



**CAREER DEVELOPMENT**  
ASSOCIATION OF AUSTRALIA

# 2020 Annual General Meeting

**Thursday 2nd April 2020**

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**Online Meeting via Zoom**

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

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## **2020 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 2020 - 2021.

Sincere thanks are expressed to the outgoing Executive Members; National Vice President Carolyn Alchin and Treasurer Rebecca Fraser, 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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CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC.  
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**2020 ANNUAL GENERAL MEETING**

Thursday 2 April 2020, Online meeting via Zoom

Commencing: 4.30 WA, 6.00PM NT, 6.30PM QLD, 7.00PM SA, 7.30PM ACT, 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 2019 AGM	National Secretary, Mariana Joseph
7	CDAA Annual Report 2019	National President, Wanda Hayes
8	CDAA Financial Report 2019	National Treasurer, Rebecca Fraser
9	CDAA Strategic 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 2019 CDAA Annual General Meeting held by Online Meeting on 2 April 2019 are an accurate record of that meeting. Moved: M Joseph</i>
7	<i>It is resolved that the CDAA Annual Report for 2019, inclusive of Division Activity, Operations Plan Activity and Organisational Health, be accepted. Moved: W Hayes</i>
8	<i>It is resolved that the CDAA 2019 Financial Report, inclusive of 2019 Statement of Accounts, 2019 Committee Member Payment Report, Auditor's Report and 2020 Budget Report be accepted. Moved: R Fraser</i>
9	<i>It is resolved that the CDAA Strategic Plan 2020-2022, inclusive of the 2020-2021 Operational Plan be adopted. Moved W Hayes</i>

## 6. Minutes of the 2019 AGM

National Secretary Mariana Joseph

DRAFT Minutes of the CDAA 2019 Annual General Meeting

Online Meeting

2 April 2019

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### 1. Open Meeting

The President of CDAA Wanda Hayes in the Chair.

Meeting opened, and all members welcomed at 6.30pm (AEST). Particular welcome was extended to NEC members, Division Presidents, and members at their first AGM.

### 2. Attendees

	<i>Name</i>	<i>Member Type</i>
Carolyn	Alchin	Professional
Agnes	Banyasz	Fellow
Airlie	Bell	Professional
Michelle	Braham	Professional
Tanya	Brookes	Professional
Carole	Brown	Life
Jenny	Carlin	Professional
Caroline	Cleland	Professional
Fiona	Cotton	Professional
Tony	Crosby	Fellow
Alan	Davies	Professional
Sharyn	Donaghy	Professional
Boris	Fedoric	Professional
Kate	Flaherty	Professional
Rebecca	Fraser	Fellow
Rupert	French	Fellow
Allan	Gatenby	Professional
Gabrielle	Harvey	Professional
Wanda	Hayes	Fellow
Hilary	Healy	Associate
Rebecca	Herbertson	Professional
Brian	Horan	Professional
Narelle	Howarth	Professional
Linda	Jeffrey	Professional
Mariana	Joseph	Fellow
Lois	Keay-Smith	Professional
Johanna	Mawdsley	Professional
Amanda	McCue	Professional
Peter	McIlveen	Fellow
Sarah	McKinna	Professional
Karen	McLeod	Associate
Allan	Moyle	Professional
Judy	O'Donohue	Professional
Belinda	Oldland	Associate

Robert	Palmer	Professional
Eleanor	Pannall	Professional
Maria	Papadimitriou	Professional
Julie	Preston	Professional
Andrew	Rimington	Professional
Janelle	Schloss	Professional
Joanne	Shambler	Fellow
Anne	Smith	Professional
Leonie	Stanfield	Professional
Belinda	Straughan Winks	Professional
Julie	Street	Professional
Lisa	Tozer	Professional
Ann	Villiers	Professional
Louise Ann	Walsh	Professional
Sharon	Wells	Professional
Brigid	Wilkinson	Professional
Stephen	Wyatt	Professional

### 3. Apologies with Proxy Receipts and Allocations

**Note:** All have voted “Yes” to each of the Resolutions before the Meeting.

<i>Name</i>	<i>Member Type</i>	<i>Proxy Nomination</i>	<i>Votes</i>	
Drew	Clark	Professional	Allan Gatenby	Y x 3
Margaret	Selby	Professional	Allan Gatenby	Y x 3
Katie	Adler	Professional	Chair	Y x 3
Ruth	Bailey	Professional	Chair	Y x 3
Julie	Berg	Professional	Chair	Y x 3
Bernard	Bishop	Professional	Chair	Y x 3
Karen	Bremner	Professional	Chair	Y x 3
Caitlin	Burns	Professional	Chair	Y x 3
Maria	Campanini	Professional	Chair	Y x 3
John	Carbone	Associate	Chair	Y x 3
Sherry	Christie	Associate	Chair	Y x 3
Christine	Cox	Professional	Chair	Y x 3
Robert	Cugno	Professional	Chair	Y x 3
Catherine	Cunningham	Professional	Chair	Y x 3
Mark	Currie	Associate	Chair	Y x 3
Michael	Dalton	Professional	Chair	Y x 3
Jacqueline	Estevao	Professional	Chair	Y x 3
Patricia	Farnes	Professional	Chair	Y x 3
Trish	Favretto-Dicer	Professional	Chair	Y x 3
Richard	Gales	Professional	Chair	Y x 3
Greg	Goudie	Retired	Chair	Y x 3
Janine	Hallett	Retired	Chair	Y x 3
Narelle	Hess	Professional	Chair	Y x 3
Leanne	Johnsten-Bryan	Professional	Chair	Y x 3
Linda	Kearly	Professional	Chair	Y x 3
Alan	Kilfoyle	Professional	Chair	Y x 3
Grace	Kinch	Professional	Chair	Y x 3
Marie	Knight	Professional	Chair	Y x 3

Gillian	Lana	Professional	Chair	Y x 3
Karen	Lomas	Professional	Chair	Y x 3
Anna	Lynch	Professional	Chair	Y x 3
Maxwell	Marrow	Professional	Chair	Y x 3
Gaynor	Martyn	Professional	Chair	Y x 3
Anthony	Meehan	Professional	Chair	Y x 3
Sharon	Miller	Professional	Chair	Y x 3
Helen	Nowosilskyj	Professional	Chair	Y x 3
Brooke	O'Hara	Professional	Chair	Y x 3
June	Parker	Professional	Chair	Y x 3
John	Piccione	Professional	Chair	Y x 3
Peta	Pollock	Professional	Chair	Y x 3
Shauna	Quinlivan	Professional	Chair	Y x 3
Christina	Re	Professional	Chair	Y x 3
Kathleen	Reynolds	Associate	Chair	Y x 3
Gloria	Ross	Retired	Rebecca Herbertson	Y x 3
Joanne	Scardigno	Professional	Chair	Y x 3
Dagmar	Schmidmaier	Professional	Chair	Y x 3
Kim	Shaw	Professional	Chair	Y x 3
Jenni	Simmons	Associate	Chair	Y x 3
Dale	Simpson	Professional	Chair	Y x 3
Jenni	Smith	Associate	Chair	Y x 3
Helen	Strickland	Professional	Chair	Y x 3
Clare	Timmins	Professional	Chair	Y x 3
Alex	Turnbull	Associate	Chair	Y x 3
Gillian	Turner	Professional	Chair	Y x 3
Drue	Vickery	Professional	Chair	Y x 3
Barbara	Wels	Professional	Chair	Y x 3
Melinda	Weston	Professional	Chair	Y x 3
Isobel	Wooldridge	Professional	Chair	Y x 3
Ruth	Hayes	Professional	Leonie Stanfield	Y x 3
Nicola	Barnard	Professional	Stephen Wyatt	Y x 3
Lara	Rutherford	Professional	Stephen Wyatt	Y x 3

#### 4. Declaration of Meeting Quorum

As at 15 March 2019 when the AGM Notice of Meeting was issued there were 1,220 CDAA members. The Constitution requires that 5% of members present in person or by proxy constitute a quorum, which is 61. Eligible attendees by proxy and in person at this meeting total 112, therefore a quorum is declared.

#### 5. Apologies

<i>Name</i>		<i>Member Type</i>
Theo	Abels	Associate
Bobbi	Ballas	Professional
Jason	Brown	Professional
Sean	Croon	Professional
Phillip	Dembowski	Associate
Nancy	Douglas	Professional

John	Drake	Fellow
Helen	Drousas	Professional
Sue	Ellson	Professional
Pam	Fletcher	Fellow
Michelle	Harvey	Professional
Shayne	Lorac-Moon	Professional
Jennifer	Luke	Professional
Ben	Mayne	Professional
Greg	McMillan	Professional
Darryl	Nelson	Professional
Ana	Pateman	Associate
Nina	Perry	Professional
Julia	Perryman	Professional
Jessica	Pollard	Professional
Morgan	Pollock	Student
Erin	Shale	Professional
Janette	Wells	Professional
Duean	White	Professional

## 6. Minutes of the 2018 AGM

Minutes of the 2018 AGM had been circulated to members prior to the meeting. Members were referred to pages 3-7 of the AGM Booklet.

National President Wanda Hayes called for any matters arising. There were none.

***Resolved that the minutes as presented for the 2018 CDAA Annual General Meeting held by Online Meeting on 2 March 2018 are a true and representative record of that meeting.***

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

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

## 7. CDAA Annual Report 2018

National President Wanda Hayes commended the Annual Report to the meeting. Members were referred to pages 8-17 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 2018 be accepted.***

***Moved: W Hayes, Seconded: Mariana Joseph***

***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 2018

The Financial Report for the year ended 31 December 2018 including the Audit Report, had been circulated to members prior to the meeting. Members were referred to pages 18-34 of the AGM Booklet.

National Treasurer Rebecca Fraser thanked the National Manager for good management of the Association's finances and called for any matters arising. There were none.

**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, Seconded: Carolyn Alchin**

**The National Treasurer 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**

The Strategic Plan Update for 2019-2020 had been circulated to members prior to the meeting. Members were referred to pages 35-39 of the AGM Booklet.

