



Institute of Public Administration  
Australia Tasmanian Division Inc

Annual Report 2010 / 11

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## IPAA Tasmania - Core Organisation Values

### Professionalism

The IPAA is *Professional* – by striving for excellence through taking care and pride in our professional lives.

### Integrity

The IPAA acts with *Integrity* – by adhering to well established public sector and community moral and ethical principles.

## IPAA Tasmania - Core Membership Value Propositions

### Leadership

The IPAA provides *Leadership* by promoting its core organisational values and providing opportunities to develop leadership skills. The IPAA will actively encourage the highest standards of leadership.

### Professional Development

The IPAA provides *Professional Development* by making access available to relevant opportunities to develop skills and knowledge. The IPAA will actively encourage personal development and career advancement.

### Networking

The IPAA provides *Networking* opportunities that will assist in developing professional and personal relationships across the public sector and academic institutions. IPAA will actively encourage greater business and social collaboration.

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## President's Report

In 2010/11 IPAA Tasmania built on the solid foundation set down in the previous year and engaged in a range of activities to enhance the profile of IPAA in Tasmania, in addition to providing a strong contribution to IPAA on the national stage.

Six major events were offered with almost 400 participants in attendance. Presenters included Mick Palmer, author of the report into Risdon Prison, Don Challen, former Secretary of Treasury and Finance who provided his reflections on 25 years in the public sector, Barbara Etter, inaugural CEO of the Integrity Commission of Tasmania, and Martin Wallace who continues the tradition of the Secretary of Treasury and Finance delivering a Budget Briefing for IPAA

We continued our sponsorship of awards for achievement in public policy at the University of Tasmania and the Public Sector Management Program, and increased the value of the prizes for the first time in many years.

Don Challen was nominated by Council and accepted as a National Fellow of IPAA, the first Tasmanian to be accepted as a Fellow for more than 10 years.

Public Administration Today, IPAA's national practitioner publication, featured a number of Tasmanian articles and our profile was raised locally through an ABC breakfast radio interview.

A major focus for the year was planning of the highly successful IPAA National Conference that was held in Hobart in August 2011. This involved the majority of Councillors meeting fortnightly for more than six months to develop the theme, program and identify speakers, with other Councillors participating on the Steering Committee. This was a significant commitment from busy individuals but the outcome was a professionally run conference with high quality speakers that has attracted praise from IPAA nationwide.

Another area of significant progress was in membership, with a 20% increase in corporate membership and 60% increase in individual membership from 30 June 2010 to 30 June 2011. Whilst this increase was from a relatively low base it reflects the increasing value of IPAA to public sector employees and agencies in Tasmania.

Whilst strong progress has been made in recent years, we must capitalise on this and continue to develop the services and value we offer to our members. With this in mind Council has reviewed and refreshed the organisational values and the value proposition that we offer to members. A major initiative for the 2011/12 year will be the introduction of a suite of awards for excellence in public administration in Tasmania. There is a notable absence of recognition of public sector achievement, both within and outside the sector, and this is a space that IPAA can make a strong contribution.

I would like to acknowledge and thank all members of Council for their contribution in what has been an extremely busy year. I would particularly like to note the contribution made by outgoing members of Council, Jenny Fleming (Vice President), Wendy Heatley, Mike Blake and Michael Stevens, all of whom have made significant contributions to the resurgence of IPAA in Tasmania. I would also like to express my appreciation of the ongoing work of the Treasurer Robert Cockerell, who, together with Katie Cottrell provide a significant contribution by managing the finances of the association, and Andrew Street for the support he has provided to Council in his role as Executive Officer.

IPAA is once again active in Tasmania! And with the ideas and energy generated by the Council and the support of our members I believe IPAA will continue to grow, enabling us to develop and promote our essential profession.



Greg Johannes  
President

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## Financial Report

The audited accounts for the 2010/11 financial year were presented by the Treasurer, Robert Cockerell, at the Annual General Meeting held on 27 September 2011. He noted that the auditor, Wise Lord & Ferguson, has given the division a “tick” in that the “financial report presents fairly, in all material aspects, the financial position of the Institute...as of 30 June 2011”.

