



Institute of Public Administration Australia Tasmanian Division Inc

Annual Report 2013-14



President's Report

This is my fifth and final report to members as President of the Institute of Public Administration Australia (Tasmania Division) as I have decided to stand down and open the way for a new wave of leadership. When I reflect on the past five years I am very satisfied with the progress we have made in rebuilding the value and reputation of IPAA in Tasmania and attribute this success to the ideas and dedication of the Councillors who have served you so well over this period.



Our focus for 2013-14 continued to be promoting professionalism and integrity in the public sector through a range of events and awards. The public sector is rarely acknowledged externally for the great work we do and it is always a pleasure to recognise excellence in public sector study and practice through our sponsorship of awards for the Public Sector Management Program, the University of Tasmania, and our own public sector excellence awards.

We offered another impressive range of events covering topics relevant to our sector, attracting in excess of 475 delegates. These include:

- The *Federal Election Tasmania Forum* with Andrew Wilkie MP and Senators Eric Abetz, Lisa Singh and Peter Whish-Wilson
- *UTAS: driving collaboration* featuring Professor Peter Rathjen, Vice Chancellor of the University of Tasmania
- *Is that just the way it is?* A panel discussion tackling conflict of interest in partnership with the Integrity Commission
- *An update on APS Machinery of Government Changes* in partnership with the Australian Government Leadership Network
- *Lessons from the NSW ICAC* with Dr Robert Waldersee, Director NSW Independent Commission Against Corruption;
- *Fiscal Tightening and Agile Public Management* – the annual Executive Forum in partnership with IPAA Victoria that featured international speaker Edward DeSeve and other outstanding presenters.

Membership levels are at its highest point in the current era with 172 individual members/nominees as at 30 June 2014, and we enjoy the support of 17 corporate member organisations.

One of the most pleasing achievements over the five years has been the consolidation of the division's finances, setting the foundation for continued success. It provided great satisfaction to hand over a cheque to IPAA National President Terry Moran at our 2013 Annual General Meeting representing the final \$5,000 instalment of a \$20,000 loan to IPAA National dating back to the mid 2000's. IPAA Tasmania has received strong accolades for repaying this loan even though it had been written off by IPAA National, an act that reflects the values of integrity and accountability that is fundamental to our sector. Despite this significant burden the division is in a sound

financial situation and is well positioned to continue to offer excellent value to members. On this note I would personally like to acknowledge and thank Robert Cockerell for his outstanding service as Treasurer over this period. Robert and his team undertook the significant challenge of sorting out the division's finances in the early years and their ongoing management of the financial processes and systems has put us in the position we are today.

I believe that IPAA Tasmania is in great shape and with new President David Nicholson it is in good hands as it enters the next stage of its development. It is time for an injection of new energy and ideas and I am confident that David will work with the incoming Council and take our division to another level. I wish him well and will continue to support the initiatives of IPAA as it strives to promote and enhance the public sector profession.



Greg Johannes
President

Finance

I am pleased to present the audited accounts for the 2013-14 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 2014."

Copies of the Independent Audit Report and Financial Statements for the year ended 30 June 2014, 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 (\$1,836), which is pleasing in that it gives us three consecutive years of profits (2012-13 - \$1,253 and 2011-12 - \$5,937).
- 22% increase in membership income despite no increase in the membership fees set for 2013-14. This is mostly attributable to the Departments of Health and Human Services and Education joining as members of the Institute.
- Audit and accounting fees include \$1,300 representing the Division's final cost of investing in its online booking and payment system implemented with Swift Digital.
- There was a decrease in income generating events during the year (seven to four) noting that the Division did run two events free of charge and its annual budget briefing event was deferred to September 2014.

Balance Sheet

- The payment of the fourth and final equal instalment relating to the \$20,000 loan outstanding to the National body.
- An increase in net assets (5.5% - \$1,836) on the previous financial year.
- A healthy cash balance of \$33,940 in our MyState and Westpac accounts.

I would like to take the opportunity to thank Andrew Street and Summa McIntyre from The Training Consortium, and my staff at DPIPWE in Adam Hinkley, Ashley Winter and Katie Cottrell for their efforts in relation to processing memberships; organising events that continue to attract good numbers of registrations; billing, banking and following up on outstanding payments; paying the Division's bills; keeping the MYOB Finance System up to date and providing reports for the regular divisional meetings.