National President Wanda Hayes overviewed the Operational Plan 2019-2020 Deliverables and strongly encouraged all members to consider additional activities that will contribute to the Strategic Objectives.

## **10. Declaration of Election of National Executive Committee for 2019-21**

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 40 of the AGM Booklet.

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**

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)

## **11. Acknowledgement of Retiring Committee Members**

National President Wanda Hayes thanked retiring NEC National Secretary Allan Gatenby for his valuable service to the Membership and the Association, with the presentation of an e-gift in appreciation. Allan Gatenby responded.

## **12. Close Meeting**

The President Wanda Hayes thanked all members for their attendance and contribution via the chat line at the 2019 AGM. The meeting closed at 6.58pm (AEST).

## **Resolution:**

*It is resolved that the minutes as presented for the 2019 CDAA Annual General Meeting held by Online Meeting on 2 April 2019 are an accurate record of that meeting.*

*Moved: M Joseph*



## 7. CDAA Annual Report 2019

### National President Wanda Hayes

Dear colleagues

This year's Annual Report showcases a year that successfully balanced innovation and sound governance. Herein you will find Division Activity reports, an Operations Plan Activity report, Financial reports and an Organisational Health report. These reports outline our achievements - and our challenges - over the past 12 months. They present a picture of a vibrant and vital professional community, where members work for mutual benefit, supported by a small and extremely effective team of paid staff in our National Office.

In the past 12 months, we have been bold in investing in new projects and initiatives that extend our reach in the wider community, and solidify our reputation as leaders of excellence in the field of career development. More and more often, we are invited to provide professional commentary in the media and advice to government officials. It's all exciting stuff, and it's good for all of us.

At the same time, we have continued to be quietly innovative in the ways we support each other: looking for new ways to provide high quality professional learning opportunities; and using a variety of channels and platforms to help us stay connected.

Sitting behind all of this bright and shiny stuff is the day-to-day work of keeping the Association financially and administratively secure. The past year has presented some small financial challenges, and we (with careful and capable support from our National Manager, Peter Mansfield) have successfully met and managed those challenges. As 2020 commences we are strong, with a bright future.

On behalf of all members I want to express my gratitude to all those who have voluntarily contributed to the life of our professional community in the past 12 months. Volunteering comes in many forms: from the "hidden gems" who respond to immediate needs for subject-matter expertise, local knowledge and connections, or professional input; to those who make significant and ongoing contributions of time, energy and talent to initiate, develop and drive projects and activities. Our vitality, and our success as a strong professional community are completely dependent on the ongoing contributions of all our wonderful volunteers.

Our community is led by a National Executive Committee, Division Presidents and Division Committees: these groups are made up entirely of members who have volunteered. Their work is always focussed first and foremost on understanding and responding to the interests and needs of all members.

So, this is the CDAA - a community of members, working together to achieve shared goals. Our goals are enshrined in our Strategic Plan, an updated version of which will be tabled at this meeting for approval by members. It focusses our attention on four themes: Community and Collaboration; Excellence; Empowered Members; and Governance. I hope these themes keep us all - every member - focused on what matters most in our community, throughout the coming year.

Very Warm Regards,



Wanda Hayes  
National President

## Division Activities

### ACT Division

Our goals as CDAA ACT division committee for 2019 have been to:

- Provide Guidance, leadership, support and advocacy for ACT CDAA members
- Facilitate opportunities for Professional Development for Division Members
- Provide input to, and support of, the NEC
- Further the development of the Career Development profession
- Host the 2019 CDAA National Conference

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. Our greatest achievement for 2019 was hosting the highly successful 2019 CDAA National conference.

The ACT division membership is a connected and collaborative group and as always, we have many members who are generous with their time and energy. Our referral network amongst our practitioners has further developed this year. We have a diversity of skills and experience and it is great that when we are unable to support a potential client, we can refer to someone who can.

Through opening our events to a range of professionals we have increased community awareness of CDAA and the work of accredited career practitioners. Some examples include

- Representing the CDAA on local ABC Radio
- Conducting a webinar for defence force partners
- Collaborating with the ACT education directorate at the CareersXpo.

I thank the ACT Division committee for their commitment this past year. I 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. My role as ACT President ended in December 2019 and I will truly miss working with such exceptional and warm colleagues. I have gained so much from my role, developed some new skills and have had the pleasure of serving our division, the CDAA in general and the career profession. I encourage all of you to nominate for the committee, offer a PD session, or participate in a smaller project.

***Kate Flaherty, Division President***

### NSW Division

In 2019, there were 20 PD Events made available to CDAA NSW Division Members:

- 1 x National Conference in Canberra
  - 4 x Face-to-Face events – all organised by the NSW Division Committee
  - 5 x 'Career Conversations' (Online)
  - 14 x National Webinars – the organisation of which was equally shared by every CDAA Division Committee
- The new approach to PD via webinars has been quite successful, meeting the needs of busy members by providing more flexibility and variety.

In 2020 we will strive to continue to provide quality PD, to increase regional engagement, build membership and advocate for the profession.

Since thanks to the NSW Division Committee Members for their dedication and commitment, including those who are leaving the committee at the end of 2019, those remaining and new members who are welcomed. Thank you also to those NSW members who provided valuable service in undertaking ad-hoc projects. I appreciate the support of every one of you!

***Brian Horan, Division President***

## **NT Division:**

The NT Division was not formally active in 2019. The position of Division President remains open.

## **QLD Division**

This year has been extremely positive for the Queensland Division; as members we are continually learning, sharing knowledge and building strong connections. It has been described as a “family” environment full of like-minded career professionals who love what they do!

To highlight some of the 2019 activities:

- A range of face to face and online PD events
- Mental Health First Aid Certificate program
- Annual Good Theory, Good Practice Event
- National Careers Week events
- Represented CDAA at the Brisbane Careers Expo
- Regional Communities Event in Toowoomba

I want to thank each wonderful Queensland Committee Member for your dedication and in volunteering your valuable time during and after work hours this year. You have truly supported the CDAA vision – ‘to be leaders of excellence in career development’.

It is with a heavy heart that I to say a fond farewell to the QLD Committee. I am stepping down as Divisional President after three years of service, and one year previously as Vice-President. I am proud of the work we have done and will continue to do, and I will miss the connectedness, laughter and knowledge sharing that I obtained from being on the Committee.

***Julie Street, Division President***

## **SA Division**

2019 has been a successful year; after a few years without CDAA activity in South Australia we again have an enthusiastic and active committee. Thank you so much to each committee members for their valuable contribution and commitment to supporting their CDAA colleagues.

Thank you also to the great group of members who volunteered at the Career & Employment Expo.

This year was as an opportunity to trial professional development in order to find out what worked locally, and we are pleased that each of the events were well supported and received positive feedback. From these learnings, we are in a good position to move forward in 2020.

***Eleanor Pannall, Division President***

## **TAS Division**

Warm thanks to my colleagues on the Tasmanian Division Committee for their ongoing and positive support, willingness to contribute their time to CDAA Tasmania Division and their efforts in providing PD opportunities for Tasmanian members.

Some PD and networking highlights in 2019 were:

- Continued successful networking breakfasts in the South
- Boost northern engagement through Networking Group (thank you Kim!)
- Introduced new online state-wide “Reading Room”
- Tasmanian members were also well represented in national webinars relative to proportion of national membership (4.7% vs 2%)

A special mention and congratulations to Kim Tidswell who was the very worthy recipient of our Ray Stacey Award.

***Julie Preston, Division President***

## **VIC Division**

My Report last year described 2018 as steady-as-she-goes, whereas for the Victorian Division, 2019 is best categorised as a year of development. Below is a summary of our achievements and changes for the year.

### Projects

This year the Victorian Committee embarked on three separate projects.

- What do our Members do? – At our AGM last year there was discussion about how we might discover more information about what our members do as part of their Career Development activity. We developed an online survey over 80 of our members responded. This data has been incorporated into the planning of our 2020 Professional Development calendar.
- Regional Engagement Strategy – Lifting the profile of CDAA and engaging with career practitioners and those who work in this sector in regional areas.
- Practitioner of the Year Award – For a number of years we have been conducting the Sue Seawright Award in Victoria. The Committee this year undertook a review and have developed a new Award for Victorian Members which will be known as the Practitioner of the Year. The recipient will get direct nomination into the National CDAA Practitioner of the Year Award. We are currently tweaking our process, to enable this direct nomination, with the launch of the Award early in 2020.

### Professional Development

Professional Development continues to be a major focus for the Committee. We held five face-to-face events and organised six Webinars, however with a national calendar of events, Victorian Members have been able to attend an additional 9 Webinars, 5 Career Conversations and of course the National Conference.

A big thank you to all those members who volunteered their generosity and extraordinary contributions over the three-day SpotJobs Expo. The total attendance at the Expo across the three days was 16,058 people. The CDAA stand contributed approximately 174 career check-ups, delivered 16 informative workshops to over 450 people, answered hundreds of questions at the front desk and conducted approximately 227 express resume reviews, so well done everyone. The gratitude expressed by many people as they left our stand was testament to your dedication, expertise and care.

Once again, this year we were able to promote the benefits of membership of the CDAA to over 100 students at the RMIT Career Development counselling workshop for the Graduate Certificate.

### Thank you

This will be my final Annual Report. After over 3<sup>1/2</sup> years as President it is now time for someone else with fresh ideas and enthusiasm to take on this role. My thanks to all Victorian Members for their support over this period, and particularly those who have served as Committee and Sub-Committee members.

***Stephen Wyatt, Division President***

## **WA Division**

This year the WA Division Committee was made up of continuing members from the previous year and we continue working together in the close and collegial way that was established last year. My sincere thank you for your support and dedicated service to the Association. Each 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.

While there were less face to face events in 2019, those events which did run were well attended and well received. The trend towards online webinars which members can access easily despite their location and other commitments continues. 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, is another ongoing and valuable initiative.