Particular points to note from the Profit and Loss Statement are:

- A significant reduction in the loss on operations (\$4,283) as compared to the previous two financial years (2010 - \$20,224 and 2009 - \$14,902) noting that during the early months of the financial year we were still working with our auditors to review and undertake rectification action on past financial transactions sitting in the MYOB finance system
- 70% increase in membership income notwithstanding there has been no increase in members' fees over the last three financial years
- A significant increase in Income and Expenditure relating to the Division's planned events calendar with six events run during this reporting period
- A reduction in expenses related to secretarial, financial and support services with the transfer of these functions to The Training Consortium in the Department of Premier and Cabinet for secretarial services, the Department of Primary Industries, Parks, Water and Environment for financial services and the Department of Economic Development, Tourism and the Arts for the support of the Division's web site.

Particular points to note from the Balance Sheet are:

- The payment of the first of four equal instalments of \$5,000 relating to a \$20,000 loan outstanding from IPAA National
- A healthy cash balance of \$43,243 in the MyState and Perpetual Trustees accounts.

Copies of the Independent Audit Report and Financial Statements for the year ended 30 June 2011 prepared by Wise Lord and Ferguson are provided as attachments to the Annual Report.

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## Membership

Membership numbers increased by 45% in the 2010/11 year. This included a 57% increase in individual memberships and a 41% increase in nominees of corporate members.

	30/6/2010	30/6/2011
Individual members	21	33
Corporate members		
Member organisations	13	16
Corporate nominees	58	82
<b>Total individual members / nominees</b>	<b>79</b>	<b>115</b>

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## Awards

IPAA Tasmania sponsored the following awards and congratulates the recipients on their significant achievement.

### University of Tasmania Awards for study in the 2010 academic year

*IPAA Tasmania Prize – for Achievement in Public Policy*

Madeleine Figg

*IPAA Tasmania Prize – for Achievement in Introduction to Politics and Policy*

Sophie Moore

### Public Sector Management Program – 2011 Work Based Project Award

Deb Bourke, Australian Antarctic Division

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## Council Members

The following members were elected to Council at the Annual General Meeting on 24 November 2010.

Greg Johannes Deputy Secretary Department of Premier and Cabinet	President
Professor Jenny Fleming Director, Tasmanian Institute of Law Enforcement Studies University of Tasmania	Vice President
Andrew Koerbin Information Technology Director Department of Economic Development, Tourism and the Arts	Vice President
Bridget Hutton Principal Policy Analyst Department of Premier and Cabinet	Secretary
Robert Cockerell General Manager, Corporate Services Department of Primary Industries, Parks, Water and Environment	Treasurer
Doctor Megan Alessandrini Lecturer/Co-ordinator of Public Policy School of Government University of Tasmania	Member
Drew Beswick A/g State Manager Australian Government Department of Health and Ageing	Member
Mike Blake Auditor General Tasmanian Audit Office	Member
Grant Evans Office of eGovernment Department of Premier and Cabinet	Member
Anthony Speed State Manager Department of Health and Ageing	Member
Wendy Heatley Director Australian Taxation Office	Member (appointed post AGM)
Michael Stevens Deputy Secretary Department of Justice	Member (appointed post AGM)

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## Attachments

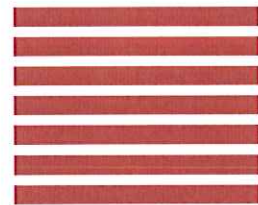
Financial Statements for the year ended 30 June 2011

Independent auditor's report



**INSTITUTE OF PUBLIC  
ADMINISTRATION  
AUSTRALIA - TASMANIA  
DIVISION INC**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2011**