During the financial year, all those mentioned above, together with Andrew Koerbin's systems team in the former Department of Economic Development, Tourism and the Arts have been heavily involved in completing the Division's new automated membership renewal and events registration system together with the Westpac banking system that enables payment of memberships and events via credit card, and "housekeeping" such as keeping our Web Site functioning. The benefits of the new systems that have been implemented over the last two financial years are quite visible

and the manual effort required of staff in processing registrations and following up debtors is negligible compared to previous financial years.

Finally, I would like to advise that after five years as Treasurer I am stepping down. I have valued highly the opportunity to work with Greg Johannes and all the other members of Council over this period but it is time to hand the books over. I would like to thank all my IPAA colleagues for their support and contribution, I believe the Division's finances are in a very solid position and wish the incoming Treasurer and Council well as they build on the current success.



Robert Cockerell
Treasurer



Membership

Membership increased in 2013-14, mostly due to the new memberships undertaken by the Departments of Education and Health and Human Services. This resulted in all state agencies being members of IPAA Tasmania, demonstrating a strong commitment across the sector to advancing public administration.

	30/6/2012	30/6/2013	30/6/2014
Individual members	52	55	58
Corporate members			
Member organisations	20	16	17
Corporate nominees	106	93	114
Total individual members / nominees	158	148	172

Awards

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

Public Sector Excellence Awards

Best Practice in the Public Sector 2013

Winner - Spatial Information Foundations, Department of Primary Industries
Parks, Water and Environment

Highly Commended - NAPLAN Toolkit Project, Department of Education

University of Tasmania Awards for study in the 2013 academic year

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

Sophie Lloyd

IPAA Tasmania Prize – for achievement in public policy

Saint Rooks

IPAA Tasmania Prize – for achievement in first year policy

Benjamin Armstrong

Public Sector Management Program – 2014 Work Based Project Award

Don Espie, Department of Premier and Cabinet

Council Members

Council members were elected at the Annual General Meeting on 19 September 2013.

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
Drew Beswick Chief Operating Officer Optia Incorporated	Member
Richard Eccleston Associate Professor in Politics and International Relations University of Tasmania	Member (appointed post AGM)
Grant Evans Office of eGovernment Department of Premier and Cabinet	Member (appointed post AGM)
Rebecca Moles Manager Policy, CDD Department of Premier and Cabinet	Member
Brett Noble Senior Project Manager (Willow Court Project) Department of Primary Industries, Parks, Water and Environment	Member
Robyn Trigg Manager, Misconduct Prevention, Education and Research Integrity Commission	Member (resigned from Council 9 February 2013)
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

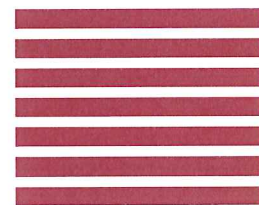
Financial Statements for the year ended 30 June 2014

Independent auditor's report



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

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2014**



Wise Lord & Ferguson



advice to advantage

Chartered Accountants



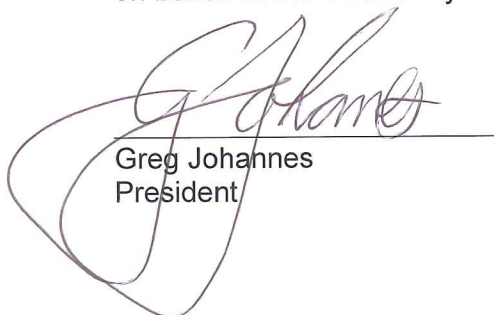
Statement by Members of the Council

For the year ended 30 June 2014


In the opinion of the Councillors of the Institute of Public Administration Australia – Tasmanian Division Incorporated ('the Entity'):

- 1: The Entity is an incorporated association and is not a reporting entity;
- 2: The special purpose financial report, set out on the following pages, is drawn up, in accordance with the basis of accounting described in Note 1 so as to present a true and fair view of the financial position of the Entity as at 30 June 2014 and its performance, as represented by the results of its operations, for the financial year ended on that date;
- 3: There are reasonable grounds to believe that the Entity will be able to pay its debts as and when they become due and payable; and
- 4: The special purpose financial report satisfies the requirements of the Associations Incorporation Act (Tasmania) 1964.