It takes many hours of effort to bring a Professional Development event to members. I sincerely thank our presenters for their willingness to give so generously of their time and expertise. Your contribution and support have been gratefully appreciated.

Our Goals for 2020 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.

***Rebecca Herbertson, Division President***

## Operations Plan Activities

Operational Deliverables are determined by your NEC each year, to work towards achieving the Goals & Strategies of the Strategic Plan. In the 2019 -2020 year, excellent progress has been made against the required deliverables.

### Status Legend

	Achieved
	Progress; requires more work
	Under-achieving

### CDAA Operational Deliverables 2019-2020

	Status
<b>April 2019</b>	
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	
<b>May 2019</b>	
Revised CDAA Fellow & Life Membership criteria	
Induction Check-lists for new NEC, DP and Division Committee members	
Updated CDAA Division Handbook	
<b>June 2019</b>	
CDAA 2019 member mentoring program commenced	
Planning complete and promotion commence for a major national tour event in May 2020	
Paper(s) arguing the case for proactive career development intervention developed and promoted	
Professionally produced video highlighting the value of engaging with a qualified career practitioner and CDAA member promoted to the public	
Good news stories of career development intervention promoted to the public (This concept is being re-considered and re-worked, to enable members to more easily provide support)	
<b>August 2019</b>	
CDAA membership promotion to vocational and tertiary career development students	
CDAA 2019 National Conference in Canberra	
Findings published of Research into Evidence for Career Development Impact in Australia (delayed until April 2020)	
Report to members on organisational performance against the Operations Plan	
Report to members on CDAA Organisational Health (membership, finance, engagement)	
<b>November 2019</b>	
Second professionally produced video highlighting the value of engaging with a qualified career practitioner and CDAA member promoted to the public	
<b>January 2020</b>	
Review of CDAA Strategic Plan Goals & Strategies for 2020-2022	
<b>March 2020</b>	
CDAA 2020 Awards for Excellence open (Awards for Excellence will next be held in 2021, in association with the next National Conference)	
CDAA membership promotion to university schools of education students (This project is still under investigation for future roll-out)	
CDAA membership promotion to vocational and tertiary career development students	
<b>Ongoing Activities</b>	
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	
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	

# CDA A HEALTH CHECK

## 2019



**1113**  
**MEMBERS**

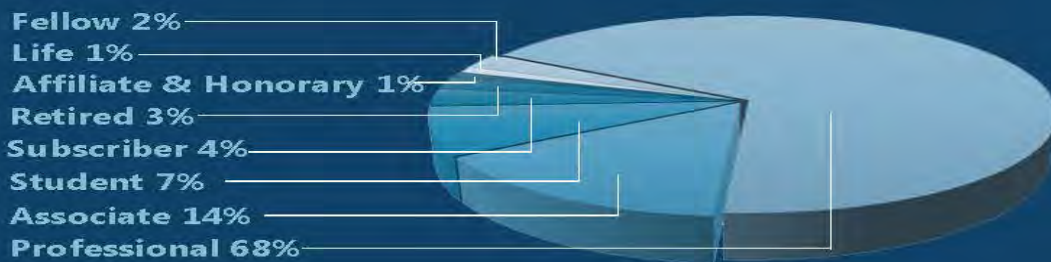
**Down from 1196**  
**Members in 2016**



**190**  
**PARTNERS**

**Up from 65**  
**Partners in 2016**

### MEMBERSHIP BY TYPE 2016 - 2019



**IN 2019, CDAA MADE**  
**A SURPLUS OF \$10k**

In 2018, CDAA made  
a surplus of \$8k

### PD EVENT ATTENDANCE



2016 2017 2018 2019

### SOCIAL MEDIA PAGE LIKES

(Facebook, LinkedIn and Twitter)



2016 2017 2018 2019

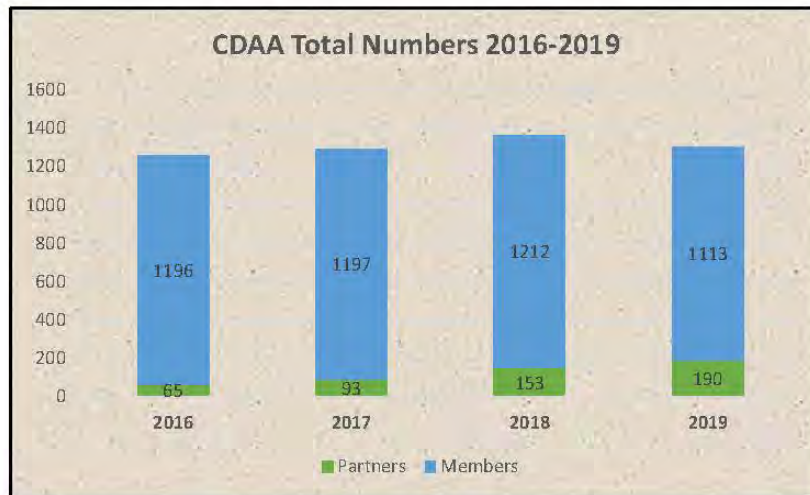


This new report is a summary  
of trends in membership,  
finances and engagement for the  
past 4 years within your CDAA.

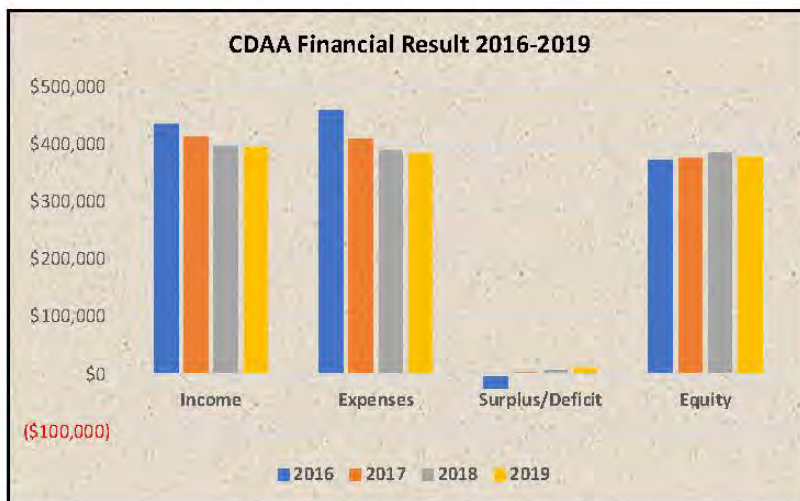


**CDA “Health Check” at year-end 2019**

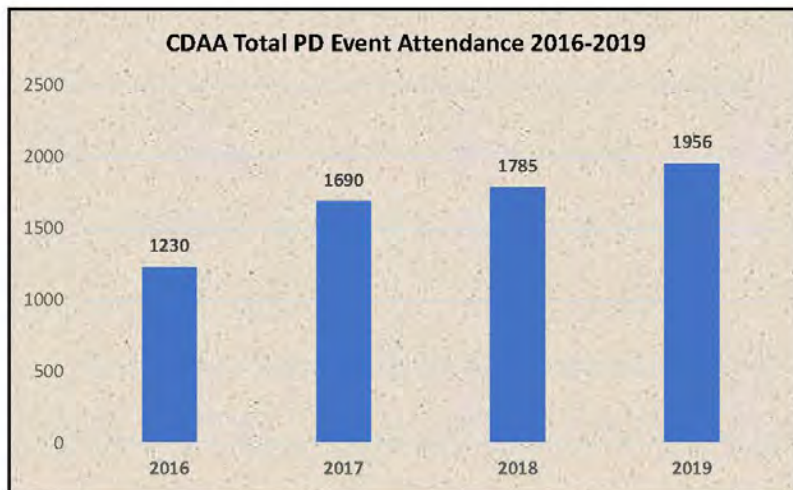
This report is a summary of trends in membership, finances and engagement to 31 December 2019 within your CDA. Noting the change in membership reflecting trends in the sector, the trends are positive, and the organisation is in good health!



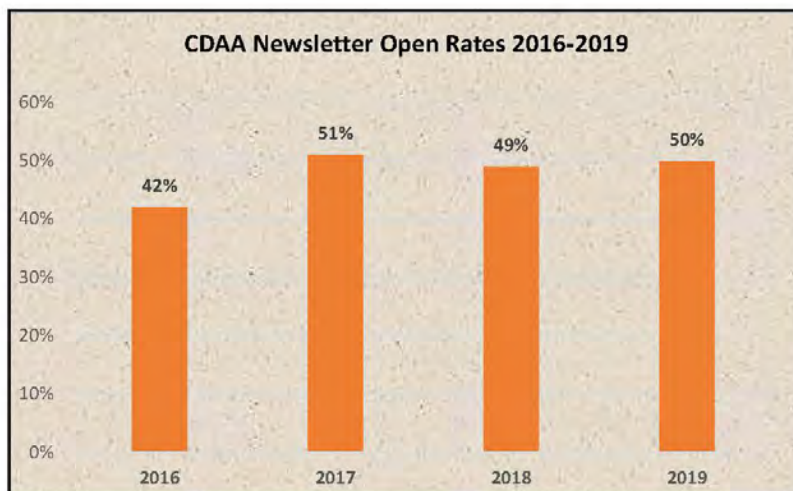
A 3% increase in total numbers at the end of 2019 compared with 2016; with a 7% drop in individual members and a 192% increase in corporate partners and their employees. This generally reflects the overall changes in the sector. New applications for membership remain steady.