**Wise Lord & Ferguson**



*advice to advantage*  
**Chartered Accountants**



**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA  
TASMANIA DIVISION INC**

*GPO Box 39  
Hobart Tas 7001*

**PROFIT & LOSS  
FOR THE PERIOD ENDING 30 JUNE 2011**

	2011	2010
	\$	\$
<b>Income</b>		
Special Events	-	732
Seminars	11,284	-
Awards - Annual Report	-	500
Private	3,120	1,513
Corporate	9,124	5,655
Mystate Interest	86	667
Perpetual Trustees Interest	628	432
Association Offices - Refund of Fees	3,029	-
Miscellaneous Income	1,366	-
<b>Total Income</b>	<u>28,637</u>	<u>9,498</u>
<b>Expenses</b>		
Advertising	858	-
DPAC Admin Fee	3,750	-
AJ & AA Enterprises	-	7,500
Association Offices	-	11,253
Audit & Accounting Fees	3,085	783
Bank Fees	40	230
Capitation Fees	2,671	1,626
AGM	210	-
Awards - Annual Report	-	191
Awards - Student	200	345
Council Meeting Expense	-	60
Public Service Manage. Award	100	-
Seminars	11,602	500
Special Events	-	1,865
Miscellaneous Expenses	44	1,853
Photocopy Charges	-	118
Post Office Box Renewal	132	129
Postage	-	41
Courier Charges	85	-
Travel Expenses	4,139	-
Telephone	-	285
AJPA	2,659	1,760
PAT	3,393	2,439
<b>Total Expenses</b>	<u>32,968</u>	<u>30,978</u>
<b>Other Income</b>		
Dividends Rec - Mystate	48	77
Receipt of Mystate Shares	-	1,179
<b>Total Other Income</b>	<u>48</u>	<u>1,256</u>
<b>Net Profit/(Loss)</b>	<u>(\$4,283)</u>	<u>(\$20,224)</u>

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA  
TASMANIA DIVISION INC**

*GPO Box 39  
Hobart Tas 7001*

**BALANCE SHEET  
AS AT JUNE 2011**

	2011	2010
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Mystate CU - Access Acc	28,751	36,532
Perpetual Trustees	14,492	13,864
Trade Debtors	2,065	4,316
<b>Total Current Assets</b>	<b>45,308</b>	<b>54,712</b>
<b>Non Current Assets</b>		
Shares in Mystate Financial	1,179	1,179
<b>Total Non Current Assets</b>	<b>1,179</b>	<b>1,179</b>
<b>Total Assets</b>	<b>46,487</b>	<b>55,890</b>
 <b>Liabilities</b>		
Trade Creditors	6,385	6,574
Loan from IPAA QLD	-	20,000
Loan - Parliament	-	94
Loan from IPAA National	15,000	-
<b>GST Liabilities</b>		
GST Collected	490	373
GST Paid	(1,427)	(1,471)
<b>Total GST Liabilities</b>	<b>(937)</b>	<b>(1,099)</b>
<b>Total Liabilities</b>	<b>20,448</b>	<b>25,569</b>
 <b>Net Assets</b>	<b>26,039</b>	<b>30,322</b>
 <b>Equity</b>		
Retained Earnings	30,322	50,546
Current Earnings	(4,283)	(20,224)
<b>Total Equity</b>	<b>26,039</b>	<b>30,322</b>

# Institute of Public Administration Australia – Tasmania Division Inc

## Notes to and forming part of the financial statements For the year ended 30 June 2011

### **Note 1 Statement of significant accounting policies**

This financial report is a special purpose financial report that has been prepared in order to satisfy the financial report preparation requirements of the Association Incorporations Act (Tas). The directors have determined that the company is not a reporting entity.

The Institute of Public Administration Australia – Tasmania Division Inc (IPAA Tasmania) is an incorporated entity.

The report has been prepared in accordance with the requirements of the Association Incorporations Act (Tas), and the following applicable Accounting Standards and Urgent Issues Group Consensus Views.

AASB 110 Events after the Balance Sheet Date  
AASB 101 Presentation of Financial Statements  
AASB 1031 Materiality

No other Accounting Standards, Urgent issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Board have been applied

This financial report has been prepared on an accruals basis and is based on historical costs. It does not take into account changing money values or, except where specifically stated current valuations of non-current assets.

### **Note 2 Loan From IPAA National**

This loan is a non interest bearing loan, there is no obligation on IPAA Tasmania for the loan to be repaid in a specific timeframe. IPAA National has written off the loan in its books. IPAA Tasmania has undertaken to repay the loan over a four year term commencing in 2011.



**Wise Lord & Ferguson**



*advice to advantage*  
**Chartered Accountants**

## **Independent auditor's report to the members of the Institute of Public Administration Australia – Tasmania Division Inc.**

We have audited the accompanying special purpose financial report of the Institute of Public Administration Australia – Tasmania Division Inc. (the Association), which comprises the balance sheet as at 30 June 2011 and the profit and loss statement for the year ended on that date.

