



TASMANIA Division
Professionalism Integrity



Institute of Public Administration Australia Tasmanian Division Inc

Annual Report 2012-13



President's Report

I am very pleased to report that 2012-13 saw a continuation of the recent success of IPAA Tasmania, with a range of activities and new initiatives aimed at promoting professionalism and integrity in the public sector in Tasmania.



Seven major events were offered with nearly 600 participants in attendance. Presenters included Professor Peter Drysdale who addressed Tasmania's Place in the Asian Century, the continuation of the Political leaders series which saw the leaders of the three main political parties in Tasmania share their views on the role of the public service in modern government, and Martin Wallace providing his final Budget Briefing as Secretary of the Department of Treasury and Finance.

An exciting new partnership with IPAA Victoria resulted in the inaugural Vic/Tas Executive Forum—*Regional Participation in Economic Development*. This event was held in Hobart in February 2013 and attracted 100 delegates across the public sector in Tasmania and Victoria. Delegates particularly appreciated the opportunity to interact with public sector professionals across jurisdictions and the planned 2014 event—*Fiscal tightening and agile public management*, is looking even better, with two international speakers confirmed.

One of the most pleasing initiatives for the year was the introduction of the *IPAA Tasmania Public Sector Excellence Awards*, which were presented by Premier Lara Giddings in October 2012. Public sector achievement is not readily acknowledged and celebrated, both within and outside the sector, so these awards were introduced to recognise the valuable contribution made by those working in the public sector. There are some outstanding individuals and teams who are leading the way in public administration, making a positive difference for the Tasmanian community, and IPAA believe it is important to recognise and celebrate their achievements. Andrew Koerbin has driven the implementation of these awards and I would like to take this opportunity to acknowledge his contribution to their success. These new awards are in addition to the continued sponsorship of awards recognising academic achievement in studies of public policy at the University of Tasmania and the Public Sector Management Program.

Congratulations to Auditor-General Mike Blake, whose outstanding contribution to IPAA and the public sector was recognised with the awarding of an IPAA National Fellow.

A major system development was the move to online registration for events and upfront payment of registration fees via credit card. This has provided a much improved process from both a client perspective and operationally, eliminating manual processing and following up of outstanding debtors.

Tasmanian contributions to the national publication, *Public Administration Today*, have been very prominent thanks to our Tasmanian editorial consultants, Megan Alessandrini and Summa McIntyre. They have done a great job in convincing a range of people to submit articles that have showcased some important case studies and ideas from

Tasmania. Thanks to all contributors, I know it is a challenge to find the time to prepare articles but this publication provides an excellent opportunity to promote your activities on a national stage.

On the important issue of finances we are in good shape. A special thank you to Treasurer Robert Cockerell and his team, Jim McMaster and Katie Cottrell, for managing the finances effectively, resulting in a profit for the year and a healthy balance in the bank. This is despite payment of the third \$5,000 instalment to IPAA National in repayment of a \$20,000 loan dating back to the mid 2000's.

I would like to extend my appreciation to all members of Council. Their ideas and support are essential for ensuring the institute remains valued and relevant, and they do this on top of their busy workload.

The greatest thanks this year goes to our outstanding Executive Officer, Andrew Street. Andrew is the force behind much of the Institute's success, and his innovation, personal drive and commitment continue to make a major contribution to IPAA in Tasmania. We are lucky to have him on board.

I'm confident that 2013-14 will be another successful year for IPAA, we have some excellent events already planned and an exciting new online initiative to be launched nationally early 2014. I encourage you to be involved and actively support IPAA activities, and continue to make a positive contribution to the public sector profession.



Greg Johannes
President

5 November 2013

Finance

I am pleased to present the audited accounts for the 2012-13 financial year, noting that the Division's auditor, Wise Lord & Ferguson, signed off on the accounts stating that:

"the financial report presents fairly, in all material aspects, the financial position of the Institute of Public Administration Australia – Tasmania Division Inc. as of 30 June 2013."

Copies of the Independent Audit Report and Financial Statements for the year ended 30 June 2013, prepared by Wise Lord and Ferguson, are provided with this report.

