Wanda Hayes then outlined the next steps to finalisation and implementation.

## 10. Declaration of Election of National Executive Committee for 2018-19

Returning Officer Peter Mansfield confirmed that the election process and results were in accordance with the Constitution and Election Procedures. Members were referred to page 39 of the AGM Booklet.

The Returning Officer declared Carolyn Alchin elected as National Vice President, Rebecca Fraser elected as National Treasurer, and Linda Jeffrey and Brendan Pigott elected as General Committee Members for 2018-2020.

The General Committee position vacated by Carolyn Alchin became a casual vacancy. NEC has appointed NEC ballot nominee Michelle Braham to fill the 12 month casual vacancy. Michelle's experience as CEO of a not for profit career agency will add breadth to NEC expertise.

### CDAA NEC for 2018 – 2019

Position	Member
National President	Wanda Hayes
National Vice President	Carolyn Alchin
National Secretary	Allan Gatenby
National Treasurer	Rebecca Fraser
General Committee Member	Mariana Joseph
General Committee Member	Linda Jeffrey
General Committee Member	Brendan Pigott
General Committee Member	Michelle Braham (casual 12 months)

## 11. Acknowledgement of Retiring Committee Members

National President Wanda Hayes thanked retiring NEC Members Allan Moyle, Helen Strickland and Marjolein Bervoets for their extensive service to the Membership and the Association, with the presentation of e-gifts in appreciation. Allan Moyle and Helen Strickland responded.

## 12. Close Meeting

The President Wanda Hayes thanked all members for their attendance, patience and contribution at the inaugural web meeting AGM. The meeting closed at 8.00pm (SA time).

**Resolution:**

*It is resolved that the minutes as presented for the 2018 CDAA Annual General Meeting held by Online Meeting on 21 March 2018 are an accurate record of that meeting.*

*Moved: A Gatenby*

## 7. CDAA Annual Report 2018

### National President Wanda Hayes

Dear colleagues

It is with great pleasure that this Annual Report is provided to Members to reflect the activities of the National Executive Committee (NEC), Divisional Committees and the Association during 2018.

Once again, I want to start this report by thanking our National Executive Committee (NEC), Divisional Committees and National Office Staff: all of whom have worked conscientiously, and with considerable energy and enthusiasm to deliver services to members, and to manage the business of our Association. The efforts and commitment of these wonderful people continue to form the bedrock upon which the CDAA thrives.

The year started with the endorsement of our new Strategic Plan, and from it, the development of an Operational Plan. Our Operational Plan successfully kept us on track as we worked through our priorities throughout the year. At today's AGM we will launch our new Operational Plan for 2019, to continue this work.

Our new project-based structure has enabled us to be more agile and responsive in our approach to managing, sustaining and growing the Association. We have also gained efficiencies through the work of our National Office Staff, who have taken on greater operational responsibilities in the day-to-day running of the Association.

We have been adventurous in our approach to connecting with each other during 2018, and that has paid off for the Association: starting with our first-ever online AGM and ending the year with another first – a virtual face-to-face meeting for our entire Leadership Group (NEC and Division Presidents). During the year we also found new ways to utilise technology to provide better services to members. Our blog, Career Panorama; and our ongoing series of online discussion forums, Career Conversations; along with the use of video conferencing to deliver webinar PD events have created new platforms for learning and connection, and this technology is now woven into the fabric of the Association. This use of technology has proved to be highly effective, both in terms of providing ease of access and with respect to the level of engagement we can achieve.

2018 was a good one for our Association in many ways. We have ended the year with a financial surplus greater than was expected, as is shown in our financial reports. And we have already started to implement strategies to turn that surplus into projects that will further enhance the standing of our Association, and its services to our members.

I feel it is no accident that our membership numbers are the highest they have ever been. There is a real sense of momentum throughout the Association, and I am especially grateful to all our many volunteers who have worked tirelessly throughout the year to support these results. I hope you all feel the connection between your efforts and the growing strength of our Association.

The following is a brief snapshot of our specific achievements against our strategic goals during 2018.

**Strategic Goal #1: CDAA members are positively engaged with each other and with our Association; and our Association is well-connected and respected.**

- Our Divisions have thrived during 2018, and the connection between the Divisions and the National Executive has strengthened. As our Divisions are run entirely by volunteers, it is sometimes difficult to find people who have the time to commit to Division Committee roles. My thanks go to every one of those volunteers who keep things alive in the Divisions: you are the heart and soul of our Association.
- A new reporting regime has been implemented. This includes six-monthly organisational health reports to members: keeping all informed about what is happening in our Association
- Our collegial relationship with other CICA member associations has also grown stronger during 2018. Four CICA member associations have taken up our offer to become CDAA Affiliates: formalising their collegial connections with us. And we have collaborated with other associations to deliver PD events.

- Our Corporate Partner program goes from strength to strength. Our corporate partner and employee numbers rose to 159 in 2018, compared to 93 in 2017.

**Strategic Goal #2: CDAA members are recognised by the Australian community for high standards in career development practice, engagement in continuous learning, and authoritative understanding of the changing world of work.**

- Member participation in CDAA PD events continued to grow during 2018, continuing a steady upward trend over the past few years. There was a good balance in the Divisions between formal PD event – either online or face-to-face – and informal networking events.
- Registration numbers for our national conference in Hobart were good, and the conference program was well-received. Planning is well underway for our 2019 conference, to be held in Canberra in September.
- Planning is also underway for a significant PD initiative in 2020, featuring a national tour by a high profile international speaker.
- Two new projects under this strategy were endorsed by NEC and are underway at time of writing this report. The first is the production of video clips promoting the value of career development to the general public. The second is the development of position papers on the value of career development, for use in advocating to government agencies. Both projects will continue throughout 2019.
- We had another strong year in terms of our media profile. Our social media connections increased in line with a steady increasing trend over the past three years. We also continue to receive print and electronic media requests from all over the country, thanks to well-timed and carefully conceived press releases from National Office.

**Strategic Goal #3: CDAA members are innovative in their professional practice, and our Association actively supports research and innovation in career development.**

- A “Pathways to excellence” project - focused on developing ways to encourage members to seek higher levels of membership - was launched in 2018 and has produced a framework that maps the pathways between the various membership levels. This project will continue through 2019.
- A major research project was established, focusing on the evidence for the impact of career development interventions, is in its early stages of development, and will continue in 2019.
- The NEC endorsed a new sponsorship initiative. This program will support members to attend national and international conferences and share their learnings with to our membership.

**Strategic Goal #4: CDAA members appreciate common goals, interests, and values that link them together; as well as the diversity of our community.**

- We introduced sector-based Career Conversation sessions in 2018. These online sessions allow members across the country to connect and discuss professional issues with colleagues who are working in similar settings.
- Our Mentoring Program was updated and re-launched and has been well-received by both mentors and mentees.
- Our National Office ran a small but successful marketing campaign, directed at potential new Student Members.

In addition to this high-level summary, the following reports outline the excellent work of our Divisions.

Very Warm Regards,



Wanda Hayes  
National President

## **ACT Division: President Kate Flaherty**

Our theme for 2018 has been Promoting the value of Career Development and Growing our Membership. In order to achieve these goals, the committee has fulfilled our objectives by offering a professional development program, utilising committee expertise and providing networking opportunities, sending regular e-newsletters to members, informing networks of news and events and contributing to National CDAA business.

### **Professional Development**

ACT members have enjoyed a combination of local events and webinars provided by CDAA throughout 2018.

#### ***Career Practitioner Networking Events***

We have had a mix of morning and evening events this year. Themes included *My Practice - The Year Ahead*, Preparing our clients for "The New Work Order", Conference feedback from those who attended the Inspiring Excellence in Career Development: 2020 Vision - 2018 CDAA National Conference, Job Interviews, Resource sharing, and Reflecting on career practitioners' role in identifying values. **Thanks to Amanda McCue, Lisa Tozer and Ann Villiers** for facilitating and for all those members who attended to contribute to these networking events.

#### ***CDAA Webinars***

The National Webinar program has been exceptional this year. ACT members have been attending regularly through the Zoom platform. Six webinars were hosted nationally and many others by divisions. The ACT hosted an excellent webinar on Supporting Year 12 Students transitioning to Tertiary study with Dr Jordan Bell.

#### ***Learning and Development Review***

The ACT division is carrying out a review of Learning and Development in our division. We are very interested to hear what professional development people are undertaking, what they may be interested in attending and what expertise they may like to share with their colleagues. We will be planning our 2019 program over October and November.

#### ***2019 CDAA National Conference***

The 29th Annual National Conference will be held at the Hyatt Hotel, Canberra from 19-21 September 2019. The title for the Conference is: Inspiring Excellence in Career Development: Integration. We are excited to be hosting the conference and local members have been involved in the planning. I would be happy to hear from anyone who would like to contribute.

