

2017 Annual Report





President's report

This is my third and final report as President of IPAA Tasmania. After three years in the position I believe it is time to handover to someone new to bring fresh ideas and continue the development of a strong IPAA presence in Tasmania with what is a very strong Council.

In this regard, I am very pleased that Jacqui Allen has agreed to nominate for President. Jacqui is a strong advocate for the public sector and the important role it plays in delivering public value and I know she will bring great energy and passion to the role. I wish Jacqui and the Council all the best for their work ahead over the next twelve months - it will be an exciting period for IPAA in Tasmania.



Back to the year that was, and we saw many highlights in 2016-17, these included:

- An increase in personal membership of an incredible 51%. That equates to 38 new
 personal members to build on the 74 at 30 June 2016. This included 27 participants on
 the State Service Graduate Development Program, part of our continued strategy to
 engage with young professionals and encourage them to actively contribute to the
 public sector profession.
- Implementation of a new, contemporary website which much greater functionality and improved look and feel. A particularly pleasing aspect was that we provided the opportunity for a group of third year University of Tasmania students to work with the IPAA team and gain valuable experience on a real world project.
- An exceptional events program with 12 events attracting over 900 participants. Our Victorian colleagues continue to be highly impressed with the Vic/Tas Executive Forum and the addition of the pre-forum networking event, where Bill Lark provided a fascinating insight into the power of collaboration over a very enjoyable whisky tasting, will ensure many will return again next year.
- The continued success of our awards program, which saw a record number of entries
 and awards presented to highly worthy winners across a broad cross section of
 government.
- A strong financial position, with a surplus of \$12,812 for the financial year, the largest since the re-establishment of IPAA Tasmania in 2010.



One of the highlights from my three years came at the 2016 Annual General Meeting where I presented long serving member, Andrew Koerbin, with Honorary Life Membership of IPAA Tasmania. Andrew is a passionate advocate for the public sector who has given outstanding service to the division for more than 20 years, and is a worthy recipient of what we believe to be the first Life Membership granted by IPAA Tasmania. Thank you and congratulations Andrew.

Finally, I would like to thank Andrew Street, IPAA's tireless Executive Officer, who makes sure events run smoothly and the wheels of IPAA turn well. He does this day in and out with his team (particularly David Chen and Summa McIntyre) and for whom no task is too much to ask. Thank you on behalf of all IPAA members for your outstanding support over the last three years. It is very pleasing to see IPAA in such a strong position in Tasmania.

David Nicholson

President

13 September 2017



Finance

I am pleased to present the audited accounts for the 2016-17 financial year.

Copies of the Independent Audit Report and Financial Statements for the year ended 30 June 2017, prepared by Wise Lord and Ferguson, are provided with this report.

Particular points to note from the financial statements are:

- A healthy financial position recording a surplus of \$12,812 for the year;
- > Total equity of \$57,232;
- An increase of \$3,671 in membership fees including a number of new members through the whole-of-government graduate program;
- Net seminar revenue exceeded the budget target with a surplus of \$12,512 achieved. A significant proportion of the gross increase in seminar income and expenses is due to changed financial arrangements for the Vic/Tas Executive forum, whereby IPAA Tasmania collected registration fees and paid associated expenses directly, rather than through IPAA Victoria as in previous years; and
- An increased cash balance of \$26,849, attributable to the strong profit and an increase in pre-paid membership fees.

I would like to thank members for their continued attendance at events which is essential to maintaining financial sustainability for the Association and KPMG for their continued support of IPAA Tasmania through sponsorship of the State of the Service.

On behalf of Council I would specifically like to thank Loraine Kemble-Smith for her assistance in managing IPAA's finances. IPAA is a relatively small organisation however it still requires substantial time and effort and her enthusiastic support has been invaluable to both myself and the division generally.

Kane Salter Treasurer



Membership

Membership continues to grow with 38 new personal members joining throughout the year, representing a 51% increase.

A significant contributor to this was the inclusion of IPAA Personal Membership in the State Service Graduate Development Program. This is a strong endorsement of IPAA's focus on providing networking and development opportunities for young professionals and enhancing the value proposition for members though initiatives such as IPAA *Connections*.