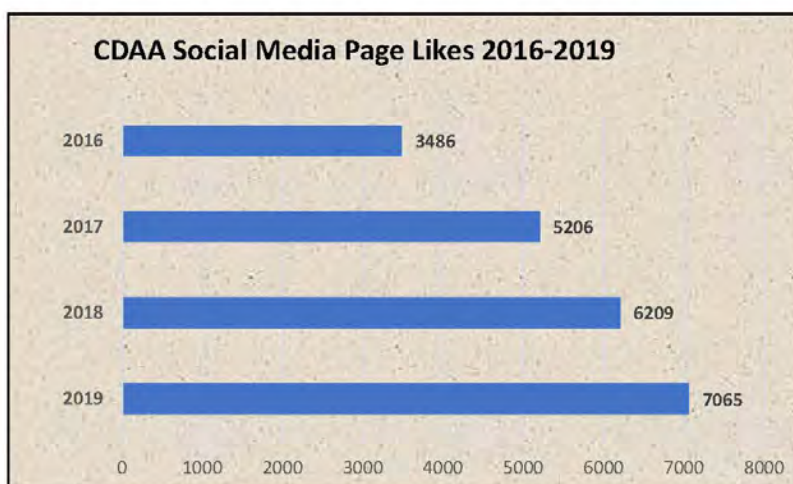
A stable financial situation; with equity maintained at a consistent level. Expenses are being carefully managed, resulting in a slight increase in surplus each of the last 3 years.



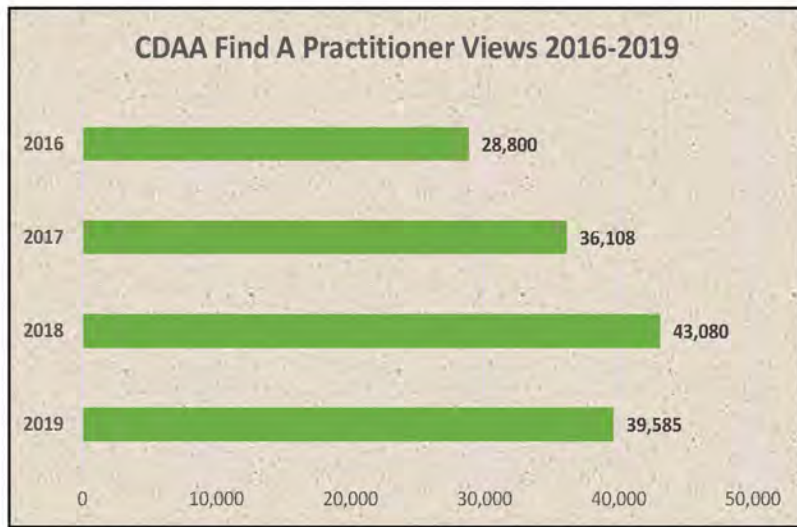
A continuing increase in registrations for Division and National PD events. An increase of 59% from 2016.



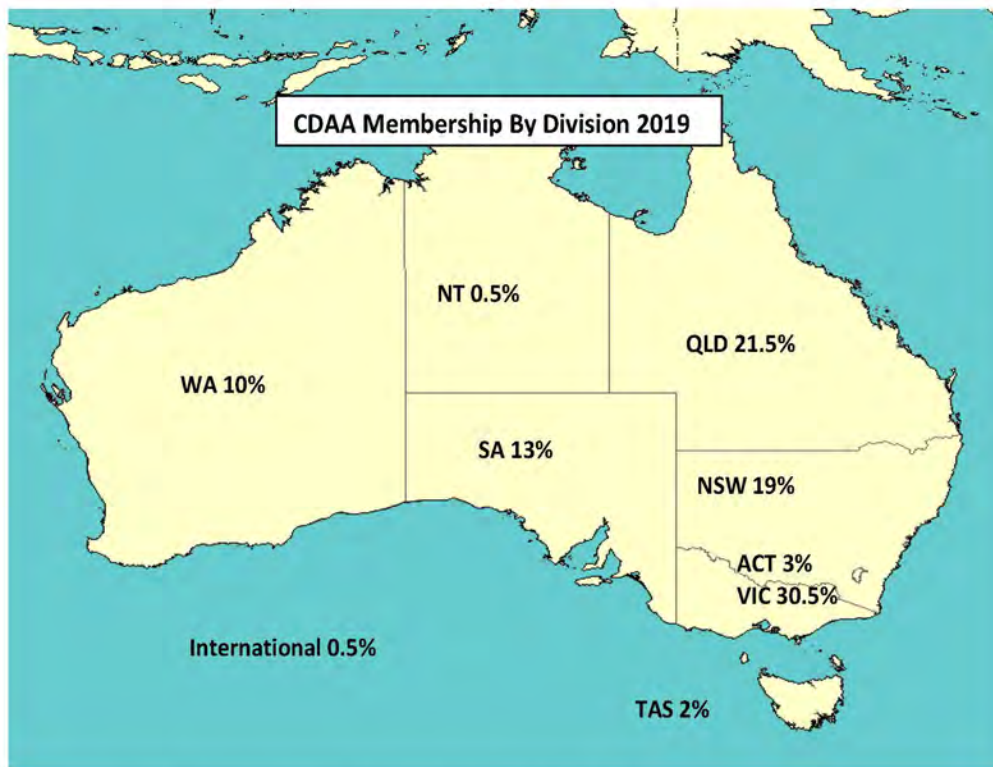
Engagement through Division and National e-newsletters remains very high by industry standards.



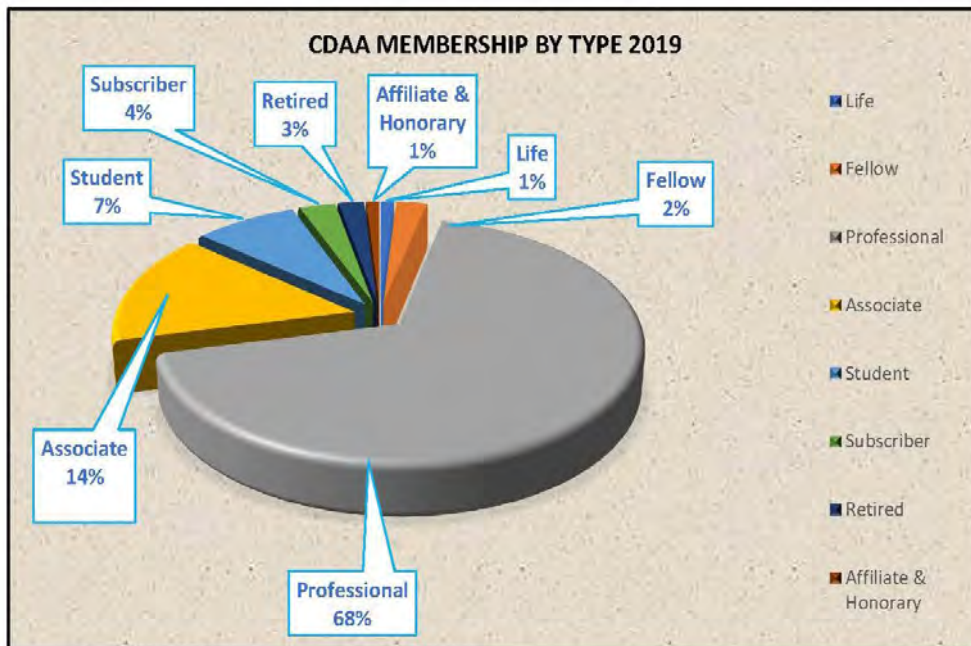
Engagement through social media and the website continues to grow.



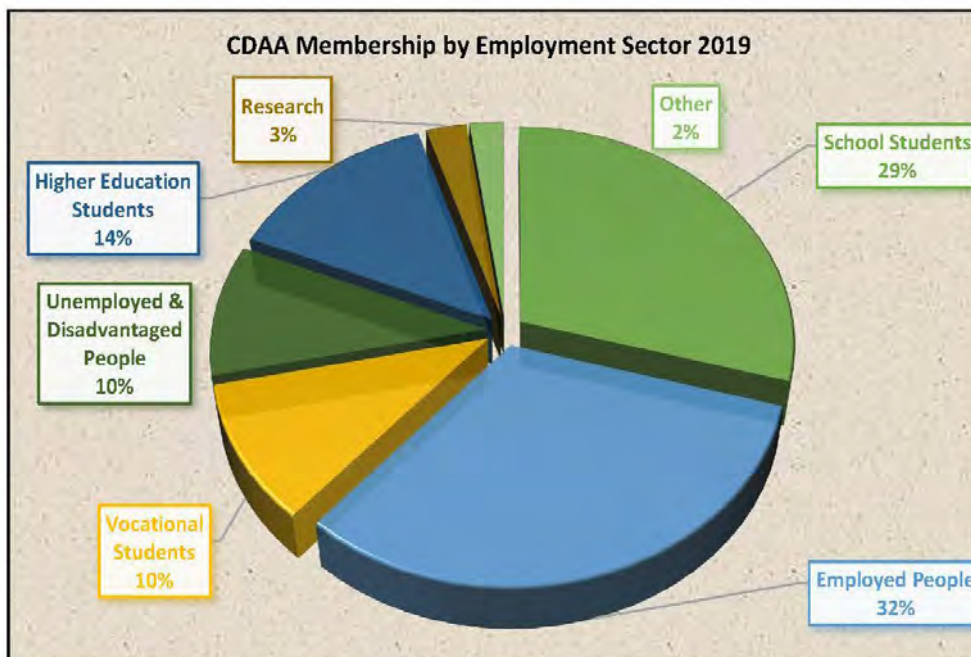
A slight decline in 2019 compared with 2018, however 37% higher than in 2016.



The percentage of membership in each Division remains relatively consistent.



The percentage of each membership type remains relatively consistent.



Compared to 2016-2018: A 10% decrease in the percentage of members working primarily with school students and a 7% increase in the percentage working primarily with higher education students. All other primary employment sectors remain relatively consistent.

**Resolution:**

*It is resolved that the CDAA Annual Report for 2019, inclusive of Division Activity, Operations Plan Activity and Organisational Health, be accepted.*

*Moved: W Hayes*

## 8. CDAA Financial Report 2019

National Treasurer Rebecca Fraser

### Financial Report for the year ended 31 December 2019

#### National Executive Committee Report

The National Executive Committee of Career Development Association of Australia Inc, submits this financial report and certifies that the financial statements included in this report give a true and fair view of the financial position and performance of the Career Development Association of Australia Inc during and at the end of the financial year of the Association ending on 31 December 2019.