### **Collaboration**

Through opening our events to a range of professionals we have increased community awareness of CDAA and the work of accredited career practitioners. Our division collaborated with the ACT education directorate at the CareersXpo this year. Our members along-side ACT teachers and directorate staff had the opportunity to offer free career advice to hundreds of young people over the two days. Due to conflicting commitments we only had two CDAA members attend over the two days this year. I would encourage members to take up this opportunity in the future. It is always a very positive experience interacting with such a large number of young people at the beginning of their careers. A short career conversation can make all the difference at a time when so many decisions are being made. It is inspiring to see and interact with so many exhibitors at the event. It is also a chance to raise the profile of CDAA members and remind people of the need for professional career support. Thank you to Lisa Tozer who spent considerable time at the event.

### **Membership**

We have 39 members at present. We have welcomed several new members and, also had members move to the ACT from other states. The division membership is a dynamic group. Many members are generous with their time and energy which ensures good attendance at our events. Our more experienced members are always willing to share their expertise and experience and support newer members. We have a diversity of skills and experience and are developing an excellent referral network amongst our practitioners.

### **Governance**

Our current committee consists of  
Kate Flaherty - Division President  
Amanda McCue - L&D Coordinator  
Lisa Tozer – General Member

Livia Tigwell - General Member

Brendan Pigott - General Member

I would like to thank the committee for their commitment this past year. I truly appreciate the time people have taken from their other work and personal lives to serve the division in meeting our objectives. Working with each of them has been a pleasure. We hope to welcome new members on to our committee for 2019 so that we can continue to offer our members these opportunities. We also welcome members' contribution on discrete projects. It's a great time to consider contributing with the conference coming up in September.

National Leadership Group

I have represented our division at monthly divisional presidents zoom meetings facilitated by National President Wanda Hayes. I also attended a face-to-face meeting with the National Executive Committee and Division Presidents in Hobart following the National Conference in May. After collecting information from our divisions, Divisional Presidents we were able to contribute to the Strategic and Operational plans for the association.

A special thanks to the staff at CDAA National office, Peter Mansfield, Georgia Kelly-Bakker and Kay Scutter for their excellent support. Thanks also to the National Executive committee especially Wanda Hayes for her ongoing professional support and service. I attended a joint meeting of the NEC and divisional presidents following the conference in May. I am again impressed at the level of commitment of volunteers supporting the running and future of the CDAA.

### **NSW Division: President Leonie Stanfield**

2018 has been an exciting year of continued evolution in service delivery at the National level for CDAA that is flowing into Divisional Committee activity. National President, Wanda Hayes, has built a strong relationship with all the Division Presidents and provided a monthly forum for all of us to meet and share information and experiences and ideas in an enjoyable and productive way. As part of the CDAA Leadership Group, Division Presidents valued the opportunity to again meet with the National Executive Committee (NEC) after the CDAA National Conference in Hobart and contribute to the task of operationalising the new Strategic Plan. At that meeting the group formally agreed to move from a portfolio-based structure to a project-based structure with respect to roles and responsibilities within the Leadership Group which has proven to be a responsive and practical way to implement the operational plan. Division committees are also introducing project-oriented opportunities for members to get involved in and in NSW we welcome contributions on a specific event or with a project focus. My sincere thanks to Wanda and all of the NEC for the great work they are doing and you can read the regular updates from Wanda via email or on the CDAA website.

CDAA National Office staff, Peter Mansfield (National Manager), Georgia Kelly-Bakker (Communications and Events Officer) and Kay Scutter (Membership Services Officer) have done an outstanding job in serving members and maximising the impact of the association and are a delight to work with.

Addressing the challenge of competing for members' valuable time and providing flexibility in accessing professional development has led to a successful series of national webinars and free career conversation sessions with 98 NSW registrations and a national total of 573 registrations to the end September. About 30% of online PD attendance came from VIC, 24% from QLD and 17% from NSW. The NSW Division organised the 2018 CDAA National Conference Panel Session (17 attendees) and How to Work with Millennials (64 attendees) and recently facilitated a career conversation session with 17 attendees.

Face to face NSW events in the past year have been: Future proofing career practitioners' careers (February discussion – 9 attendees), Design Thinking & Careers (April workshop – 14 attendees), informal NSW member dinner at the CDAA National Conference (May – 12 attendees). The final event for this year is November 1 - Innovative Business Practices for the 21st Century Career Practitioner ... and their entrepreneurial clients. Although we had intended to run some informal breakfast events unfortunately, we have not had the committee resources needed in order to do that this year.

A survey to NSW members regarding PD preferences generated 25 replies and suggested a preference for 1-1.5hr events with some support for Wednesday -Friday evenings, Monday, Friday and Saturday mornings and

Friday and Saturday afternoons. Comments included using online events to give regional members access, special interest groups ie resume writers, location based get togethers eg North Western Sydney, guest speakers rather than discussion events. The committee will use the topic suggestions as it plans for next year's events and we always welcome suggestions throughout the year.

The NSW committee identified the Western Sydney Careers Expo as a potential opportunity for member involvement and have been in contact with the organisers re 2019 participation. The requirement to host a stand for 4 days is likely to be unsustainable and we will follow up with CAANSW to explore a possible partnership.

NSW member numbers are at 242 as at September 2018 and this is a 5 % decline from 2017. QLD has increased its membership by about 5% and no significant change in other states except for SA where their membership has declined by 13% but they have had no Divisional Committee in the past year.

The role of the Divisional Committees is an important one as we seek to enhance a sense of professional identity and facilitate collegiate networking between members across NSW and nationally.

There is an urgent need for more members to join the committee and use their skills and experience to support and benefit the profession and their own learning and development goals. Thank you to Gina Bell and Jess Pollard for their interest and involvement.

Many thanks to the NSW Committee, Airlie Bell, Brian Horan, and Heidi Fowler for their enthusiasm, energy and commitment. A farewell to Airlie as her 6-year term on the committee comes to an end – her contribution has been invaluable. Much appreciation for the ongoing commitment of Brian and Heidi in taking on roles for 2019.

#### **NT Division:**

The NT Division was not formally active in 2018. The position of Division President remains open.

#### **QLD Division: President Julie Street**

It is with great pleasure that I present the Queensland Divisional President's report for 2018. This year has been at times fast and furious, yet our Division and CDAA nationally has held some fantastic events including the conference in Tasmania. There has indeed been a large amount of learning, connection and laughs.

I want to start this report with the most important task - thanking the incredible Queensland Committee group for their effort this year. With a smaller number of volunteers, I want to thank each Committee Member for your positive contributions and in giving up your precious hours and personal time. This has indeed helped CDAA grow and deliver on its vision – 'to be leaders of excellence in career development'. The Committee met after work and on Saturdays, in person and via tele-conference, with each person bringing energy, ideas and humour. I trust that this continues into 2019 and perhaps with some new faces.

During 2018 Queensland members represented CDAA at the Brisbane Careers Expo held in May. Twenty five volunteers liaised with hundreds of people and on day one of the Expo, over 8,000 school students attended. We received excellent feedback for our support by Kym Jones, the event organiser and they have invited us back for May 2019 because they know our services are extremely important.

Also, in May this year Queensland hosted a national webinar presented by Louise Hooper on Positive Psychology and facilitated by Carolyn Alchin. This webinar attracted over 125 participants and was an excellent professional development session. In June we held a local webinar with Rob Steffler who spoke about his ground-breaking work at Glasshouse Christian College on the DeLorian Project.

Then in August, we headed up to Toowoomba where 18 participants attended a Mini-Symposium that was presented by Dr Peter McIlveen, Dr Nicole McDonald and Jennifer Luke. This symposium addressed career and work in regional Australia, the role of building community engagement, and economic development. I continue to encourage our regional members to meet up every few months for networking opportunities.

Last month, Natasha Purcell as Vice-President continued to strengthen the Sunshine Coast Group and hosted the second annual mini-conference in September. It attracted over 40 participants from the tertiary and private sector, and non-CDAA people and received high praise from the feedback.

Now here we are at our annual Good Theory, Good Practice Event and AGM. Moving into 2019, the Committee will streamline even further the L&D schedule and will continue to operate this on a project led basis. This means micro volunteering with one individual project managing one PD event. It is proposed to hold up to five face-to-face events and at least one Queensland hosted National Webinars.

Finally, I wish to publicly thank four of our members who are stepping down from the Committee. This is due to governance rulings that CDAA have in place under our Constitution. Members who serve for more than six years must take at least a 12 month break from volunteer service. Therefore, it is with sadness that we say goodbye to Karen Bremner, Suzanne Wright and Sharyn O'Connor. Thanks so much for being awesome Committee members, you have reached a special milestone and it will not be forgotten. Lou Bromley is also leaving our Committee and the L&D role after two years and Tanya Brookes after four years of Committee service.