	30/6/2014	30/6/2015	30/06/2016	30/06/2017
Personal members	58	64	74	112
Corporate members				
Member organisations	17	16	17	17
Corporate nominees	114	113	116	116
Total individual members / nominees	172	177	190	228

Life Membership

Vice President Andrew Koerbin was awarded Honorary Life Membership at the 2016 Annual General Meeting in recognition of his significant service to the Tasmanian Division.

Andrew has been a member of IPAA for over 20 years. He has served as a member of Council for more than 15 years, holding the position of Vice President for most of that time. He continued to support IPAA Tasmania in the mid 2000's when it struggled for survival and was one of the key players in its resurgence from 2009.



Andrew arranged in-kind support from his department for hosting the IPAA Tasmania website and during 2016 and led the website redevelopment project with a group of third year computing students at the University of Tasmania.

One of his most significant contributions has been the development and implementation of the Public Sector Excellence Awards. He led the introduction of these awards in 2012 and continues to Chair the awards process, overseeing an increased level of interest over the years.



Events

The events program provided a diverse mix of opportunities with 12 events attracting 934 registrations. Events delivered during 2016-17 were:

- The Public Face of the Public Sector with Associate Professor Dennis Grube, Hank Jongen PSM and Jacqui Allen
- ➤ IPAA Connections No. 7 From Olympic diver to CEO with Liz Jack
- > AGM Address with Penny Armytage, President, IPAA National
- Behavioural Insights for public policy and service delivery with Dr Rory Gallagher
- Emerging Leaders Breakfast Forum with Graeme Innes AM
- ➤ IPAA Connections No. 8 2016: the political year in review with Professor Richard Eccleston
- > State of the Service with Greg Johannes
- ➤ IPAA Connections No. 9 Personal observations on women in leadership with Jenny Gale
- ➤ Vic/Tas Executive Forum Digital Revolution: Transforming Government
- The future of work in the public sector with Michael Hiller, Erma Ranieri and Professor David Adams
- ➤ 2017 State Budget Briefing with Tony Ferrall, Kathrine Morgan-Wicks and Kim Evans
- ➤ IPAA Connections No. 10 Positive social change through communication and kindness with Rosie Martin



Awards

IPAA Tasmania sponsor 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

The winners of the 2016 awards were announced at the State of the Service event on 14 December 2016.

President's Award for Excellence in the Public Sector

Winner:	Bob Rutherford, Deputy Secretary, Department of State Growth
Highly Commended:	Ingrid Ganley, Director Disability and Community Services, Department of Health and Human Services
	Laszlo Szabo, Director Forensic Science Service Tasmania, Department of Police, Fire and Emergency Management

Public Sector Professional of the Year

Winner:	Dona Leach, Student Engagement Coordinator, University of
	Tasmania

Public Sector Young Professional of the Year

Winner:	Shelley Beverley, Rethink Autism Consultant, Department of
	Health and Human Services

Best Practice in the Public Sector

Winner:	Bushfire Ready Neighbourhoods, Tasmania Fire Service, Department of Police, Fire and Emergency Management
Runner Up:	Purchasing and Performance Team, Department of Health and Human Services
Highly Commended:	EPA Air Section Monitoring Group, Environment Protection Authority, Department of Primary Industries, Parks, Water and Environment



University of Tasmania Awards for study in the 2016 academic year

BJ Thompson Prize — for outstanding achievement in Public Policy at the 200 level Laura Smith

IPAA Tasmania Prize — for achievement in public policy

Laura Smith

IPAA Tasmania Prize — for achievement in first year policy

Eryn Graham



Laura Smith received her award from IPAA Tasmania President, David Nicholson, at the Future of Work in the Public Sector event on 12 April 2017.

2017 Public Sector Management Program - Work-based project award

Jamie Davies Entomologist Biosecurity Tasmania Department of Primary Industries, Parks, Water and Environment



Jamie's project was titled *Bridging the gaps in Tasmanian bee testing capabilities*. He was presented his award at the 2017 PSMP graduation ceremony at Hobart Town Hall on 5 May by IPAA Tasmania Executive Officer, Andrew Street.