#### Committee Members:

The names of committee members throughout the year and at the date of this report are:

Wanda Hayes - President

Carolyn Alchin - Vice President

Rebecca Fraser - Treasurer

Mariana Joseph - Secretary

Linda Jeffrey

Michelle Braham

Sharyn Donaghy

Leonie Stanfield

#### Principal Activities:

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.

#### Significant Changes:

There have been no significant changes in relation to the Association during the year.

#### Going Concern:

This financial report has been prepared on a going concern basis which contemplates continuity of normal activities and the realisation of assets and settlement of liabilities in the ordinary course of those activities. The ability of the Association to continue to operate as a going concern is dependent upon the ability of the Association to generate sufficient cashflows from operations to meet its liabilities. The Committee of the Association believe that the going concern assumption is appropriate. Having made sufficient enquiries, the National Executive Committee has reasonable grounds to believe that Career Development Association of Australia Inc will be able to meet its debts as and when they fall due.

The Committee's Report is signed in accordance with a resolution of the National Executive Committee:

Presented at CDAA 2020 Annual General Meeting

on Thursday 2<sup>nd</sup> April 2020

President



Wanda Hayes

Treasurer



Rebecca Fraser

## IMPORTANT NOTE FOR THE 2019 FINANCIAL REPORT

### Changes to Audit and Presentation of Accounts

Reference the audited Statement of Income & Expenditure and statement of Financial Position presented in this report; there are two significant changes to note:

#### 1. Formatting

The audited reports are formatted differently, due to CDAA moving to the Xero accounting package. Refer to *Report 2: CDAA Income & Expenditure 2019 compared to 2018* for the previous format as a reference.

#### 2. Membership Income – (trying to provide an accurate & simple explanation!)

Now that the CDAA membership renewal date is settled at 1 March, it is deemed best practice by the auditor to split the recording of membership income across two calendar years, ie 10 months in the first year and 2 months in the second year. (All has been recorded in the same year previously.) To give a simple example, if the fee was \$120 for 2019-20, then \$100 would be allocated to 2019 and \$20 to 2020. And then in 2020-21, \$100 would be allocated to 2020 and \$20 to 2021. Which means of course all other factors being equal, in 2020 the total recorded as received would be \$20 + \$100 = \$120, so no change.

However, in the first year of the change, ie these 2019 accounts – 2 months are not allocated – it moves to the 2020 year. So, in these audited accounts, membership income is showing as 2/12ths less than was actually received, which results in a large deficit for the year in the Statement of Income & Expenditure. This is a one-off impact in the first year of transition – next years accounts will include 2 months from 2019 and 10 months from 2020, so a whole year income.

These are book-entry transactions to come up to best practice now the membership date is stabilised; not what actually happened during 2019! The Association is in a sound financial position – refer to *Report 1: Operating Result – Summary* and *Report 2: CDAA Income & Expenditure 2019 compared to 2018* for how the financial performance would have been presented except for this change.

## Report 1: Operating Result - Summary

### CDAA's Operating Income came from:

Membership Fees	\$309,907.00
Corporate Partnership Fees	\$35,041.87
Professional Development Events	\$26,870.91
National Conference	\$14,601.65
Advertising	\$1,695.43
Web Store Sales	\$913.54
Bank Interest	\$4,841.94
Consulting	<u>\$818.19</u>
<b>Total Income was</b>	<b>\$394,690.47</b> which was \$5,300.47 or 1.4% more than budgeted.

### CDAA's Operating Expenses were:

Membership Services	\$76,360.91
Professional Development Events	\$12,126.82
Wed Store	\$268.16
Engagement Activity	\$4,291.33
NEC & DP	\$16,916.72
Administration	\$69,133.89
Staff Employment	<u>\$205,378.30</u>
<b>Total Expenses were</b>	<b>\$384,476.13</b> which was \$511.13 or 0.13% more than budgeted.

**This resulted in an Operating Surplus of \$10,214.34** which was \$5,339.34 or 109.52% more than budgeted.

### Project Investment in 2019

In support of members and raising public awareness of career development, your National Executive invested in the following projects:

ACCELL research into career development benefits	\$12,060.00
Conference grants	\$4,614.82
Videos promoting career development	<u>\$14,540.91</u>
The total investment in projects was	\$31,215.73

Of this, \$10,214.34 was funded by the operating surplus, and \$21,001.39 was funded from CDAA equity.

**This resulted in a Net Deficit for 2019 of \$21,001.39** which is shown as a reduction in equity on the Balance Sheet.

## Report 2: CDAA Income & Expenditure 2019 compared to 2018

CDAA I & E	2019	2018	Notes
	\$	\$	
<b>INCOME</b>			
<b>Membership Fees</b>			
Professional Membership	239,115.94	244,584.98	
Associate Membership	38,044.60	43,220.07	
Fellow Membership	11,441.85	10,697.14	
Student Membership	7,260.81	10,773.04	
Subscription Membership	6,711.11	5,734.28	
Retired Membership	2,496.53	1,305.30	
Joining Fees	4,836.16	4,850.21	
<b>Total Membership Fees</b>	<b>309,907.00</b>	<b>321,165.02</b>	1.1
<b>Corporate Partnership Fees</b>			
Corporate Partnership	35,041.81	24,672.39	
<b>Total Corporate Partnership Fees</b>	<b>35,041.81</b>	<b>24,672.39</b>	
<b>Professional Development</b>			
PD National Income	3,845.08	4,563.20	
PD NSW Income	1,481.78	2,923.52	
PD VIC Income	6,036.00	1,605.42	
PD QLD Income	4,380.31	6,531.96	
PD SA Income	3,923.57	0.00	
PD WA Income	5,513.52	11,729.95	
PD TAS Income	54.54	72.72	
PD NT Income	0.00	0.00	
PD ACT Income	1,627.11	1,449.92	
<b>Total Professional Development</b>	<b>26,870.91</b>	<b>28,876.69</b>	1.2
<b>Annual Conference</b>			
2019 & 2018 Conferences	14,601.65	16,668.07	
<b>Total Annual Conference</b>	<b>14,601.65</b>	<b>16,668.07</b>	1.3
<b>Advertising and Sponsorship</b>			
Advertising	1,695.43	3,812.66	
Excellence Awards	0.00	1,600.00	
<b>Total Advertising and Sponsorship</b>	<b>1,695.43</b>	<b>5,412.66</b>	
<b>Web Store Sales</b>			
CDAA Products	599.96	1,240.87	
Member Products	313.58	340.77	
<b>Total Web Store Sales</b>	<b>913.54</b>	<b>1,581.64</b>	
<b>Sundry Income</b>			
Bank Interest Received	4,841.94	6,723.32	
Project Income	818.19	5,000.00	
<b>Total Sundry Income</b>	<b>5,660.13</b>	<b>11,723.32</b>	
<b>Total INCOME</b>	<b>394,690.47</b>	<b>410,119.79</b>	
<b>EXPENSES</b>			
<b>Membership Services</b>			
AGM Expenses	0.00	40.87	
Members PI Insurance	28,162.00	33,654.00	
Membership Bank Fees	5,206.54	3,082.08	
ACP Magazine Editor	14,000.00	12,000.00	
ACP Magazine Distribution	2,685.19	3,080.06	



<b>CDAI &amp; E</b>	<b>2019</b>	<b>2018</b>	<b>Notes</b>
	\$	\$	
Finance Charges M'ship Software	0.00	9,084.67	
Service Fee Membership Software	7,114.96	7,047.36	
Depreciation Membership Software	13,525.08	13,525.08	
Other Subscriptions	445.12	729.89	
Collateral and Promotion	1,456.72	2,541.17	
Merchandise	3,000.00	3,481.98	
Membership Services Sundry	765.30	375.49	
<b>Total Membership Services</b>	<b>76,360.91</b>	<b>88,642.65</b>	
<b>Professional Development</b>			
PD National Expenses	434.35	1,056.25	
PD NSW Expenses	618.51	805.49	
PD VIC Expenses	3,802.07	788.00	
PD QLD Expenses	2,070.70	2,576.21	
PD SA Expenses	1,011.19	122.22	
PD WA Expenses	3,990.00	6,438.58	
PD TAS Expenses	0.00	0.00	
PD NT Expenses	0.00	0.00	
PD ACT Expenses	200.00	438.57	
<b>Total Professional Development</b>	<b>12,126.82</b>	<b>12,225.32</b>	1.2
<b>Advertising and Sponsorship</b>			
Excellence Awards	0.00	234.18	
<b>Total Advertising and Sponsorship</b>	<b>0.00</b>	<b>234.18</b>	
<b>Web Store</b>			
Store Sales Expenses	268.16	187.03	
<b>Total Web Store</b>	<b>268.16</b>	<b>187.03</b>	
<b>Engagement Activity</b>			
Division Engagement	849.55	2,388.67	
International Affiliation Fees	211.66	191.94	
Affiliate Conferences	668.95	1,165.79	
Advocacy	2,561.17	2,850.71	
<b>Total Engagement Activity</b>	<b>4,291.33</b>	<b>6,597.11</b>	
<b>NEC &amp; DP</b>			
Honoraria	5,610.00	10,890.00	1.4
Accommodation	917.41	3,360.75	
Venue Hire	736.76	735.27	
Flights	5,481.58	6,310.49	
Catering	2,238.18	2,512.30	
Taxi & Parking	705.95	1,068.04	
NEC & DP Sundry	1,226.84	631.34	
<b>Total NEC &amp; DP</b>	<b>16,916.72</b>	<b>25,508.19</b>	
<b>Administration</b>			
Accounting & Auditing	1,700.00	1,818.77	
Association Insurance	5,823.82	6950.31	
Bad Debts	0.00	-165.00	
Bank Fees	417.08	479.10	
Book Keeper	14,936.50	13,485.00	
Depreciation	3,243.32	3,489.88	
Electricity	1,111.30	2,682.96	
IT Support	70.00	0.00	
IT Subscriptions	6,378.57	7,927.49	
Office Cleaning	798.95	1,440.00	
Postage and Couriers	933.82	983.32	