### **The Council's Responsibility for the Financial Report**

The Association's Council is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the financial reporting requirements of the *Associations Incorporation Act [Tas]* and the Association's constitution and are appropriate to meet the needs of the members. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances. These policies do not require the application of all Accounting Standards and other mandatory financial reporting requirements in Australia.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance about 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 our judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, we consider internal controls relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

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



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**Partners:** Peter Beven, Harvey Gibson, Danny McCarthy, Douglas Thomson,  
Joanne Doyle, Stuart Clutterbuck, Ian Wheeler, Dean Johnson, Marg Marshall  
**Managers:** Alicia Leis, Melanie Richardson, Nick Carter, Paul Lyons,  
Simon Jones, Shaun Evans, Trent Queen

## Independence


In conducting our audit we have met the independence requirements of the Australian professional accounting bodies.

## Opinion

In our opinion the financial report presents fairly, in all material respects, the financial position of the Institute of Public Administration Australia – Tasmania Division Inc. as of 30 June 2011 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

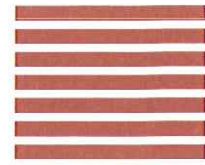
## Basis of Accounting

Without modifying our opinion, we draw attention to the notes to the financial report which describes the basis of accounting. The financial report is prepared to assist the Institute of Public Administration Australia – Tasmanian Division Inc. to meet the requirements of the *Associations Incorporation Act [Tas]* and the Association's constitution. As a result the financial report may not be suitable for another purpose.



**J DOYLE**  
PARTNER  
Wise Lord & Ferguson

13<sup>th</sup> SEPTEMBER 2011.



**Wise Lord & Ferguson**



*advice to advantage*  
**Chartered Accountants**

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA – TASMANIA DIVISION INC.  
COUNCIL MEMBERS AS AT 30 JUNE 2011**

**President**

Greg Johannes  
Department of Premier & Cabinet  
15 Murray Street  
HOBART TAS 7000

**Vice President**

Jenny Fleming  
Tasmanian Institute of Law Enforcement  
Studies  
University of Tasmania  
Churchill Avenue  
SANDY BAY TAS 7005

**Vice President**

Andrew Koerbin  
Department of Economic Development,  
Tourism & the Arts  
22 Elizabeth Street  
HOBART TAS 7000

**Secretary**

Bridget Hutton  
Department of Premier & Cabinet  
15 Murray Street  
HOBART TAS 7000

**Treasurer**

Robert Cockerell  
Department of Primary Industries, Parks,  
Water and Environment  
1 Franklin Wharf  
HOBART TAS 7000

**Member**

Megan Alessandrini  
School of Government  
University of Tasmania  
Churchill Avenue  
SANDY BAY TAS 7005

**Member**

Drew Beswick  
Relationships Australia  
20 Clare Street  
NEW TOWN TAS 7008

**Member**

Mike Blake  
Tasmanian Audit Office  
15 Murray Street  
HOBART TAS 7000

**Member**

Grant Evans  
Department of Premier & Cabinet  
15 Murray Street  
HOBART TAS 7000

**Member**

Wendy Heatley  
Australian Taxation Office  
200 Collins Street  
HOBART TAS 7000



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**Partners:** Peter Beven, Harvey Gibson, Danny McCarthy, Douglas Thomson,  
Joanne Doyle, Stuart Clutterbuck, Ian Wheeler, Dean Johnson, Marg Marshall  
**Managers:** Alicia Leis, Melanie Richardson, Nick Carter, Paul Lyons,  
Simon Jones, Shaun Evans, Trent Queen

**Member**

Anthony Speed  
Department of Health & Ageing  
21 Kirksway Place  
BATTERY POINT TAS 7004

**Member**

Michael Stevens  
Department of Justice  
110 Collins Street  
HOBART TAS 7000

**Executive Officer**

Andrew Street  
Department of Premier & Cabinet  
15 Murray Street  
HOBART TAS 7000

To the best of our knowledge and belief, the above named persons comprised the Council of the Institute of Public Administration Australia – Tasmania Division Inc. as at 30 June 2011.



**J DOYLE**  
PARTNER  
WISE LORD & FERGUSON