



TASMANIA Division
Professionalism Integrity



Institute of Public Administration Australia Tasmanian Division Inc

Annual Report 2014-15



President's Report

I am pleased to present the 2015 Annual Report. My first term as President has been very rewarding and I have enjoyed working with Council and the IPAA team to build on the success of the previous years. 2014-15 saw significant renewal on Council with a good blend of new and experienced members and I would like to thank all Councillors for their enthusiastic contributions throughout the year.



A strong focus in the past year has been to develop a strategic plan to guide the role IPAA will play in Tasmania over the next three years. The four strategies identified in the 2015-18 Strategic Plan are to:

- Promote public sector leadership through access to professional development opportunities
- Facilitate thought leadership with a focus on relationships and issues influencing public policy in Tasmania
- Recognise excellence in the public sector in Tasmania
- Model integrity and innovation, and promote accountability to our members

Two key areas of focus are engaging with, and providing development opportunities for, emerging leaders / young professionals; and strengthening relationships with other sectors such as UTAS and local government. Work has commenced in these areas:

- the inaugural Emerging Leaders Breakfast Forum was a great success and a new series, *IPAA Connections* has been developed to provide opportunities for members and young professionals to meet and interact with senior executives on issues relevant to the public sector and their careers.
- Council is also working closely with UTAS and the Local Government Association to enable sharing of learning across our sectors.

Our events program was very popular, with nine events attracting more than 800 delegates. These included:

- The *Tasmanian State Budget Briefing* - the unusual situation of two budget briefings in the one financial year
- The *IPAA Political Forum - Working with the public service: the first six months in office and beyond* with the Premier, the Hon Will Hodgman MP
- The inaugural *State of the Service* with the Secretary of the Department of Premier and Cabinet in Hobart and Launceston

- *Reflections on the state of social services in Tasmania* with former CEO of TasCOSS, Tony Reidy
- *Measuring Productivity: can it guide organisations to better long-run performance?* with Dean Parham
- The third *Vic/Tas Executive forum, Re-imagining government: Re-imagining public administration* featuring Barry Quirk and a range of local and interstate speakers
- The *Emerging Leaders Breakfast Forum* with Chair of the Productivity Commission, Peter Harris.

Membership levels remained steady with a slight increase to 177 individual members/nominees as at 30 June 2015, and IPAA also enjoyed the support of 16 corporate member organisations. In addition, IPAA also greatly appreciated KPMG's sponsorship and support of its State of the Service event.

Finally, I would like to congratulate Robert Cockerell for being awarded a prestigious National Fellowship in October 2014. This award is worthy recognition of the role Robert played in getting IPAA Tasmania back on track through his role as Treasurer of the division for the previous five years, as well as his contribution to the Tasmanian State Service at both an agency and whole of government level, particularly in the areas of Information Technology and Service Tasmania over an extended period of time. Congratulations and thank you on behalf of IPAA for your service, Robert.



David Nicholson
President

Finance

I am pleased to present the audited accounts for the 2014-15 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 2015."

Copies of the Independent Audit Report and Financial Statements for the year ended 30 June 2015, prepared by Wise Lord and Ferguson, are provided with this report.

Particular points to note from the financial statements are:

- A net profit on operations of \$6,236
- Net assets of \$41,209
- Stable revenue from membership fees
- Significant increase in revenue from events due to an increase in events delivered during the year (including two budget briefings) and stronger levels of registrations
- Additional revenue from event sponsorship

I would like to thank members for their continued attendance at events, KPMG for their support of IPAA Tasmania, and Katie Cottrell and Joshua Cook from the Department of Primary Industries, Parks, Water and Environment for supporting me in the management of the division's finances.



Kane Salter
Treasurer



Membership

Membership increased slightly in 2014-15, although the number of corporate members reduced due to the restructure of some state government agencies.

	30/6/2013	30/6/2014	30/6/2015
Individual members	55	58	64
Corporate members			
Member organisations	16	17	16
Corporate nominees	93	114	113
Total individual members / nominees	148	172	177

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

In line with the focus on young professionals a new award category was introduced in 2014 for an individual under 35 who demonstrates emerging leadership qualities, commitment to learning, and excellence in public administration.

Public Sector Young Professional of the Year

Winner - Ross Hinkley, Strategic Projects
Director, Service Tasmania Unit,
Department of Premier and Cabinet



President's Award for Excellence in the Public Sector

Awarded for outstanding contribution to the public sector or service delivery over many years.

Winner – Frank Ogle, Director, State Service Management Office, Department of Premier and Cabinet

University of Tasmania Awards for study in the 2014 academic year

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

Lachlan Johnson

IPAA Tasmania Prize – for achievement in public policy

Michelle Richardson

IPAA Tasmania Prize – for achievement in first year policy

Benjamin Lyall

Public Sector Management Program 2015 Work Based Project Award

Angela Fooks, Department of Health



Council Members

Council members at 30 June 2015.