<b>CDAI I &amp; E</b>	<b>2019</b>	<b>2018</b>	<b>Notes</b>
	\$	\$	
Recycling	27.27	200.00	
Rent & Storage	29,550.34	15,537.85	1.5
Stationery & Printing	1,285.48	958.28	
Sundry Equipment	98.90	0.00	
Telephone	2,265.44	3,434.80	
Administration Sundry	493.10	1,006.59	
<b>Total Administration</b>	<b>69,133.89</b>	<b>60,229.35</b>	
<b>Staff Employment</b>			
Wages & Salaries	181,248.08	175,688.15	
Superannuation	17,158.08	16,613.35	
WorkCover Levy	1,151.55	1,080.40	
Staff Training	1,808.58	0.00	
Annual Leave Provision	2,740.07	1,081.13	
Staff Employment Sundry	1,271.94	742.65	
<b>Total Staff Employment</b>	<b>205,378.30</b>	<b>195,205.68</b>	
<b>Total EXPENSES</b>	<b>384,476.13</b>	<b>388,829.51</b>	
<b>Operating Surplus (Loss)</b>	<b>10,214.34</b>	<b>21,290.28</b>	
<b>Project Expenses</b>			
ACCELL Research	12,060.00		
Conference Grants	4,614.82		
Promotional Videos	14,540.91		
<b>Total Project Expenses</b>	<b>31,215.73</b>		
<b>NET Surplus (Loss)</b>	<b>(21,001.39)</b>	<b>21,290.28</b>	

## Notes

### 1.1. Membership Fees

The following membership fees, including GST, were levied during the 2019 Financial year:

<b>Membership Category</b>	<b>2019</b>	<b>2018</b>
Fellow	360.00	355.00
Professional	360.00	355.00
Associate	290.00	285.00
Student	145.00	145.00
Subscription	180.00	180.00
Retired	70.00	70.00
Joining Fees	95.00	95.00
Corporate Partnership	from 750.00	from 750.00

Approved Member Numbers as at 31 December 2019 compared to 31 December 2018 & 2017:

<b>Member Type</b>	<b>Dec 2019</b>	<b>Dec 2018</b>	<b>Dec 2017</b>
Life	12	9	9
Fellow	23	26	27
Professional	757	831	817
Associate	156	184	189
Student	78	97	76
Subscription	45	36	37
Retired	33	24	18
Honorary & Affiliate	9	9	9
Corporate (Partners)	190	159	89
<b>Total</b>	<b>1303</b>	<b>1375</b>	<b>1271</b>

## 1.2. Professional Development Income and Expenditure

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

	2019			2018		
	Income	Expenses	Net Result	Income	Expenses	Net Result
<b>Totals</b>	<b>26,870.91</b>	<b>12,126.82</b>	<b>14,744.09</b>	<b>28,876.69</b>	<b>12,225.32</b>	<b>16,651.37</b>
Budget	23,600.00	4,550.00	19,050.00	26,010.00	11,360.00	14,650.00

## 1.3. Annual Conference

Description	2019 Canberra	2018 Hobart	2017 Brisbane
Income	278,539.40	315,247.57	321,747.89
Expenditure	263,937.75	298,579.50	284,883.08
Net proceeds	14,601.65	16,668.07	36,864.81

## 1.4. NEC & DP Honoraria

Honoraria for 2019 were set at \$5,500 for National President, \$550 for NEC and \$330 for DP. A number of persons chose not to accept their honoraria, for the sake of the organisation.

## 1.5. Rent & Storage

CDAA National office relocated to improved premises mid-2019, to modernise accommodation, improve staff security and provide better service to members. Small off-site storage is being utilised.

## Report 3: CDAA 2020 Budget (compared with 2019 & 2018 actual results)

	2020 Budget	Actual 2019	Actual 2018
	\$	\$	\$
<b>INCOME</b>			
<b>Membership Fees</b>			
Professional Membership	238,580	239,115.94	244,584.98
Associate Membership	37,170	38,044.60	43,220.07
Fellow Membership	7,850	11,441.85	10,697.14
Student Membership	7,900	7,260.81	10,773.04
Subscription Membership	8,100	6,711.11	5,734.28
Retired Membership	3,400	2,496.53	1,305.30
Joining Fees	4,000	4,836.16	4,850.21
<b>Total Membership Fees</b>	<b>307,000</b>	<b>309,907.00</b>	<b>321,165.02</b>
<b>Corporate Partnership Fees</b>			
Corporate Partnership	37,300	35,041.81	24,672.39
<b>Total Corporate Partnership Fees</b>	<b>37,300</b>	<b>35,041.81</b>	<b>24,672.39</b>
<b>Professional Development</b>			
PD National Income	2,500	3,845.08	4,563.20
PD NSW Income	1,500	1,481.78	2,923.52
PD VIC Income	4,000	6,036.00	1,605.42
PD QLD Income	3,000	4,380.31	6,531.96
PD SA Income	3,500	3,923.57	0.00
PD WA Income	5,500	5,513.52	11,729.95
PD TAS Income	200	54.54	72.72
PD NT Income	0.00	0.00	0.00
PD ACT Income	1,200	1,627.11	1,449.92
<b>Total Professional Development</b>	<b>21,400.00</b>	<b>26,870.91</b>	<b>28,876.69</b>
<b>Annual Conference</b>			
2019 & 2018 Conference		14,601.65	16,668.07
.....2020 Hughes Roadshow #1	47,500		
<b>Total Annual Conference</b>	<b>47,500</b>	<b>14,601.65</b>	<b>16,668.07</b>

	2020 Budget	Actual 2019	Actual 2018
	\$	\$	\$
<b>Advertising and Sponsorship</b>			
Advertising	2,500	1,695.43	3,812.66
Excellence Awards	0.00	0.00	1,600.00
<b>Total Advertising and Sponsorship</b>	<b>2,500</b>	<b>1,695.43</b>	<b>5,412.66</b>
<b>Web Store Sales</b>			
CDAAs Products	600	599.96	1,240.87
Member Products	400	313.58	340.77
<b>Total Web Store Sales</b>	<b>1,000</b>	<b>913.54</b>	<b>1,581.64</b>
<b>Sundry Income</b>			
Bank Interest Received	3,000	4,841.94	6,723.32
Project Income		818.19	5,000.00
<b>Total Sundry Income</b>	<b>3,000</b>	<b>5,660.13</b>	<b>11,723.32</b>
<b>Total INCOME</b>	<b>419,700</b>	<b>394,690.47</b>	<b>410,119.79</b>
<b>EXPENSES</b>			
<b>Membership Services</b>			
AGM Expenses	0.00	0.00	40.87
Members PI Insurance	24,000	28,162.00	33,654.00
Membership Bank Fees	4,500	5,206.54	3,082.08
ACP Magazine Editor	14,000	14,000.00	12,000.00
ACP Magazine Distribution	2,700	2,685.19	3,080.06
Finance Charges M'ship Software	0.00	0.00	9,084.67
Service Fee Membership Software	7,000	7,114.96	7,047.36
Depreciation Membership Software	5,000	13,525.08	13,525.08
Other Subscriptions	1,000	445.12	729.89
Collateral and Promotion	2,000	1,456.72	2,541.17
Merchandise	3,500	3,000.00	3,481.98
Membership Services Sundry	500	765.30	375.49
<b>Total Membership Services</b>	<b>64,200</b>	<b>76,360.91</b>	<b>88,642.65</b>
<b>Professional Development</b>			
PD National Expenses	200	434.35	1,056.25
PD NSW Expenses	600	618.51	805.49
PD VIC Expenses	750	3,802.07	788.00
PD QLD Expenses	950	2,070.70	2,576.21
PD SA Expenses	350	1,011.19	122.22
PD WA Expenses	950	3,990.00	6,438.58
PD TAS Expenses	100	0.00	0.00
PD NT Expenses	0.00	0.00	0.00
PD ACT Expenses	150	200.00	438.57
<b>Total Professional Development</b>	<b>4,050</b>	<b>12,126.82</b>	<b>12,225.32</b>
<b>Annual Conference</b>			
2019 & 2018 Conference	0.00	0.00	0.00
2020 Hughes Roadshow	41,000		
<b>Total Annual Conference</b>	<b>41,000</b>	<b>0.00</b>	<b>0.00</b>
<b>Advertising and Sponsorship</b>			
Excellence Awards	0.00	0.00	234.18
<b>Total Advertising and Sponsorship</b>	<b>0.00</b>	<b>0.00</b>	<b>234.18</b>
<b>Web Store</b>			
Store Sales Expenses	300	268.16	187.03
<b>Total Web Store</b>	<b>300</b>	<b>268.16</b>	<b>187.03</b>