Some particular points to note are:

Profit and Loss Statement

- A modest net profit on operations (\$1,253), which is heartening in that it gives us two consecutive years of profits and demonstrates that we have turned the "financial corner" since Greg Johannes took over the presidency of the Division in 2010
- 10% increase in membership income, which to an extent reflects the only increase in membership fees (approximately 5% for 2012-13) since Greg "took office" and it is important to note that there was no increase in the membership fees set for 2013-14
- Audit and accounting fees include \$3,225 representing the Division's investment in an online booking and payment system utilising Swift Digital software, and
- Income from seven events held during the year held reasonably steady as compared against 2011-12.

Balance Sheet

- The payment of the third of four equal instalments relating to the \$20,000 loan outstanding to the National body with only one instalment left to be paid
- An increase in net assets (4% - \$1,253) on the previous financial year, and
- A healthy cash balance of \$34,211 in the MyState and Perpetual Trustees accounts.



Robert Cockerell
Treasurer



Membership

Membership remained reasonably steady in 2012-13. We experienced a slight increase in individual membership and a small reduction in corporate membership, with membership still 28% higher at 30 June 2013 than 30 June 2011.

| | 30/6/2011 | 30/6/2012 | 30/6/2013 |
|--|------------|------------|------------|
| Individual members | 33 | 52 | 55 |
| Corporate members | | | |
| Member organisations | 16 | 20 | 16 |
| Corporate nominees | 82 | 106 | 93 |
| Total individual members / nominees | 115 | 158 | 148 |

Awards

IPAA Tasmania sponsors a number of awards aimed at recognising and enhancing public administration and management. Congratulations to all award recipients on their significant achievement.

Public Sector Excellence Awards

Public Sector Professional of the Year 2012

Annie Curtis
Manager Disability Services South
Department of Health & Human Services



Best Practice in the Public Sector 2012

Winner - Leadership and Management Development, Department of Health & Human Services

Highly Commended - BreastScreen Tasmania, Department of Health & Human Services

Highly Commended - Business Support Service, Department of Education

University of Tasmania Awards for study in the 2012 academic year

BJ Thompson Prize – for outstanding achievement in Public Policy at the 200 level

Lisa Marshall

Hannah Salisbury

IPAA Tasmania Prize – for achievement in public policy

Anthony Speed

IPAA Tasmania Prize – for achievement in first year policy

Carol Scholes-Robertson

Public Sector Management Program – 2013 Work Based Project Award

Viv Burgess, Department of Premier and Cabinet

Council Members

Council members were elected at the Annual General Meeting on 27 September 2012.

| | |
|--|-----------------------------|
| Greg Johannes Deputy Secretary Department of Premier and Cabinet | President |
| Andrew Koerbin Information Technology Director Department of Economic Development, Tourism and the Arts | Vice President |
| Anthony Speed State Manager Department of Health and Ageing | Vice President |
| Robert Cockerell General Manager, Corporate Services Department of Primary Industries, Parks, Water and Environment | Treasurer |
| Bridget Hutton Principal Policy Analyst Department of Premier and Cabinet | Secretary |
| Doctor Megan Alessandrini Senior Lecturer School of Social Sciences University of Tasmania | Member |
| Drew Beswick Chief Operating Officer Optia Incorporated | Member |
| Grant Evans Office of eGovernment Department of Premier and Cabinet | Member |
| Brett Noble Senior Project Manager (Willow Court Project) Department of Primary Industries, Parks, Water and Environment | Member (appointed post AGM) |
| David Strong Finance Manager Department of Premier and Cabinet | Member |
| Patricia Wang Compliance Auditor Australian Taxation Office | Member |

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.