Last year I introduced a perpetual Volunteer Award. This year the award is for a person who continually shines, is dedicated to CDAA and an incredible behind-the-scenes leader and role model. I could not run our Division without her support and she is 100% committed to growing her local community careers group on the Sunshine Coast. She also secured several new local CDAA members this year alone. It is with great pleasure that I present the 2018 Volunteer of the Year Award to Natasha Purcell.

On a personal note, in my second year as DP, I have discovered the position to be less scary, way more fun and totally rewarding on many levels. As part of the wider CDAA leadership group I know we will continue to make positive changes within the Association, and I am honoured to lead this Division for one final year.

### **SA Division:**

The SA Division was not formally active in 2018. A Division President and Division Committee are now in place and will report on 2019 activities to the 2020 AGM.

### **TAS Division: President Linda Jeffrey**

#### *Events & Activities:*

The biggest event for our division this year has been the National Conference, however we have still managed to provide PD opportunities and social meetings for Tasmanian Divisional members

October 2017 - Tasmanian Division Christmas Function + AGM

Jan-March 2018

Webinar (Zoom) with Carol Brown – Ethics in Career Practice

Linda Jeffrey activity - Tas CDAA Contribution to - CDAA National Strategic Plan Development, 3-person project group with Wanda Hayes, National President and Mariana Joseph, NEC member from WA

March–May 2018

CDAA 2018 National Conference, Hobart

Linda Jeffrey activity - Contribution to Skills Tasmania Rapid Response Skills Initiative

June – August 2018

Post CDAA National Conference breakfast meeting, Hobart – Ray Stacey Award winners

Devonport – 2 CDAA member engagement opportunities

Tasmanian Division AGM and CDAA PD event – Hobart

Linda Jeffrey - NEC Project work – Career Progression Pathway Infographic

Up-coming

Launceston member engagement opportunity – Date TBA

September 2018 – Meeting at Enterprize Space, Hobart – tour and information from Manager, Joanna Meyer & input from Simon Tyrell, Live Tiles

### *Tasmanian Membership Information:*

Currently 29 members in the Division – regularly get new members, but also regularly have members retiring, leaving the State or moving out of the field. So appears static but is not really.

### *Acknowledgements & Achievements*

- Peter Tatham – 2018 Award Winner ‘Excellence in Practice’
- Rupert French – Contribution to Conference – organised *SV Rhona* breakfast cruise.
- Bridget Wilkinson – Fantastic contribution on the National Conference Committee
- Kim Tidswell - Great effort to increase North/ North West member engagement
- Cathy Hughes – 2 books selected as finalists in Inaugural Australian Career Book Awards (A&NZ)
- Greg Calvert – Concurrent presenter at CDAA 2018 Conference
- Deborah Winton – Great contribution as Divisional Secretary

### Special Mention - The Tasmanian CDAA Committee

- Their ongoing and positive support
- Their willingness to contribute their time to CDAA Tasmania Division
- Their input to planning and development of the 2018 National CDAA Conference
- Their efforts in providing PD opportunities for Tasmanian members

## **VIC Division: President Stephen Wyatt**

For the CDAA Victorian Division, 2018 can be best categorised as steady-as-she -goes. Compared to previous years, this year encountered little change, both at the National and Division levels. Below is a summary of our achievements and changes for 2018.

### **National**

On a national level, the National President (Wanda Hayes), has further solidified the National Leadership Group, comprising the members of the National Executive Committee (NEC) plus the Presidents from each of the Divisions. Each month now, I meet with Wanda and the other Division Presidents to discuss what is happening within Divisions and get to have input on national issues that may affect Divisions, prior to any final discussion at NEC.

The major development at the national level this year has been the finalisation and roll-out of the Strategic Plan. This has also coincided with a different way that national programs and activities are delivered. Previously a number of ongoing National Committees had responsibility for the planning and roll-out of things like Learning & Development, and Membership. Now, tasks associated with Strategic Plan items are being done through a Project Management approach, and you may have seen calls via the National Newsletter for Members to volunteer for short term roles.

Through the National Office, (who provide great support to the Divisions), a national calendar of Professional Development has been developed, where each Division can include their PD activity alongside any nationally organised events. This helps with clarity and aims to avoid any doubling up or clashes of PD events.

### **Professional Development**

Professional Development continues to be a major focus for the Committee. As foreshadowed in last year’s report, this year we have seen less face-to-face events and a greater emphasis on on-line delivery of PD through Webinars and Career Conversations. We have had only to conduct 6 PD activities this year (1 Webinar and 5 Roundtables), however with a national calendar of events, Victorian Members have been able to attend an additional 9 Webinars, 5 Career Conversations as well as the upcoming end of year/AGM. All up this totalled some 27 CPD points available.

The attendance data from all online PD across the year showed that Victorian Members accounted on average for 32% of registrations. Given that Victoria has 29% of CDAA membership, this is a good result, and seems to confirm that we like the flexibility of on-line PD.

We continued to hold our Roundtables (Breakfast/Morning Tea) this year with only moderate success in terms of attendance. We commenced with 5 Roundtables venues, Brighton, Heidelberg and CBD on Friday morning, Carlton on Saturday morning and Heidelberg again on Monday morning. By years end the CBD on Friday is no more, Brighton has shifted to East Malvern (original venue closed), and the Saturday morning Carlton has shifted to the CBD. Many thanks to those who hosted the Roundtables for this year, (Lisa Happell, Kay Nolan, Gerard Torpey, Andrew Perry, Anne Smith, Lizzie Knight and Louise Millar-Hoffmann).

The Professional Development Calendar for 2019 is almost finalised. Next year we will be conducting 1 Webinar and 5 Roundtables, plus we are looking to have a face to face welcome early in 2019, and new for next year, a bi-monthly online get-together for members interested in discussing latest research and trends in Career Development. This is in addition to the 9 other Webinars and 5 Career Conversations that will be available to all Members.

### **SpotJobs Expo**

Forty members kindly put up their hands to volunteer at the Spot Jobs Expo over the weekend of 20-22 July this year. The total attendance across the three days of the Expo was 16 615 visitors. The CDAA volunteers provided 200 career check-ups, delivered 14 workshops, answered hundreds of questions at the front desk and conducted approximately 198 express resume reviews across the three days. It was great to see such a large number of first-time volunteers as well as welcoming back the expertise of old hands. The Australian Career Service provided a free copy of the 2018 Good Careers to every volunteer and we were also grateful for the supply of free water from Mainfreight.

As a sign of the ongoing relationship with the organisers, talks are already underway for the 2019 expo. They have recognised the excellent work that the CDAA volunteers do and have located the stand right at the front of the exhibition hall with plenty of room to accommodate our large number of visitors.

After evaluating this year's event we may trial proposing workshop topics and then have presenters opt in so that our workshop offerings cover all aspects of Careers Development. Another suggestion is to update the resume check literature so that we can reach more people.

Many thanks go to the team of Lara Rutherford, Louise Walsh, Katie Adler, and Alan Moyle for their hard work and generous input. If anyone would like to shadow Lara in an organiser's role for next year's expo please get in touch.

### **Membership**

Our membership across 2018 have seen an overall increase of 2 members. In October 2017 we had a total of 386 members, and as at 1 October 2018 we have 388 members which consist of 357 normal members and 31 Corporate Members. More specifically, since October last year, we have had 33 members resign, (the main reasons being change of job role, and retirement) while 36 new members have joined.

Other member related activities undertaken during the year include:

- Continued to supplement the national Welcome Pack information with a personal email from me welcoming each new member including an invitation to catch-up at the next PD activity.
- Maintained our Facebook Closed Group, with an aim to make it a site for Victorian CDAA members to use as a place to Share Ideas, Swap Stories, Seek Advice and source Resources.

### **Finance**

On the Finance front we are on track to have a modest surplus of approximately \$1050 for the year, (Income so far of \$1068 and Expenditure of \$0). The only addition to these figures will be the income and expenditure for the End of Year/AGM event, which we expect to break even. This above amount is much less than the 2017 results and reflects the change to a national/local PD calendar with events online (Webinars and Career Conversations), and the decision to not conduct any major face to face PD events this year. With only online PD events there is little or no costs, meaning that Registration/Attendance fees can be reduced. At a national level, the Budget for PD Income is expected to be achieved for the year.

### **Advocacy**

During the year we had members promote the benefits of membership of the CDAA at the RMIT Career Development post-grad course. This resulted in 25 applications for Membership.

During the past couple of months, Gaynor Martyn has been meeting with Members from Regional areas to have a chat about life as Career Practitioners.

### **Acknowledgements**

This year has seen consolidation of the Division Committee. Early in the year John Piccione had to resign from the Committee due to work commitments, and Lizzie Knight joined the Committee. Since then the Committee has been stable and worked together very well. Sadly, Gaynor Martyn and Paul Armstrong will not be continuing on the Committee in 2019 due to other commitments. I would like to thank them very much for their service over the past few years, and I will miss their input and wise counsel.