This statement is made in accordance with a resolution of the Council and is signed for and on behalf of the Council by:



Greg Johannes
President



Robert Cockerell
Treasurer

Dated in Hobart this 21st day of August 2014

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA**TASMANIA DIVISION INC***GPO Box 39**Hobart Tas 7001***PROFIT AND LOSS STATEMENT****AS AT JUNE 2014**

	2014	2013
	\$	\$
Income		
Seminars	15,038	20,573
Individual	4,400	3,300
Corporate	12,473	10,200
Full Time Student	95	189
PSMP Participant	284	473
Mystate Interest	2	57
Perpetual Trustees Interest	81	501
Westpac Interest	59	-
Miscellaneous Income	191	225
Reimbursement of Expenditure	2,217	-
Total Income	34,840	35,518
Expenses		
Advertising	-	568
DPAC Admin Fee	8,000	7,875
Audit & Accounting Fees	2,188	4,013
Bank Fees	984	35
Capitation Fees	461	789
AGM	682	-
Awards - Student	504	400
Public Service Management Award	845	617
Seminars	5,485	9,910
Miscellaneous Expenses	-	230
Post Office Box Renewal	153	142
Travel Expenses	4,299	1,504
Telephone	677	307
AJPA	4,129	3,721
PAT	4,705	4,208
Total Expenses	33,112	34,319
Other Income		
Dividends Rec - Mystate	108	54
Total Other Income	108	54
Net Profit/(Loss)	1,836	1,253

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

*GPO Box 39
Hobart Tas 7001*

**BALANCE SHEET
AS AT JUNE 2014**

	2014	2013
	\$	\$
Assets		
Current Assets		
Mystate CU - Access Account	23,763	18,558
Perpetual Trustees	-	15,653
Westpac Account	10,177	-
Trade Debtors	302	5,787
Total Current Assets	34,242	39,998
Non Current Assets		
Shares in Mystate Financial	1,179	1,179
Total Non Current Assets	1,179	1,179
Total Assets	35,421	41,177
Liabilities		
Trade Creditors	-	3,886
Loan from IPAA National	-	5,000
Reimbursement of Payments	30	30
GST Liabilities		
GST Collected	1,249	1,137
GST Paid	(831)	(2,013)
Total GST Liabilities	418	(876)
Total Liabilities	448	8,040
Net Assets	34,973	33,137
Equity		
Retained Earnings	33,137	31,884
Current Earnings	1,836	1,253
Total Equity	34,973	33,137

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

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
AS AT JUNE 2014**

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.

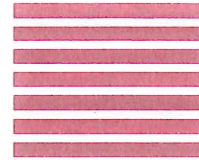
AASB 1031 Materiality

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 Investment in MyState Shares

The shares in MyState Limited are valued at cost.



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 2014 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.



1st Floor 160 Collins Street Hobart TAS 7000 GPO Box 1083 Hobart TAS 7001
Tel: (03) 6223 6155 Email: email@wlf.com.au Internet: www.wlf.com.au

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, Nathan Brereton,
Melissa Johnson, Donna Powell, Chris Harper, Rebecca Meredith
Consultant: Peter Beven

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 2014 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.

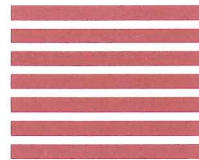


J DOYLE

Partner

WISE LORD & FERGUSON

Date: 18/8/2014



Wise Lord & Ferguson

Chartered Accountants

advice to advantage

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA – TASMANIA DIVISION INC.
COUNCIL MEMBERS AS AT 30 JUNE 2014**

President

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

Vice President

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

Vice President

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

Executive Officer

Andrew Street
Department of Premier & Cabinet
15 Murray 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

Drew Beswick
Optia Incorporated
175 Collins Street
HOBART TAS 7000

Member

Richard Eccleston
School of Social Sciences – UTAS
Churchill Avenue
SANDY BAY TAS 7005

Member

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

Member

Rebecca Moles
Department of Premier & Cabinet
15 Murray Street
HOBART TAS 7000



1st Floor 160 Collins Street Hobart TAS 7000 GPO Box 1083 Hobart TAS 7001

Tel: (03) 6223 6155 Email: email@wlf.com.au Internet: www.wlf.com.au

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Melissa Johnson, Donna Powell, Chris Harper, Rebecca Meredith

Consultant: Peter Beven

Member

Brett Noble
Department of Primary Industries, Parks,
Water and Environment
1 Franklin Wharf
HOBART TAS 7000

Member

Patricia Wang
Australian Tax Office
200 Collins 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 2014.



J DOYLE
PARTNER
WISE LORD & FERGUSON