David Nicholson Deputy Secretary Department of Health and Human Services	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
Kane Salter Director Finance and Business Services Department of Education	Treasurer
Kathryn Newett Social Policy Adviser Office of the Leader of the Tasmanian Labor Opposition	Secretary
Melanie Brown Senior Policy Officer Local Government Association of Tasmania	Member
Grant Evans Office of eGovernment Department of Premier and Cabinet	Member (appointed post AGM)
Moya Fyfe Chief of Staff University of Tasmania	Member
Mohammed Huque Manager Health Informatics and Information Governance Department of Health and Human Services	Member
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
Jonathan Roe Graduate Research Officer Department of Premier and Cabinet	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 2015

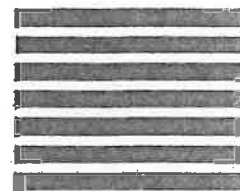
Independent auditor's report



Institute of Public
Administration Australia

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

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30 JUNE 2015**



Wise Lord & Ferguson
Chartered Accountants
advice to advantage



Statement by Members of the Council


For the year ended 30 June 2015

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 2015 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:


David Nicholson
President


Kane Salter
Treasurer

Dated in Hobart this 25 day of SEPTEMBER 2015

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

PROFIT AND LOSS STATEMENT
AS AT JUNE 2015

	2015	2014
	\$	\$
Income		
Seminars	31,586	15,038
Individual	5,279	4,400
Corporate	12,430	12,473
Full Time Student	-	95
PSMP Participant	364	284
Sponsorship	4,000	-
Mystate Interest	2	2
Perpetual Trustees Interest	-	81
Westpac Interest	101	59
Miscellaneous Income	-	191
Reimbursement of Expenditure	2,362	2,217
Total Income	<u>56,124</u>	<u>34,840</u>
Expenses		
DPAC Admin Fee	11,000	8,000
Audit & Accounting Fees	790	2,188
Bank Fees	1,057	984
State Levy	634	-
Capitation Fees	-	461
AGM	-	682
Awards - Student	600	504
Public Service Management Award	200	845
Seminars	17,909	5,485
Miscellaneous Expenses	1,774	-
National Conference	695	-
Post Office Box Renewal	165	153
Courier Charges	87	-
Travel Expenses	3,152	4,299
Telephone	878	677
AJPA	5,735	4,129
PAT	4,792	4,705
Mandarin Membership	530	-
Total Expenses	<u>49,998</u>	<u>33,112</u>
Other Income		
Dividends Rec - Mystate	110	108
Total Other Income	<u>110</u>	<u>108</u>
Net Profit/(Loss)	<u>6,236</u>	<u>1,836</u>

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

BALANCE SHEET
AS AT JUNE 2015

	2015	2014
	\$	\$
Assets		
Current Assets		
Mystate CU - Access Account	24,821	23,763
Westpac Account	28,570	10,177
Trade Debtors	2,903	302
Total Current Assets	56,294	34,242
Non Current Assets		
Shares in Mystate Financial	1,179	1,179
Total Non Current Assets	1,179	1,179
Total Assets	57,473	35,421
Liabilities		
Trade Creditors	7,275	-
Reimbursement of Payments	-	30
Prepaid Corporate Membership	4,950	-
Prepaid Individual Membership	1,650	-
Accrued Expenditure	2,220	-
GST Liabilities		
GST Collected	1,689	1,249
GST Paid	(1,520)	(831)
Total GST Liabilities	169	418
Total Liabilities	16,264	448
Net Assets	41,209	34,973
Equity		
Retained Earnings	34,973	33,137
Current Earnings	6,236	1,836
Total Equity	41,209	34,973

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

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
AS AT JUNE 2015**

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 2015 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 Lels, Nick Carter
Managers: Melanie Richardson, Simon Jones, Trent Queen, Rachel Mendilk, Nathan Brereton,
Melissa Johnson, Donna Powell, Rebecca Meredith, Naomi Norman, Maryellen Salter
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 2015 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: 8th September 2015



Wise Lord & Ferguson
Chartered Accountants
advice to advantage

**INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA – TASMANIA DIVISION INC.
COUNCIL MEMBERS AS AT 30 JUNE 2015**

President

David Nicholson
Department of Health & Human Services
Level 1, 99 Bathurst Street
HOBART TAS 7000

Vice President

Andrew Koerbin
Department of Premier & Cabinet
Level 9, 22 Elizabeth Street
HOBART TAS 7000

Vice President

Anthony Speed
Department of Social Services
Level 1, 100 Melville Street
HOBART TAS 7000

Treasurer

Kane Salter
Department of Education
75 Campbell Street
HOBART TAS 7000

Secretary

Kathryn Newett
Office of the Leader of the Tasmanian Labor
Opposition
Parliament House
HOBART TAS 7000

Member

Jonathan Roe
Department of Premier & Cabinet
15 Murray Street
HOBART TAS 7000

Member

Melanie Brown
Local Government Association of Tasmania
326 Macquarie Street
HOBART TAS 7000

Member

Moya Fyfe
Chief of Staff – UTAS
Churchill Avenue
SANDY BAY TAS 7005

Member

Grant Evans
Department of Premier & Cabinet
Level 7, 144 Macquarie Street
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Member

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

Member

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

Member

Mohammed Huque
Department of Health & Human Services
Level 5, 24 Davey Street
HOBART TAS 7000



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Managers: Melanie Richardson, Simon Jones, Trent Queen, Rachel Mendlik, Nathan Brereton,
Melissa Johnson, Donna Powell, Rebecca Meredith, Naomi Norman, Maryellen Saller
Consultant: Peter Beven

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 2015.



J DOYLE
PARTNER
WISE LORD & FERGUSON