I would like to add my thanks to all those who volunteered at the Expo, and particularly to Lara Rutherford for her leadership of the Expo planning, and Rhonda Cadman, Louise Walshe and Alan Moyle for their efforts in the organisation and conduct of our effort.

In closing I would like to thank the remaining members of the Committee for this year. Lara Rutherford, Maria Papadimitriou, and Lizzie Knight have given great service, and really have the interests of members and the CDAA as their aim.

### **WA Division: President Rebecca Herbertson**

#### ***Special Focus of Connectivity and Value to Members***

This year the WA Division Executive Committee was made up of continuing members from the previous year. We continue working together in the close and collegial way that was established last year. Initiatives from 2017 are now established including the Hot Topic breakfasts which now run monthly; and using the WA Division CDAA Facebook group to try and increase member connectivity and provide greater value to our members, particularly those in regional areas. I am very grateful to the members who have supported these initiatives in 2018 and look forward to further collaboration and learning with you all in 2019.

#### ***Learning and Development Events***

I am pleased to report that 2018 has been another successful year for the number of professional development sessions offered, the breadth of content and attendance numbers by members and friends of the Association. The Learning and Development events are a wonderful opportunity to gather information and network.

This year events have included a very successful Careers Day at Notre Dame University in February, as well as a successful Skills West Expo, where our members provided free services to attendees. A benefit of volunteering at the Skills West Expo is being able to meet and work with clients outside of your usual demographic target. Our Private Practitioners are also able to promote their own businesses while working on the CDAA stand.

Our annual Professional Development program, Good Theory Good Practice (GTGP), was again held at Curtin University this year, and lived up to expectations with an excellent presentation of up-to-date information on using LinkedIn, Applicant Tracking Software and STEM learning in Education with Gizmo Cats. It was wonderful to have National CDAA President Wanda Hayes attend GTGP and give an update regarding CDAA activities at the National level. I know that everyone who attended appreciated being about to meet and speak with Wanda.

This informal ***Hot Topic Breakfasts*** which provide a low-cost professional development option for our members to discuss current career topics now have an established core of attendees in Perth who welcome new faces every month. Special thanks to Lisa Laing for the incredible work that she has done in establishing, hosting and inviting to these events. It would be wonderful to see more of these events happen in other regions in 2019.

Support for the professional development sessions offered, has allowed our Division to contribute to the Association maintaining a healthy financial position. It takes many hours of effort to bring a Professional Development event to members. I sincerely thank our keynote and workshop presenters for their willingness

to give so generously of their time and expertise. Your contribution and support have been gratefully appreciated.

Throughout the year CPD attendees and members have provided feedback on our evaluation forms for which we thank you. During our Planning Day scheduled for late 2018 the Committee will lay out all of your suggestions in a concerted effort to put forward a professional development schedule that will service your needs in 2019.

### ***Special Thanks to Retiring Committee Members***

We are very grateful to Robert Palmer for his ongoing organisation of the Careers Day at Notre Dame in 2019 despite stepping down from the committee at the end of this year. Robert has not only been instrumental in this event each year but has contributed to every event and worked tirelessly for the WA Division over the past six years. I wish to acknowledge his generous contribution and sincerely thank him for all his support and work for the members. We hope to see you at many events in 2019.

We are also very grateful to Dale Briers, for his work with the committee. Dale has been responsible for coordinating the Skills West Expo the past two years and has done a wonderful job. His leadership and coordination of the CDAA Booth with the counselling sessions by our volunteer CDAA Career Practitioners and the workshop seminars for the community at the Skills West Career Expo have helped it to be an ongoing success. Dale has also contributed to the committee in many ways over the past five years. Thank you for your time and efforts on behalf of the WA CDAA members. We wish you all the very best with your next adventure.

### ***Acknowledgements and Thanks***

To the WA Division Executive Committee my sincere thank you for your support and dedicated service to the Association. Each Executive Committee member plays a vital role in the successful running of the Division and supporting the strategic objectives of the National Office. The time and effort that you put in as a volunteer for the benefit of all, does not go unnoticed and I thank you on behalf of all the members.

I thank Marina Joseph; Robert Palmer; Gloria Ross; Dale Briers; Lisa Laing, and Martina Marsh, for the time and expertise that they generously provided during the year.

To our National Office I thank Peter Mansfield, National Manager; Georgia Kelly- Bakker, Communications and Events Officer; and Kay Scutter, Member Services Officer for their support in ensuring our e-bulletins and professional development brochures are out on time and for all the other miscellaneous issues they deal with on our behalf.

WA thanks the other CDAA Divisions who have provided an array of excellent national webinars and resources, which have provided valuable PD opportunity for our WA regional members.

Our Goals for 2019 include:

- Extending our membership base
- Providing greater assistance to our regional members
- Increased member engagement and connectivity
- Gaining greater constructive input from members to service their needs
- Supporting the CDAA National Strategic Plan.

Finally, I would like to thank the membership and friends of the Association for all for the support they provided the Division this year. I would encourage anyone who thinks they can spare some time, who wants to stretch the boundaries of their own comfort zone to take the time to nominate for the Executive Committee. It is truly a very rich and rewarding experience. Thank you all.

## **Resolution:**

*It is resolved that the CDAA Annual Report for 2018 be accepted.*

*Moved: W Hayes*

## 8. CDAA Financial Report 2018

National Treasurer Rebecca Fraser



CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA

### Financial Report for the year ended 31 December 2018

Statement by the National Executive Committee

In our opinion:

- (a) the accompanying financial report as set out on the following pages, is drawn up so as to present fairly the state of affairs of the Association as at 31 December 2018 and the results of the Association for the year ended on that date;
- (b) the accounts of the Association have been properly prepared and are in accordance with the books of account of the Association; and
- (c) there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

We confirm as follows:

- (a) The name of each committee member of the association during the relevant financial year were:  
Wanda Hayes (President)  
Carolyn Alchin (Vice President)  
Allan Gatenby (Secretary)  
Rebecca Fraser (Treasurer)  
Linda Jeffrey  
Mariana Joseph  
Michelle Braham  
Brendan Pigott (retired during the year)
- (b) The principal activities of the association during the relevant financial year were supporting its membership through connecting, developing, promoting and growing the career development profession.
- (c) All budgets are input into MYOB, allowing up to date review of Year to Date actuals against budgets at all times. Financial transactions are recorded into MYOB by an external qualified bookkeeper. NEC receives detailed monthly financial reports and considers them in detail.

Presented at CDAA 2019 Annual General Meeting

on Tuesday 2<sup>nd</sup> April 2019

President

Wanda Hayes

Treasurer

Rebecca Fraser

## **Executive Summary**

### **Final Results in a Snapshot**

CDAA delivered an operating surplus of \$21,290.28 for the 12 months ending December 31 2018 against the adjusted 2018 budget predicting an operating surplus of \$4,990.00.

- Total income was 3.5% above budget, spread across most income lines.
- Total expenses were 1% under budget, predominantly due to savings in administration.

The CDAA total equity at 31 December 2018 was \$398,840.64.

### **Results 2018 compared to 2017:**

CDAA operated at an operating surplus of \$21,290.28 compared to the operating surplus of \$4,030.13 for the previous year (FY17).

The major difference between 2018 and 2017 is that in 2018, there was a significant decrease in total expenses due to improved expense management.

CDAA total equity at 31 December 2018 was \$398,840.64 compared to \$377,550.36 at 31 December 2017. (An increase in equity of 5.6%)