	2020 Budget	Actual 2019	Actual 2018
	\$	\$	\$
<b>Engagement Activity</b>			
Division Engagement	1,000	849.55	2,388.67
Affiliate Conferences	1,500	668.95	1,165.79
International Affiliation Fees	250	211.66	191.94
Advocacy	2,000	2,561.17	2,850.71
<b>Total Engagement Activity</b>	<b>4,750</b>	<b>4,291.33</b>	<b>6,597.11</b>
<b>NEC &amp; DP</b>			
Honoraria	10,000	5,610.00	10,890.00
Accommodation	0.00	917.41	3,360.75
Venue Hire	0.00	736.76	735.27
Flights	0.00	5,481.58	6,310.49
Catering	0.00	2,238.18	2,512.30
Taxi & Parking	0.00	705.95	1,068.04
NEC & DP Sundry	500	1,226.84	631.34
<b>Total NEC &amp; DP</b>	<b>10,500</b>	<b>16,916.72</b>	<b>25,508.19</b>
<b>Administration</b>			
Accounting & Auditing	1,500	1,700.00	1,818.77
Association Insurance	5,800	5,823.82	6,950.31
Bad Debts	0.00	0.00	-165.00
Bank Fees	500	417.08	479.10
Bookkeeper	15,600	14,936.50	13,485.00
Depreciation	3,500	3,243.32	3,489.88
Electricity	0.00	1,111.30	2,682.96
IT Support	150	70.00	0.00
IT Subscriptions	7,000	6,378.57	7,927.49
Office Cleaning	0.00	798.95	1,440.00
Postage and Couriers	1,000	933.82	983.32
Recycling	0.00	27.27	200.00
Rent & Services	34,000	29,550.34	15,537.85
Stationery & Printing	1,000	1,285.48	958.28
Sundry Equipment	300	98.60	0.00
Telephone	800	2,265.44	3,434.80
Administration Sundry	500	493.10	1,006.59
<b>Total Administration</b>	<b>71,650</b>	<b>69,133.89</b>	<b>60,229.35</b>
<b>Staff Employment</b>			
Wages & Salaries	184,320	181,248.08	175,688.15
Superannuation	17,510	17,158.00	16,613.35
WorkCover Levy	1,200	1,151.55	1,080.40
Staff Training	1,500	1,808.58	0.00
Annual Leave Provision	1,000	2,740.07	1,081.13
Staff Employment Sundry	1,000	1,271.94	742.65
<b>Total Staff Employment</b>	<b>206,530</b>	<b>205,378.30</b>	<b>195,205.68</b>
<b>Total EXPENSES</b>	<b>402,980</b>	<b>384,476.13</b>	<b>388,829.51</b>
<b>Operating Surplus (Deficit)</b>	<b>16,720</b>	<b>10,214.34</b>	<b>21,290.28</b>
<b>Project Income</b>			
Consultancy	550		
Donation Roadshow Grants	680		
<b>Total Project Income</b>	<b>1,230</b>		
<b>Project Expenses</b>			
ACCELL Research	-	12,060.00	
Conference Grants	-	4,614.82	
Promotional Video	-	14,540.91	

	2020 Budget	Actual 2019	Actual 2018
	\$	\$	\$
Roadshow Grants	1,320		
Roadshow Contingency	5,000		
Membership Software Upgrade	9,025		
CDA.A.CDANZ Collaboration	13,500		
<b>Total Project Expenses</b>	<b>28,845</b>	<b>31,215.73</b>	
<b>Total Projects</b>	<b>(-27,615)</b>	<b>(-31,215.73)</b>	
<b>Net Surplus (Deficit)</b>	<b>(-10,895)</b>	<b>(-21,001.39)</b>	<b>21,290.28</b>

### Report 3: CDA.A 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 2019:

- 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:

- 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	Honarium – National Vice President	550
Michelle Braham	Honarium – Executive Committee Member	550
Sharyn Donaghy	Honarium – Executive Committee Member	550
Kate Flaherty	Honarium – Division President	330
Rebecca Fraser	Honarium – National Treasurer	550
Rebecca Herbertson	Honarium – Division President	330
Brian Horan	Honarium – Division President	330
Linda Jeffrey	Honarium – Executive Committee Member	550
Mariana Joseph	Honarium – National Secretary	550
Eleanor Pannall	Honarium – Division President	330
Julie Preston	Honarium – Division President	330
Julie Street	Honarium – Division President	330
Stephen Wyatt	Honarium – Division 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 2020

# Statement of Income & Expenditure

## CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2019

	NOTES	2019	2018
<b>Income</b>			
Membership Fees	9	291,740.12	345,837.41
Professional Development	10	26,870.91	28,876.69
Advertising and Sponsorship		1,695.43	5,412.66
Conference Income		14,601.65	16,688.07
<b>Total Income</b>		<b>334,908.11</b>	<b>396,814.83</b>
<b>Other Income</b>			
Bank Interest Received		4,841.94	6,723.32
Consultancy		818.19	-
Project Income		-	5,000.00
Web Store Sales		913.54	1,581.64
<b>Total Other Income</b>		<b>6,573.67</b>	<b>13,304.96</b>
<b>Total Income</b>		<b>341,481.78</b>	<b>410,119.79</b>
<b>Expenditure</b>			
ACCELL Research		12,060.00	-
Accommodation		917.41	3,360.75
Accounting & Auditing		1,700.00	1,818.77
Administration Sundry		493.10	1,006.59
Advocacy		2,561.17	2,850.71
Affiliate Conferences		668.95	1,165.79
AGM Expenses		-	40.87
Association Insurance		5,823.82	6,950.31
Bad Debts		-	(165.00)
Bank Fees		417.08	479.10
Bookkeeper		16,746.50	13,485.00
Catering		2,238.18	2,512.30
Collateral and Promotion		1,456.72	2,541.17
Conference Grants		4,614.82	-
Depreciation		3,243.32	3,489.88
Division Engagement		849.55	2,388.67
Electricity		1,111.30	2,682.96
Employee Expenses	11	209,307.53	195,205.68
Excellence Awards Expenses		-	234.18
Flights		5,481.58	6,310.49
General Insurances		1,118.16	-
Honorariums		5,610.00	10,890.00
International Affiliation fees		211.66	191.94
IT Subscriptions		6,378.57	7,927.49
IT Support		70.00	-
Membership Services	12	71,904.19	82,578.63

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

	NOTES	2019	2018
Merchandise		3,000.00	3,481.98
NEC & DP Sundry		1,226.84	631.34
Office Cleaning		798.95	1,440.00
Professional Development Costs	13	12,126.82	12,225.32
Postage & Couriers		933.82	983.32
Promotional Video		14,540.91	-
Recycling		27.27	200.00
Rent & Storage		29,550.34	15,537.85
Stationery & Printing		1,285.48	958.28
Store Sales Expenses		268.16	187.03
Sundry Equipment		98.90	-
Taxi & Parking		705.95	1,068.04
Telephone		2,265.44	3,434.80
Venue Hire		736.76	735.27
<b>Total Expenditure</b>		<b>422,549.25</b>	<b>388,829.51</b>
<b>Current Year Surplus/ (Deficit)</b>		<b>(81,067.47)</b>	<b>21,290.28</b>



# Statement of Financial Position

## CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC As at 31 December 2019

	NOTES	31 DEC 2019	31 DEC 2018
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Bank Accounts	2	330,166.54	327,778.96
Prepayments	3	61,978.93	74,104.46
<b>Total Current Assets</b>		<b>392,145.47</b>	<b>401,883.42</b>
<b>Non-Current Assets</b>			
Electronic Equipment & Furniture	4	5,213.18	12,204.98
Intangibles	5	5,635.13	19,160.21
<b>Total Non-Current Assets</b>		<b>10,848.31</b>	<b>31,365.19</b>
<b>Total Assets</b>		<b>402,993.78</b>	<b>433,248.61</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	6	3,836.91	8,605.00
Employee Provisions	8	14,073.31	12,181.20
GST Payable		2,627.00	240.00
Revenue Received in Advance	7	60,754.16	13,381.77
<b>Total Current Liabilities</b>		<b>81,291.38</b>	<b>34,407.97</b>
<b>Non-Current Liabilities</b>			
Provision for Long Service Leave	8	3,929.23	-
<b>Total Non-Current Liabilities</b>		<b>3,929.23</b>	<b>-</b>
<b>Total Liabilities</b>		<b>85,220.61</b>	<b>34,407.97</b>
<b>Net Assets</b>		<b>317,773.17</b>	<b>398,840.64</b>
<b>Equity</b>			
Retained Earnings - National		398,840.64	377,550.36
Current Year Earnings		(81,067.47)	21,290.28
<b>Total Equity</b>		<b>317,773.17</b>	<b>398,840.64</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

# Notes to the Financial Statements

## CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2019

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1985. The Committee has determined that the Association is not a reporting entity.

The financial statements have been prepared on an accruals basis in order to recognise the transactions in the period to which they correctly relate. The statements show more than just the receipts and payments for the year and are based on historic costs, so do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

#### Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

#### Property, Plant and Equipment (PPE)

Computer equipment, furniture and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

#### Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

#### Employee Provisions

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

#### Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

#### Income Tax

The Association is exempt from Income Tax, under the Income Tax Assessment Act 1997.

	2019	2018
<b>2. Cash and Cash Equivalents</b>		
CBA National A/C #6100	130,166.54	14,710.10
CBA Term Deposit #9548	200,000.00	-
ING Investment A/C - 7704	-	313,068.86
<b>Total Cash and Cash Equivalents</b>	<b>330,166.54</b>	<b>327,778.96</b>
	2019	2018
<b>3. Prepayments</b>		
Prepaid Insurance	29,342.80	33,985.82
Prepaid Rent	-	1,308.30
Prepaid Website Service Fee	3,070.38	10,185.34
Prepaid Roadshow 2020 Expenses	24,385.75	-
Prepaid 2019 Conference	-	24,875.00
Rental Bond	5,180.00	3,750.00
<b>Total Prepayments</b>	<b>61,978.93</b>	<b>74,104.46</b>
	2019	2018
<b>4. Electronic Equipment &amp; Furniture</b>		
Furniture at cost	7,299.73	7,299.73
Accum Depn Furniture	(4,811.37)	(4,081.41)
Computers and Electronic Equipment	11,339.10	9,985.04
Accum Depn - Computers and Electronics	(8,614.28)	(6,100.92)
<b>Total Electronic Equipment &amp; Furniture</b>	<b>5,213.18</b>	<b>7,102.44</b>
	2019	2018
<b>5. Intangibles</b>		
Membership system (2016)	54,100.00	54,100.00
Accum Depn 2016 CDAA Website	(48,464.87)	(34,939.79)
<b>Total Intangibles</b>	<b>5,635.13</b>	<b>19,160.21</b>
	2019	2018
<b>6. Trade and Other Payables</b>		
Trade Creditors	1,845.91	935.00
Sundry Creditors	1,991.00	-
<b>Total Trade and Other Payables</b>	<b>3,836.91</b>	<b>935.00</b>