Attachments

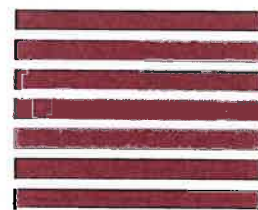
Financial Statements for the year ended 30 June 2013

Independent auditor's report



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

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2013**



Wise Lord & Ferguson



advice to advantage

Chartered Accountants



INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA TASMANIA
DIVISION INC
GPO Box 39
Hobart Tas 7001

PROFIT AND LOSS STATEMENT
AS AT JUNE 2013

| | 2013 | 2012 |
|-----------------------------|---------------|---------------|
| | \$ | \$ |
| Income | | |
| Seminars | 20,573 | 21,824 |
| Private | 3,300 | 3,887 |
| Corporate | 10,200 | 8,809 |
| Full Time Student | 189 | 47 |
| PSMP Participant | 473 | 90 |
| Mystate Interest | 57 | 75 |
| Perpetual Trustees Interest | 501 | 659 |
| Miscellaneous Income | 225 | 48 |
| Total Income | <u>35,518</u> | <u>35,439</u> |
| Expenses | | |
| Advertising | 568 | 977 |
| DPAC Admin Fee | 7,875 | 5,625 |
| Audit & Accounting Fees | 4,013 | 756 |
| Bank Fees | 35 | 5 |
| Capitation Fees | 789 | 1,383 |
| AGM | - | 312 |
| Awards - Student | 400 | 600 |
| Public Service Management | 617 | - |
| Seminars | 9,910 | 12,488 |
| Miscellaneous Expenses | 230 | 487 |
| Post Office Box Renewal | 142 | 136 |
| Travel Expenses | 1,504 | - |
| Telephone | 307 | 342 |
| AJPA | 3,721 | 2,418 |
| PAT | 4,208 | 4,027 |
| Total Expenses | <u>34,319</u> | <u>29,556</u> |
| Other Income | | |
| Dividends Rec - Mystate | 54 | 54 |
| Total Other Income | <u>54</u> | <u>54</u> |
| Net Profit/(Loss) | <u>1,253</u> | <u>5,937</u> |

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA TASMANIA
DIVISION INC
GPO Box 39
Hobart Tas 7001

BALANCE SHEET
AS AT JUNE 2013

| | 2013 | 2012 |
|---------------------------------|---------------|---------------|
| | \$ | \$ |
| Assets | | |
| Current Assets | | |
| Mystate CU - Access Account | 18,558 | 23,093 |
| Perpetual Trustees | 15,653 | 15,151 |
| Trade Debtors | 5,787 | 2,866 |
| Total Current Assets | 39,998 | 41,110 |
| Non Current Assets | | |
| Shares in Mystate Financial | 1,179 | 1,179 |
| Total Non Current Assets | 1,179 | 1,179 |
| Total Assets | 41,177 | 42,289 |
| Liabilities | | |
| Trade Creditors | 3,886 | - |
| Loan from IPAA National | 5,000 | 10,000 |
| Reimbursement of Payments | 30 | 30 |
| GST Liabilities | | |
| GST Collected | 1,137 | 1,517 |
| GST Paid | (2,013) | (1,142) |
| Total GST Liabilities | (876) | 376 |
| Total Liabilities | 8,040 | 10,405 |
| Net Assets | 33,137 | 31,884 |
| Equity | | |
| Retained Earnings | 31,884 | 25,945 |
| Current Earnings | 1,253 | 5,939 |
| Total Equity | 33,137 | 31,884 |

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA
TASMANIA DIVISION INC**
*GPO Box 39
Hobart Tas 7001*

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
AS AT JUNE 2012**

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 council have determined that the association 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 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
Chartered Accountants
advice to advantage

**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 2013 and the profit and loss statement for the year ended on that date and a summary of significant accounting policies discussed in note 1 to the financial statements.

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.



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Partners: Harvey Gibson, Danny McCarthy, Douglas Thomson, Joanne Doyle, Stuart Clutterbuck,
Ian Wheeler, Dean Johnson, Marg Marshall, Paul Lyons, Alicia Leis, Nick Carter
Managers: Melanie Richardson, Simon Jones, Trent Queen, Rachel Burns,
Melissa Johnson, Nathan Brereton
Consultants: Peter Burns

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

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 2013 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

Date: 16th September 2013