### **Year to Year Result Fluctuations**

2013 Operating loss was (\$59,929.57)

2014 Operating surplus was \$125,990.54

2015 Operating surplus was \$76,139.45

2016 Operating loss was (\$24,713.27)

2017 Operating surplus was \$4,030.13

2018 Operating surplus was \$21,290.28

2019 Budget is for an operating surplus of \$30,875.00 and a net surplus (after project expenditure) of \$5,000.00

## CDAА Operating Statement 2018 compared to 2017

CDAА Operating Statement	2018	2017	Notes
	\$	\$	
<b>INCOME</b>			
<b>Membership Fees</b>			
Professional Membership	244,584.98	232,791.66	
Associate Membership	43,220.07	41,653.39	
Fellow Membership	10,697.14	8,342.95	
Student Membership	10,773.04	9,287.04	
Subscription Membership	5,734.28	4,417.63	
Retired Membership	1,305.30	435.78	
Joining Fees	4,850.21	5,350.86	
<b>Total Membership Fees</b>	<b>321,165.02</b>	<b>302,279.31</b>	1.1
<b>Corporate Partnership Fees</b>			
Corporate Partnership	24,672.39	26,266.12	
<b>Total Corporate Partnership Fees</b>	<b>24,672.39</b>	<b>26,266.12</b>	
<b>Professional Development</b>			
PD National Income	4,563.20	5,558.84	
PD NSW Income	2,923.52	477.24	
PD VIC Income	1,605.42	7,485.25	
PD QLD Income	6,531.96	8,043.05	
PD SA Income	0.00	40.91	
PD WA Income	11,729.95	13,051.68	
PD TAS Income	72.72	377.75	
PD NT Income	0.00	0.00	
PD ACT Income	1,449.92	1,518.19	
<b>Total Professional Development</b>	<b>28,876.69</b>	<b>36,552.91</b>	1.2
<b>Annual Conference</b>			
2018 & 2017 Conferences	16,668.07	37,714.14	
<b>Total Annual Conference</b>	<b>16,668.07</b>	<b>37,714.14</b>	1.3
<b>Advertising and Sponsorship</b>			
Advertising	3,812.66	3,218.18	
Excellence Awards	1,600.00	1,200.00	
<b>Total Advertising and Sponsorship</b>	<b>5,412.66</b>	<b>4,418.18</b>	
<b>Web Store Sales</b>			
CDAА Products	1,240.87		
Member Products	340.77	692.73	
<b>Total Web Store Sales</b>	<b>1,581.64</b>	<b>692.73</b>	
<b>Sundry Income</b>			
Bank Interest Received	6,723.32	6,682.33	
Project Income	5,000.00		
<b>Total Sundry Income</b>	<b>11,723.32</b>	<b>6,682.33</b>	
<b>Total INCOME</b>	<b>410,119.79</b>	<b>414,605.72</b>	
<b>EXPENSES</b>			
<b>Membership Services</b>			
AGM Expenses	40.87	454.55	
Members PI Insurance	33,654.00	33,879.10	
Membership Bank Fees	3,082.08	5,238.42	
Communications	0.00	1,200.00	
Associations Forum	0.00	0.00	
ACP Magazine Editor	12,000.00	12,000.00	

<b>CDAА Operating Statement</b>	<b>2018</b>	<b>2017</b>	<b>Notes</b>
	\$	\$	
ACP Magazine Distribution	3,080.06	14,216.22	
Membership Website & Database	0.00	890.88	
Finance Charges M'ship Software	9,084.67	4,445.88	
Service Fee Membership Software	7,047.36	6,577.20	
Depreciation Membership Software	13,525.08	13,525.08	
Other Subscriptions	729.89	650.00	
Collateral and Promotion	2,541.17	1,410.05	
Merchandise	3,481.98	1,898.00	
Membership Services Sundry	375.49	346.12	
<b>Total Membership Services</b>	<b>88,642.65</b>	<b>96,731.50</b>	
<b>Professional Development</b>			
PD National Expenses	1,056.25	2,205.48	
PD NSW Expenses	805.49	135.55	
PD VIC Expenses	788.00	3,766.17	
PD QLD Expenses	2,576.21	2,867.26	
PD SA Expenses	122.22	-201.36	
PD WA Expenses	6,438.58	6,303.93	
PD TAS Expenses	0.00	104.06	
PD NT Expenses	0.00	0.00	
PD ACT Expenses	438.57	1,129.78	
<b>Total Professional Development</b>	<b>12,225.32</b>	<b>16,310.87</b>	1.2
<b>Annual Conference</b>			
2018 & 2017 Conference	0.00	849.33	
<b>Total Annual Conference</b>	<b>0.00</b>	<b>849.33</b>	1.3
<b>Advertising and Sponsorship</b>			
Excellence Awards	234.18	707.04	
<b>Total Advertising and Sponsorship</b>	<b>234.18</b>	<b>707.04</b>	
<b>Web Store</b>			
Store Sales Expenses	187.03	308.32	
<b>Total Web Store</b>	<b>187.03</b>	<b>308.32</b>	
<b>Engagement Activity</b>			
Division Engagement	2,388.67	2,661.43	
International Affiliation Fees	191.94	200.18	
Affiliate Conferences	1,165.79		
Advocacy	2,850.71	1,356.01	
<b>Total Engagement Activity</b>	<b>6,597.11</b>	<b>4,217.62</b>	
<b>NEC &amp; DP</b>			
Honoraria	10,890.00	8,800.00	1.4
Accommodation	3,360.75	5,571.81	
Venue Hire	735.27	2,242.91	
Flights	6,310.49	6,403.27	
Division Cttee Expenses		1,926.15	
Catering	2,512.30	2,180.32	
Taxi & Parking	1,068.04	878.82	
NEC & DP Sundry	631.34	140.00	
<b>Total NEC &amp; DP</b>	<b>25,508.19</b>	<b>30,123.28</b>	
<b>Administration</b>			
Accounting & Auditing	1,818.77	5,450.00	
Association Insurance	6950.31	5,486.30	
Bad Debts	-165.00	-242.85	
Bank Fees	479.10	511.26	
Book Keeper	13,485.00	15,494.55	

<b>CDAА Operating Statement</b>	<b>2018</b>	<b>2017</b>	<b>Notes</b>
	\$	\$	
Depreciation	3,489.88	2,422.78	
Electricity	2,682.96	2,625.07	
IT Support	0.00	90.00	
IT Subscriptions	7,927.49	5,951.42	
Office Cleaning	1,440.00	1,440.00	
Postage and Couriers	983.32	571.47	
Recycling	200.00	200.00	
Rent	15,537.85	15,725.83	
Stationery & Printing supplies	958.28	1,500.48	
Sundry Equipment	0.00	358.18	
Telephone	3,434.80	4,161.75	
Administration Sundry	1,006.59	794.59	
<b>Total Administration</b>	<b>60,229.35</b>	<b>57,054.53</b>	
<b>Staff Employment</b>			
Wages & Salaries	175,688.15	166,582.85	
Superannuation	16,613.35	16,515.99	
WorkCover Levy	1,080.40	1,215.75	
Staff Training	0.00	795.45	
Annual Leave Provision	1,081.13	11,654.03	
Staff Employment Sundry	742.65	2,022.73	
<b>Total Staff Employment</b>	<b>195,205.68</b>	<b>198,786.80</b>	
<b>Total EXPENSES</b>	<b>388,829.51</b>	<b>410,575.59</b>	
<b>Net Surplus (Loss)</b>	<b>21,290.28</b>	<b>4,030.13</b>	

**CDAА Balance Sheet as at 31 December 2018 compared to 2017**

<b>CDAА Balance Sheet</b>	<b>2018</b>	<b>2017</b>	<b>Notes</b>
<b>Assets</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
CW National A/C - 6100	\$14,710.10	\$50,165.31	
CW Online A/C - 9862	\$0.00	\$52,573.31	
ING Investment A/C - 7704	\$313,068.86	\$421,374.27	
Undeposited Funds	(\$170.00)	\$0.00	
<b>Total Bank Accounts</b>	<b>327,608.96</b>	<b>\$524,112.89</b>	1.5
<b>Debtors</b>			
Trade Debtors	\$0.00	\$165.00	
Provision for Doubtful Debts	\$0.00	(\$165.00)	
<b>Total Debtors</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other</b>			
Rental Bond	\$3,750.00	\$3,750.00	
Prepaid Insurances	\$33,985.82	\$39,439.64	
Prepaid Rent	\$1,308.30	\$1,406.78	
Prepaid Payroll	\$4,903.54	\$0.00	
Prepaid Website Service Fee	\$10,185.34	\$17,232.70	
Prepaid 2018 NEC & DP meeting	\$0.00	\$1,736.45	
Prepaid 2019 Conference	\$24,875.00	\$0.00	
<b>Total Other</b>	<b>\$79,008.00</b>	<b>\$63,565.57</b>	
<b>Total Current Assets</b>	<b>\$406,616.96</b>	<b>\$587,678.46</b>	
<b>Prepayments</b>			
Other Prepayments	0.00	\$752.73	
<b>Total Prepayments</b>	<b>0.00</b>	<b>\$752.73</b>	
<b>Fixed Assets</b>			
<b>Office Equipment</b>			
Omega Altise Air Conditioner	\$531.82	\$531.82	
HP Pavillion PC 1 Comms staff	\$890.91	\$890.91	
HP Pavillion PC 2 - Nat Mgr	\$890.91	\$890.91	
HP Pavillion PC 3 Accounts Mem	\$1,499.09	\$1,499.09	
Fuji Xerox CM405df MFP	\$1,675.00	\$1,675.00	
Lenovo E570p & Screen	\$1,936.38	\$1,936.38	
Lenovo PC – National Manager	\$2,560.93	\$0.00	
<b>Total Office Equipment at Cost</b>	<b>\$9,985.04</b>	<b>\$7,424.11</b>	
<b>Accum Depn Office Equipment</b>			
Accum Dep - Omega Altise Air C	(\$425.48)	(\$319.12)	
Accum Dep HP Pav PC 1	(\$890.91)	(\$759.50)	
Accum Dep HP Pav PC 2	(\$890.91)	(\$759.50)	