	2019	2018
<b>7. Revenue Received in Advance</b>		
Associate Membership	263.64	263.64
CDAА May 2020 Donation for Attendance Grant	863.64	2,045.46
CDAА May 2020 Roadshow	5,436.38	-
Member Conferences Prepayment	-	1,618.18
Professional Membership	981.81	9,127.21
Revenue received in Advance	53,208.69	-
Subscription Membership	-	327.28
<b>Total Revenue Received in Advance</b>	<b>60,754.16</b>	<b>13,381.77</b>

	2019	2018
<b>8. Employee Provisions</b>		
<b>Current Entitlements</b>		
Provision for Annual Leave	12,076.57	9,705.62
Unpaid Superannuation	1,996.74	2,475.58
<b>Total Current Entitlements</b>	<b>14,073.31</b>	<b>12,181.20</b>
<b>Non-Current Entitlements</b>		
Provision for Long Service Leave	3,929.23	-
<b>Total Non-Current Entitlements</b>	<b>3,929.23</b>	-
<b>Total Employee Provisions</b>	<b>18,002.54</b>	<b>12,181.20</b>

	2019	2018
<b>9. Membership Fees</b>		
Professional Membership	(201,719.06)	(244,584.98)
Associate Membership	(31,811.51)	(43,220.07)
Fellow Membership	(9,534.87)	(10,697.14)
Student Membership	(6,080.94)	(10,773.04)
Subscription Membership	(5,718.63)	(5,734.28)
Retired Membership	(2,496.53)	(1,305.30)
Corporate Partnership	(29,542.42)	(24,672.39)
Joining Fees	(4,836.16)	(4,850.21)
<b>Total Membership Fees</b>	<b>(291,740.12)</b>	<b>(345,837.41)</b>

	2019	2018
<b>10. Professional Development</b>		
PD National Income	(3,845.08)	(4,563.20)
PD NSW Income	(1,481.78)	(2,923.52)
PD VIC Income	(6,036.00)	(1,605.42)
PD QLD Income	(4,380.31)	(6,531.96)
PD SA Income	(3,932.57)	-
PD WA Income	(5,513.52)	(11,729.95)
PD TAS Income	(54.54)	(72.72)
PD ACT Income	(1,627.11)	(1,449.92)
<b>Total Professional Development</b>	<b>(26,870.91)</b>	<b>(28,876.69)</b>

These notes should be read in conjunction with the attached audit report.

	2019	2018
<b>11. Employee Expenses</b>		
Wages & Salaries	181,248.08	175,688.15
Superannuation Expense	17,158.08	16,613.35
Annual Leave provision	2,740.07	1,081.13
Long Service Leave provision	3,929.23	-
WorkCover Levy	1,151.55	1,080.40
Staff Training	1,808.58	-
Staff Employment Sundry	1,271.94	742.65
<b>Total Employee Expenses</b>	<b>209,307.53</b>	<b>195,205.68</b>

	2019	2018
<b>12. Membership Services</b>		
ACP Magazine Editor	14,000.00	12,000.00
ACP Magazine Distribution	2,685.19	3,080.06
Dep'n on Membership Software	13,525.08	13,525.08
Finance Charges-Software	-	9,084.67
Membership Bank Fees	5,206.54	3,082.08
Members PI Insurance	28,162.00	33,654.00
Membership Services Sundry	765.30	375.49
Other Subscriptions	445.12	729.89
Service Fee Mem. Software	7,114.96	7,047.36
<b>Total Membership Services</b>	<b>71,904.19</b>	<b>82,578.63</b>

	2019	2018
<b>13. Professional Development Costs</b>		
PD National Expenses	434.35	1,056.25
PD NSW Expenses	618.51	805.49
PD VIC Expenses	3,802.07	788.00
PD QLD Expenses	2,070.70	2,576.21
PD SA Expenses	1,011.19	122.22
PD WA Expenses	3,990.00	6,438.58
PD ACT Expenses	200.00	438.57
<b>Total Professional Development Costs</b>	<b>12,126.82</b>	<b>12,225.32</b>

## INDEPENDENT AUDITOR'S REPORT

### To the Members of Career Development Association of Australia Inc

#### Report on the Audit of the Financial Report

We have audited the financial report of Career Development Association of Australia Inc, which comprises the committee's report, the statement of income and expenses, the statement of financial position as at 31 December 2019, and notes to and forming part of the financial statements, including a statement of significant accounting policies and other explanatory information, and the certification by members of the committee on the financial statements giving a true and fair view of the financial position and performance of the Association.

#### Opinion

In our opinion, the financial report of Career Development Association of Australia Inc gives a true and fair view of the association's financial position as at 31 December 2019 and of its financial performance for the year then ended; complies with the requirements of the Associations Incorporation Act 1985 and complies with Australian Accounting Standards to the extent described in Note 1.

#### Basis for opinion

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

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

#### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report is a special purpose financial report prepared in order to meet the needs of members of Career Development Association of Australia Inc. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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**Committee’s Responsibility for the Financial Report**

The committee of Career Development Association of Australia Inc is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act 1985 and is appropriate to meet the needs of the members. The committee’s responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

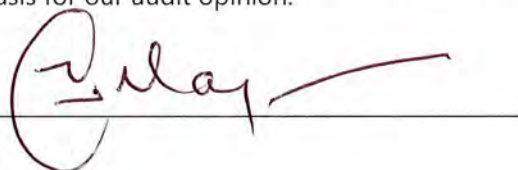
**Auditor’s Responsibilities for the Audit of the Financial Report**

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association’s record keeping, 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report. We have obtained all of the information and explanations we have required.

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

TIM MAJOR



LEE GREEN

DATED THIS

4<sup>th</sup>

DAY OF

March 2020

190 FULLARTON ROAD  
DULWICH SA 5065

**Resolution:**

*It is resolved that the CDAA 2019 Financial Report, inclusive of 2019 Statement of Accounts, 2019 Committee Member Payment Report, Auditor's Report and 2020 Budget Report be accepted.*

*Moved: Rebecca Fraser*



## 9. CDAA Strategic Plan Update

National President Wanda Hayes

# CDAA Strategic Plan 2020-2022

### CDAA members aspire to be...

Leaders of excellence in career development

### Our intent:

CDAA members 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:

1. Community and Collaboration: CDAA members are positively engaged with each other and appreciate common goals, interests, and values that link them together; as well as respecting the diversity of our community.
2. Excellence: CDAA members are recognised and respected by the Australian community for high standards in career development practice, and authoritative understanding of the changing world of work.
3. Empowered Members: CDAA members participate in continuous learning, engage with research, and are innovative in their professional practice.
4. Governance: Our Association is responsibly managed to support members; and is well-connected and respected.

## Strategies:

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

- i) Provide opportunities for networking and information sharing between members and between different sectors of our membership.
- ii) Develop and implement initiatives to increase member participation in Divisional and National activities.
- iii) Create opportunities for peer mentoring to assist members to consider their own potential for movement between different work settings and sectors.
- iv) Develop opportunities to attract and retain members.

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

- i) Provide diverse opportunities and encourage all members to be leaders and active contributors to the field of career development.
- ii) Develop communication strategies to promote the value of career development in the public arena.
- iii) Identify and support projects that advance the field of career development.

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

- i) Continue to provide a CPD program that is relevant, current, and accessible.
- ii) Promote aspiration to excellence for members, including the awards for excellence and membership upgrade pathways.
- iii) Facilitate members' discourse around research and innovation in our discipline.

**Goal 4:** (Key principles: Credibility and quality; Collegiality and engagement)

- i) Maintain sound governance and management of the Association, modelling a values-led organisation.
- 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.



# CDAA Operational Plan

## Deliverables April 2020-March 2021

### April - June 2020

- CDAA member mentoring program
- Deirdre Hughes Workshops
- Identification of current career development researchers in Australia
- Revision of the CDAA Continuing Professional Development (CPD) Program Phase 1: Map the current activities in the CDAA CPD Program to the CICA Professional Standards for Australian Career Development Practitioners

### July - September 2020

- CDAA membership promotion to vocational and tertiary career development students
- Revision of the CDAA Continuing Professional Development (CPD) Program Phase 2: Utilise the CICA Professional Standards for Australian Career Development Practitioners to develop a structured CPD Program

### October - December 2020

- Revision of the CDAA Continuing Professional Development (CPD) Program Phase 3: Expand the CPD Program to recognise differing levels of experience and industry sectors within the membership, include capacity for members to self-assess their PD requirements, and review the annual CPD audit process and consider potential links to membership renewal



## January - March 2021

- CDAA membership promotion to vocational and tertiary career development students
- Report to members on organisational performance against the Operations Plan at the 2021 AGM
- Report to members on CDAA Organisational Health (membership, finance, engagement) at the 2021 AGM

## 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
- 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



**Resolution:**

*It is resolved that the CDAA Strategic Plan 2020-2022, inclusive of the 2020-2021 Operational Plan be adopted*

*Moved: Wanda Hayes*

## 10. Declaration of National Executive Committee for 2020-2021

### 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 2020 AGM are National Vice President, National Treasurer, and two General Committee positions.

NEC nominations for the four positions opened on 3 February 2020. Closing date for nominations was 26 February 2020.

The positions of National Vice President and General Committee (one position) received one nomination each. According to the CDAE 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.

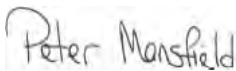
National Vice President – one nomination; Linda Jeffrey (previously a general committee member)  
General Committee – one nomination; Leonie Stanfield (re-nominating after filling 12-month casual vacancy)

The Returning Officer therefore declares Linda Jeffrey elected as National Vice President and Leonie Stanfield re-elected as General Committee Member for 2020-2022.

### CDAE NEC for 2020 – 2021 at AGM

Position	Member
National President	Wanda Hayes
National Vice President	Linda Jeffrey
National Secretary	Mariana Joseph
National Treasurer	vacant
General Committee Member	Leonie Stanfield
General Committee Member	Michelle Braham
General Committee Member	Sharyn Donaghy
General Committee Member	vacant

The National Treasurer and one General Committee positions are casual vacancies. *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.*



Peter Mansfield  
Returning Officer