<b>CDAА Balance Sheet</b>	<b>2018</b>	<b>2017</b>	<b>Notes</b>
Accum Dep HP Pav PC 3	(\$1,277.91)	(\$783.21)	
Accum Dep Fuji Xerox MFP	(\$1,059.44)	(\$506.69)	
Accum Dep Lenovo ThinkPad	(\$852.01)	(\$213.00)	
Accum Dep Lenovo PC NM	(\$704.26)		
Total Accum Depn Office Equipment	(\$6,100.92)	(\$3,341.02)	
<b>Furniture &amp; Fittings</b>			
Furniture at cost	\$7,299.73	\$7,299.73	
Accum Depn Furniture	(\$4,081.41)	(\$3,351.43)	
Total Furniture & Fittings incl Depn	\$3,218.32	\$3,948.30	
<b>Membership System</b>			
Membership system (2016)	\$54,100.00	\$54,100.00	
Accum Depn 2016 CDAА Website	(\$34,939.79)	(\$21,414.71)	
Total Membership system	\$19,160.21	\$32,685.29	
<b>Total Fixed Assets</b>	\$26,262.65	\$40,716.68	
<b>Total Assets</b>	<b>\$432,879.61</b>	<b>\$629,147.87</b>	
<b>Liabilities</b>			
<b>Prepaid Member Subscriptions</b>			
Professional Membership	\$9,127.21	\$122,214.22	
Associate Membership	\$263.64	\$17,340.15	
Fellow Membership	\$0.00	\$7,170.14	
Student Membership	\$0.00	\$1,579.20	
Subscription Membership	\$327.28	\$1,623.58	
Retired Membership	\$0.00	\$636.36	
Corporate Partnership	\$2,045.46	\$13,361.67	
Total Prepaid Member Subscriptions	\$11,763.59	\$163,925.32	1.6
<b>Creditors</b>			
Trade Creditors	\$935.00	\$935.00	
Accrued Expenses	\$7,670.00	\$6,780.00	
Total Creditors	\$8,605.00	\$7,715.00	
<b>ATO Liabilities</b>			
GST Adjustment	\$240.00		
Unpaid ATO Liabilities	(\$369.00)	\$13,970.00	
Total ATO Liabilities	(\$129.00)	\$13,970.00	
<b>Payroll Clearing Accounts</b>			
Unpaid Superannuation	\$2,475.58	\$2,923.94	
Total Payroll Clearing Accounts	\$2,475.58	\$2,923.94	
<b>Employee Leave Liabilities</b>			
Provision for Annual Leave	\$9,705.62	\$8,624.49	
Total Employee Leave Liabilities	\$9,705.62	\$8,624.49	

<b>CDAА Balance Sheet</b>	<b>2018</b>	<b>2017</b>	<b>Notes</b>
<b>Loans</b>			
Evergreen Finance - IT Loan	\$0.00	\$64,851.54	
Unexpired Interest	\$0.00	(\$10,412.78)	
Total Loans	\$0.00	\$54,438.76	1.7
<b>Total Liabilities</b>	<b>\$34,038.97</b>	<b>\$251,597.51</b>	
Net Assets	\$398,840.64	\$377,550.36	
<b>Equity</b>			
Retained Earnings	\$377,550.36	\$373,520.23	
Current Earnings	\$21,290.28	\$4,030.13	
<b>Total Equity</b>	<b>\$398,840.64</b>	<b>\$377,550.36</b>	

## Notes to Accompany the Operating Statement and Balance Sheet

### 1.1. Membership Fees

The following membership fees, including GST, were levied during the 2018 Financial year:

Membership Category	2018	2017
Fellow	355.00	335.00
Professional	355.00	335.00
Associate	285.00	275.00
Student	145.00	135.00
Subscription	180.00	170.00
Joining Fees	95.00	85.00
Corporate Partnership	780.00	740.00

A total of \$345,837.41 was received in membership & partnership fees during FY2018, compared to the 2018 budget of \$343,275.00 and \$328,545.43 actual in the previous financial year.

Approved Member Numbers as at 31 December 2018 compared to 31 December 2017 & 2016:

Member Type	Dec 2018	Dec 2017	Dec 2016
Life	9	9	9
Fellow	26	27	28
Professional	831	817	832
Associate	184	189	190
Student	97	76	96
Subscription	36	37	29
Retired	24	18	17
Honorary & Affiliate	9	9	-
Corporate (Partners)	159	89	60
Total	1375	1271	1261

### 1.2. Professional Development Income and Expenditure

The Income, Expenditure and Net results of 2018 & 2017 PD Activities are summarised below:

	2018			2017		
	Income	Expenses	Net Result	Income	Expenses	Net Result
<b>Totals</b>	<b>28,876.69</b>	<b>12,225.32</b>	<b>16,651.37</b>	<b>36,552.91</b>	<b>16,310.87</b>	<b>20,242.04</b>
Budget	26,010.00	11,360.00	14,650.00	36,950.00	19,457.00	17,493.00

The net result for 2018 of \$16,651.37 was 13.7% above budget, which is credit to the Divisions and the L&D Program.

### 1.3. Annual Conference

Description	2018 Hobart	2017 Brisbane	2016 Melbourne
Income	315,247.57	321,747.89	363,638.94
Expenditure	298,579.50	284,883.08	321,746.86
Net proceeds	16,668.07	36,864.81	41,892.08

### 1.4. NEC & DP Honoraria

Honoraria for 2018 were set at \$5,500 for National President, \$550 for NEC and \$330 for DP.

### 1.5. Total Bank Accounts

The reduction in total bank accounts compared to 2017 is due to the early full payout of the loan for the membership software system (refer 1.7) and the shift in the membership renewal date to 28 February 2019 rather than 31 December 2018, resulting in lower membership fees being paid in advance during the 2018 year.

**1.6. Prepaid Member Subscriptions**

The reduction in prepaid member subscriptions is due to the shift in the membership renewal date to 28 February 2019 rather than 31 December 2018, resulting in lower membership fees being paid in advance during the 2018 year.

**1.7. Loans**

The loan for the membership software system and website was paid out in full resulting in reduced liabilities and a reduction in total interest paid on the loan.

## CDAA Committee Member Payment Report

Committee Member Payment Report in compliance with Section 35 (5) of the Associations Incorporation Act 1985

The Executive Committee of the Career Development Association of Australia Inc. hereby states that during the financial year ended 31 December 2018:

- a) (1) no officer of the Association;  
(2) no firm of which an officer is a member; and  
(3) no body corporate in which an officer has substantial financial interest;

has received or become entitled to receive a benefit as a result of a contract between the Officer, firm or corporate body and the Association except for the following:

- b) No officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary except for the following:

Officer	Item	Amount \$
Carolyn Alchin	Honorarium – National Vice President	550
Michelle Braham	Honorarium – Executive Committee Member	550
Kate Flaherty	Honorarium – Divisional President	330
Rebecca Fraser	Honorarium – National Treasurer	550
Allan Gatenby	Honorarium – National Secretary	550
Wanda Hayes	Honorarium – National President	5,500
Rebecca Herbertson	Honorarium – Divisional President	330
Linda Jeffrey	Honorarium – Executive Committee Member	550
Mariana Joseph	Honorarium – Executive Committee Member	550
Leonie Stanfield	Honorarium – Divisional President	330
Julie Street	Honorarium – Divisional President	330
Stephen Wyatt	Honorarium – Divisional President	330

This Report is made in accordance with the resolution of the Committee



Signed by Wanda Hayes, National President



Signed by Rebecca Fraser, National Treasurer

Dated: 2 April 2019

## **Auditor's Report**

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA

**Notes to and forming part of the CDAA Financial Statements for the year ended 31 December 2018**

### STATEMENT OF ACCOUNTING POLICIES

#### **a) Basis of Preparation**

These financial statements are a special purpose financial report prepared in order to satisfy the requirements of the Associations Incorporation Act 1985 (as amended). It has been determined that Career Development Association of Australia Incorporated is not a reporting entity as defined in Statements of Accounting Concepts 1: Definition of the Reporting Entity, and therefore, as there is no requirement to apply accounting standards in the preparation and presentation of these statements, none have been adopted.

The Operating Statement [With Last Year] has been prepared on an accruals basis of accounting in order to recognise the transactions in the period to which they correctly relate. The Statement shows more than just the receipts and payments for the year.

#### **b) Non-Current Assets and Depreciation**

Furniture, equipment and website assets are recorded at cost and are depreciated using the straight-line method over the period of their useful lives.

#### **c) Provision for Annual Leave**

The provision for annual leave relates to amounts expected to be paid to employees for annual leave and is based on legal and contractual entitlements and assessments having regard to experience of staff departures and leave utilisation. Current rates of pay are used in the calculation of the provision for annual leave.

#### **d) Income Tax**

The Career Development Association of Australia Incorporated is generally exempt from income tax.

## **Report on the Audit of the Special Purpose Financial Report (SPFR)**

I have audited the SPFR of Career Development Association of Australia Incorporated (the Association) for the year ended 31<sup>st</sup> December, 2018.

In my opinion the SPFR has been properly prepared and gives a true and fair view of the financial position of the Association as at 31<sup>st</sup> December, 2018 and the results for the year ended on that date. During my audit, I have obtained all the information and explanations I have required.

### **Basis for opinion**

I conducted my audit generally in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Special Purpose Financial Report section of my report. I am independent of the National Executive Committee in accordance with those ethical requirements of APES 110 that are relevant to my audit of the SPFR in Australia. I have also fulfilled my other ethical responsibilities in accordance with APES 110.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **Emphasis of Matter - Basis of Accounting**

I draw your attention to Note (a) of the SPFR, which describes the basis of accounting. The SPFR has been prepared for the purpose of fulfilling the National Executive Committee's financial reporting requirements under the constitution. As a result, the SPFR may not be suitable for another purpose. My opinion is not modified in respect of this matter.

### **Responsibility of the National Executive Committee for the Special Purpose Financial Report**

The National Executive Committee is responsible for the preparation of a SPFR that gives a true and fair view and they have determined that the basis of preparation described in Note 1 to the SPFR is consistent with the reporting requirements of the constitution and is appropriate to meet the needs of the members. The National Executive Committee's responsibility also includes such internal controls as they determine are necessary to enable the preparation of a SPFR that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the SPFR, the National Executive Committee is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting.

The National Executive Committee is responsible for overseeing the Association's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Special Purpose Financial Report**

My objectives are to obtain reasonable assurance about whether the SPFR as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

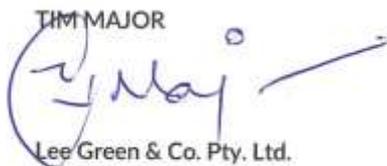
Reasonable assurance is a high level of assurance but is not a guarantee that an audit generally conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken based on the SPFR.

As part of an audit, generally in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout my work. I also:

- Identify and assess the risks of material misstatement of the SPFR, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal controls.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the National Executive Committee.
- Conclude on the appropriateness of the National Executive Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association 's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the SPFR or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the SPFR, including the disclosures, and whether the SPFR represents the underlying transactions and events in a manner that achieves fair presentation.

When considered necessary, I communicate with the National Executive Committee or the National Manager regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that I identify during my work.

Signed at Dulwich, this 19<sup>th</sup> day of March 2019.

TIM MAJOR  
  
Lee Green & Co. Pty. Ltd.

**CDAА 2019 Budget (compared with 2018 & 2017 Actual)**

	<b>2019 Budget</b>	<b>Actual 2018</b>	<b>Actual 2017</b>
	\$	\$	\$
<b>INCOME</b>			
<b>Membership Fees</b>			
Professional Membership	249,600.00	244,584.98	232,791.66
Associate Membership	43,880.00	43,220.07	41,653.39
Fellow Membership	8,245.00	10,697.14	8,342.95
Student Membership	11,500.00	10,773.04	9,287.04
Subscription Membership	7,140.00	5,734.28	4,417.63
Retired Membership	1,600.00	1,305.30	435.78
Joining Fees	3,880.00	4,850.21	5,350.86
<b>Total Membership Fees</b>	<b>325,845.00</b>	<b>321,165.02</b>	<b>302,279.31</b>
<b>Corporate Partnership Fees</b>			
Corporate Partnership	41,700.00	24,672.39	26,266.12
<b>Total Corporate Partnership Fees</b>	<b>41,700.00</b>	<b>24,672.39</b>	<b>26,266.12</b>
<b>Professional Development</b>			
PD National Income	5,000.00	4,563.20	5,558.84
PD NSW Income	2,500.00	2,923.52	477.24
PD VIC Income	2,500.00	1,605.42	7,485.25
PD QLD Income	5,000.00	6,531.96	8,043.05
PD SA Income	1,000.00	0.00	40.91
PD WA Income	9,000.00	11,729.95	13,051.68
PD TAS Income	300.00	72.72	377.75
PD NT Income	0.00	0.00	0.00
PD ACT Income	800.00	1,449.92	1,518.19
<b>Total Professional Development</b>	<b>26,100.00</b>	<b>28,876.69</b>	<b>36,552.91</b>
<b>Annual Conference</b>			
2017 & 2018 Conference		16,668.07	37,714.14
2019 Canberra Conference	25,000.00		
<b>Total Annual Conference</b>	<b>25,000.00</b>	<b>16,668.07</b>	<b>37,714.14</b>
<b>Advertising and Sponsorship</b>			
Advertising	3,500.00	3,812.66	3,218.18
Excellence Awards	2,400.00	1,600.00	1,200.00
<b>Total Advertising and Sponsorship</b>	<b>5,900.00</b>	<b>5,412.66</b>	<b>4,418.18</b>
<b>Web Store Sales</b>			
CDAА Products	1,000.00	1,240.87	0.00
Member Products	400.00	340.77	692.73
<b>Total Web Store Sales</b>	<b>1400.00</b>	<b>1,581.64</b>	<b>692.73</b>
<b>Sundry Income</b>			
Bank Interest Received	6,500.00	6,723.32	6,682.33
Project Income		5,000.00	
<b>Total Sundry Income</b>	<b>6,500.00</b>	<b>11,723.32</b>	<b>6,682.33</b>
<b>Total INCOME</b>	<b>432,445.00</b>	<b>410,119.79</b>	<b>414,605.72</b>
<b>EXPENSES</b>			
<b>Membership Services</b>			
AGM Expenses	0.00	40.87	454.55
Members PI Insurance	29,000.00	33,654.00	33,879.10
Membership Bank Fees	4,000.00	3,082.08	5,238.42
Communications	0.00	0.00	1,200.00
Associations Forum	0.00	0.00	0.00

	2019 Budget	Actual 2018	Actual 2017
	\$	\$	\$
ACP Magazine Editor	14,000.00	12,000.00	12,000.00
ACP Magazine Distribution	2,500.00	3,080.06	14,216.22
Membership Website & Database	0.00	0.00	890.88
Finance Charges M'ship Software	0.00	9,084.67	4,445.88
Service Fee Membership Software	7,000.00	7,047.36	6,577.20
Depreciation Membership Software	14,000.00	13,525.08	13,525.08
Other Subscriptions	1,000.00	729.89	650.00
Collateral and Promotion	2,000.00	2,541.17	1,410.05
Merchandise	3,000.00	3,481.98	1,898.00
Membership Services Sundry	500.00	375.49	346.12
<b>Total Membership Services</b>	<b>77,000.00</b>	<b>88,642.65</b>	<b>96,731.50</b>
<b>Professional Development</b>			
PD National Expenses	1,100.00	1,056.25	2,205.48
PD NSW Expenses	500.00	805.49	135.55
PD VIC Expenses	750.00	788.00	3,766.17
PD QLD Expenses	2,500.00	2,576.21	2,867.26
PD SA Expenses	500.00	122.22	-201.36
PD WA Expenses	6,500.00	6,438.58	6,303.93
PD TAS Expenses	200.00	0.00	104.06
PD NT Expenses	0.00	0.00	0.00
PD ACT Expenses	300.00	438.57	1,129.78
<b>Total Professional Development</b>	<b>12,350.00</b>	<b>12,225.32</b>	<b>16,310.87</b>
<b>Annual Conference</b>			
2017 & 2018 Conference		0.00	849.33
2019 Canberra Conference	0.00		
<b>Total Annual Conference</b>	<b>0.00</b>	<b>0.00</b>	<b>849.33</b>
<b>Advertising and Sponsorship</b>			
Excellence Awards	500.00	234.18	707.04
<b>Total Advertising and Sponsorship</b>	<b>500.00</b>	<b>234.18</b>	<b>707.04</b>
<b>Web Store</b>			
Store Sales Expenses	150.00	187.03	308.32
<b>Total Web Store</b>	<b>150.00</b>	<b>187.03</b>	<b>308.32</b>
<b>Engagement Activity</b>			
Division Engagement	2,500.00	2,388.67	2,661.43
Affiliate Conferences	1,500.00	1,165.79	0.00
International Affiliation Fees	200.00	191.94	200.18
Advocacy	3,000.00	2,850.71	1,356.01
<b>Total Engagement Activity</b>	<b>7,200.00</b>	<b>6,597.11</b>	<b>4,217.62</b>
<b>NEC &amp; DP</b>			
Honoraria	11,000.00	10,890.00	10,780.00
Accommodation	3,500.00	3,360.75	5,571.81
Venue Hire	750.00	735.27	2,242.91
Flights	6,500.00	6,310.49	6,403.27
Catering	2,500.00	2,512.30	4,106.47
Taxi & Parking	1,000.00	1,068.04	878.82
NEC & DP Sundry	1,000.00	631.34	140.00
<b>Total NEC &amp; DP</b>	<b>26,250.00</b>	<b>25,508.19</b>	<b>30,123.28</b>
<b>Administration</b>			
Accounting & Auditing	2,000.00	1,818.77	5,450.00
Association Insurance	7,000.00	6,950.31	5,486.30
Bad Debts	0.00	-165.00	-242.85
Bank Fees	500.00	479.10	511.26

	2019 Budget	Actual 2018	Actual 2017
	\$	\$	\$
Book Keeper	16,000.00	13,485.00	15,494.55
Depreciation	4,000.00	3,489.88	2,422.78
Electricity	3,000.00	2,682.96	2,625.07
IT Support	350.00	0.00	90.00
IT Subscriptions	8,000.00	7,927.49	5,951.42
Office Cleaning	1,500.00	1,440.00	1,440.00
Postage and Couriers	1,000.00	983.32	571.47
Recycling	220.00	200.00	200.00
Rent	16,500.00	15,537.85	15,725.83
Stationery & Printing	1,200.00	958.28	1,500.48
Sundry Equipment	500.00	0.00	358.18
Telephone	4,000.00	3,434.80	4,161.75
Administration Sundry	1,000.00	1,006.59	794.59
<b>Total Administration</b>	<b>66,770.00</b>	<b>60,229.35</b>	<b>62,540.83</b>
<b>Staff Employment</b>			
Wages & Salaries	180,300.00	175,688.15	166,582.85
Superannuation	17,200.00	16,613.35	16,515.99
WorkCover Levy	1,100.00	1,080.40	1,215.75
Staff Training	2,000.00	0.00	795.45
Annual Leave Provision	10,000.00	1,081.13	11,654.03
Staff Employment Sundry	750.00	742.65	2,022.73
<b>Total Staff Employment</b>	<b>211,350.00</b>	<b>195,205.68</b>	<b>198,786.80</b>
<b>Total EXPENSES</b>	<b>401,570.00</b>	<b>388,829.51</b>	<b>410,575.59</b>
<b>Operating Surplus (Deficit)</b>	<b>30,875.00</b>	<b>21,290.28</b>	<b>4,030.13</b>
<b>Project Income</b>			
Consultancy	500.00		
<b>Total Consultancy</b>	<b>500.00</b>		
<b>Project Expenses</b>			
ACCELL Research	12,100.00		
Conference Grants	6,000.00		
Promotional Video	8,275.00		
<b>Total Project Expenses</b>	<b>26,375.00</b>		
<b>Total Projects</b>	<b>(-25,875.00)</b>		
<b>Net Surplus (Deficit)</b>	<b>5,000.00</b>	<b>21,290.28</b>	<b>4,030.13</b>

## Resolution:

*It is resolved that the CDAA 2018 Financial Report, inclusive of 2018 Statement of Account, 2018 Committee Member Payment Report, Auditor's Report and 2019 Budget Report be accepted.*

*Moved: Rebecca Fraser*

## 9. CDAA Strategic Plan Update

National President Wanda Hayes

# CDAA Strategic Plan 2018-2022

### We aspire to be...

Leaders of excellence in career development

### Our intent:

We are a vibrant and diverse national community who share a collective interest in career development; and a desire to promote its ability to effect positive change and growth in the lives of all Australians.

### Principles:

Collegiality and engagement  
Credibility and quality  
Future focus through innovation

Professional and ethical practice  
Strength through diversity

### Goals: (to be reviewed 2020)

1. CDAA members are positively engaged with each other and with our Association; and our Association is well-connected and respected.
2. CDAA members are recognised by the Australian community for high standards in career development practice, engagement in continuous learning, and authoritative understanding of the changing world of work.
3. CDAA members are innovative in their professional practice, and our Association actively supports research and innovation in career development.
4. CDAA members appreciate common goals, interests, and values that link them together; as well as the diversity of our community.



## **Strategies:** (to be reviewed 2020)

### **Goal 1:** (Key principles: Collegiality and engagement; Strength through diversity)

- i) Develop and implement initiatives to increase member participation in Divisional and National activities.
- ii) Develop and expand alliances and networks with professional communities, including associations, community based organisations, training organisations, businesses, industry and government agencies.
- iii) Explore the potential for mutually beneficial partnerships.

### **Goal 2:** (Key principles: Credibility and quality; Professional and ethical practice)

- i) Develop communication strategies to promote the value of career development in the public arena.
- ii) Continue to provide a CPD program for members that is relevant, current, and accessible.
- iii) Maintain sound governance and management of the Association, modelling a values-led organisation.

### **Goal 3:** (Key principles: Future focus through innovation; Credibility and quality)

- i) Identify and support projects that advance the field of career development.
- ii) Facilitate members' discourse around research and innovation in our discipline.
- iii) Map and promote pathways to excellence for members, including membership upgrade pathways.

### **Goal 4:** (Key principles: Strength through diversity; Collegiality and engagement)

- i) Provide opportunities for networking and information sharing between different sectors of our membership.
- ii) Create opportunities for peer mentoring to assist members to consider their own potential for movement between different work settings and sectors.
- iii) Develop opportunities to attract new members.



# CDAA Operational Plan 2019-2020 Deliverables

## APR 2019

- Report to members on organisational performance against the Operations Plan at the 2019 AGM
- Report to members on CDAA Organisational Health (membership, finance, engagement) at the 2019 AGM
- Grants for part-funding members to attend both International Conferences and the CDAA National Conference

## MAY 2019

- Revised CDAA Fellow & Life Membership criteria
- Induction Check-lists for new NEC, DP and Division Committee members
- Updated CDAA Division Handbook
- CDAA 2019 Awards for Excellence program open

## JUNE 2019

- CDAA member mentoring program
- Promotion for a major national tour event in May 2020



## JULY 2019

- Paper(s) arguing the case for proactive career development intervention
- Professionally produced video highlighting the value of engaging with a qualified career practitioner and CDAA member promoted to the public

## AUG 2019

- CDAA membership promotion to vocational and tertiary career development students

## SEPT 2019

- CDAA 2019 National Conference in Canberra
- Findings published of Research into Evidence for Career Development Impact in Australia

## OCT 2019

- Report to members on organisational performance against the Operations Plan
- Report to members on CDAA Organisational Health (membership, finance, engagement)
- Review of CDAA Strategic Plan Goals & Strategies



## NOV 2019

- Second professionally produced video highlighting the value of engaging with a qualified career practitioner and CDAA member promoted to the public

## MAR 2020

- CDAA 2020 Awards for Excellence open
- CDAA membership promotion to university schools of education students
- CDAA membership promotion to vocational and tertiary career development students

## ONGOING

- Maintain and enhance sound organisational governance, including across finance, staff, systems and procedures
- Maintain and enhance a professional support service to members, including secretariat services to national and division committees and projects
- Maintain and enhance professional and relevant communications with members, stakeholders and the broader community
- Maintain and enhance a program to encourage members to aspire to excellence and maintain and enhance the CDAA CPD program
- Explore options for mutually beneficial partnerships with other organisations operating in the career development space
- Showcase and promote career development research and innovation



## 10. Declaration of National Executive Committee for 2019-20

### Returning Officer Peter Mansfield

Under constitutional requirements for rotational turnover of National Executive Committee (NEC) positions on a biennial basis, positions vacated for nomination and election in conjunction with the 2019 AGM are National President, National Secretary, and two General Committee positions. In addition, a casual vacancy exists for the General Committee position vacated by Brendan Pigott for personal reasons.

NEC nominations for the five positions opened on 4 February 2019. Closing date for nominations was 26 February 2019.

The positions of National President and National Secretary received one nomination each and there were two nominations for General Committee. According to the CDAA Election Procedures if the number of valid nominations for election as Committee members is equivalent to the number of vacancies, the Returning Officer shall declare the candidates elected at the Annual General Meeting.

National President – one nomination; Wanda Hayes (2<sup>nd</sup> term)

National Secretary – one nomination; Mariana Joseph (currently a general committee member)

General Committee – one nomination; Michelle Braham (re-nominating after filling 12-month casual vacancy)

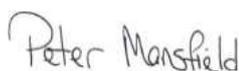
General Committee – one nomination; Sharyn Donaghy, VIC Professional Member (new nomination)

The Returning Officer therefore declares Wanda Hayes re-elected as National President, Mariana Joseph elected as National Secretary, Michelle Braham re-elected as General Committee Member and Sharyn Donaghy elected as General Committee Member for 2019-2021.

The General Committee position vacated by Brendan Pigott is a casual vacancy. *The Committee may appoint such additional Members as shall be necessary to fill any vacancy in the number to be elected and any Member so appointed shall be deemed to have been elected as a Committee member at the Annual General Meeting.*

### CDAA NEC for 2019 – 2020 at AGM

Position	Member
National President	Wanda Hayes
National Vice President	Carolyn Alchin
National Secretary	Mariana Joseph
National Treasurer	Rebecca Fraser
General Committee Member	Linda Jeffrey
General Committee Member	Michelle Braham
General Committee Member	Sharyn Donaghy
General Committee Member	Vacant (casual 12 months)



Peter Mansfield  
Returning Officer