Council Members

Council members at 30 June 2017

David Nicholson Deputy Secretary Department of Premier and Cabinet	President
Andrew Koerbin Senior Account Manager TMD Department of Premier and Cabinet	Vice President
Kathrine Morgan-Wicks Deputy Secretary Department of Treasury and Finance	Vice President
Kane Salter Director Finance and Business Services Department of Education	Treasurer
Jonathan Roe Senior Research Officer Office of the Tasmanian Economic Regulator	Secretary
Melanie Brown Senior Policy Officer Local Government Association of Tasmania	Member
Lisa Caswell Senior Policy Officer Department of Premier and Cabinet	Member
Moya Fyfe Chief of Staff University of Tasmania	Member
Alison Lai CEO Volunteering Tasmania	Member
Brett Noble Senior Project and Policy Manager Department of Primary Industries, Parks, Water and Environment	Member
Lisa Wardlaw-Kelly Head of Office (Hobart) and Program Manager Environment and Agriculture Statistics Branch Australian Bureau of Statistics	



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 2017

Independent Auditor's Report

Institute of Public
Administration Australia –
Tasmania Division Inc.
Financial Statements
For the Year Ended
30 June 2017



Statement by Members of the Council For the Year Ended 30 June 2017

In the opinion of the Council Members of the Institute of Public Administration Australia – Tasmanian Division Incorporated ('the Association'):

- The Entity is an incorporated association and is not a reporting entity; 1.
- The special purpose financial statements, set out on the following pages, is drawn up, 2. 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 Association as at 30 June 2017 and its performance, as represented by the results of its operations, for the financial year ended on that date:
- There are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable; and
- The special purpose financial statements satisfy 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

Treasurer

Dated in Hobart this 7th day of 5ep 2017

Institute of Public Administration Australia – Tasmania Division Inc. Profit and Loss Statement for the Year Ended 30 June 2017

	Notes	2017	2016
		\$	\$
Income			
AGM / Seminar		-	3,763
Dividends Received		110	110
Interest Received		585	3
Membership Subscriptions	6	23,499	19,828
Reimbursement of Expenditure		1,620	1,016
Seminars		48,606	23,082
Sponsorship		4,000	4,000
Total Income		78,420	51,802
Expenses			
AGM		1,249	3,591
Australian Journal of Public Administration		5,370	4,751
Audit & Accounting Fees		865	830
Bank Fees		1,258	905
DPAC Administration Fees		10,000	10,000
Insurance		655	650
IPAA Connections		2,450	5,255
Mandarin Membership		-	294
Miscellaneous Expenses		760	1,050
National Conference		636	1,134
Post Office Box Renewal		178	174
Public Sector Excellence Award		651	-
Public Service Management Award		200	200
Seminars		36,094	16,874
State Levy		405	455
Student Awards		456	400
Telephone		857	800
Travel Expenses		3,366	1,228
Website		158	-
Total Expenses		65,608	48,591
Net Surplus		12,812	3,211

The accompanying notes form part of these financial statements

Institute of Public Administration Australia – Tasmania Division Inc. Balance Sheet as at 30 June 2017

2017 2016 Notes \$ \$ **Current Assets** Cash at Bank 46,935 20,086 Investments 3 25,900 25,900 Receivables 4 915 6,353 **Total Current Assets** 73,750 52,339 Non-Current Assets Shares in MyState Limited 2 1,179 1,179 **Total Non-Current Assets** 1,179 1,179 **Total Assets** 53,518 74,929 **Current Liabilities** Payables 5 17,697 9,098 17,697 9,098 **Total Current Liabilities Total Liabilities** 17,697 9,098 **Net Assets** 57,232 44,420 Equity **Retained Earnings** 44,420 41,209 Net Surplus 12,812 3,211 **Total Equity** 44,420 57,232

Institute of Public Administration Australia – Tasmania Division Inc. Notes to the Financial Statements for the Year Ended 30 June 2017

Note 1: Statement of Significant Accounting Policies

(a) Basis of Preparation

The financial statements have been prepared on the basis that the Association is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act (Tas)*. The Association is an incorporated entity.

In accordance with the reporting requirements of the *Associations Incorporation Act (Tas)*, the Association has complied with the following applicable Australian Accounting Standards and Urgent Issues Group Consensus View of AASB 1031 Materiality. No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial statements have been prepared on an accrual basis and are based on historical costs unless otherwise stated in the notes. The amounts presented in the financial statements have been rounded to the nearest dollar.

(b) Revenue

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present value when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

All revenue is stated net of the amount of goods and services tax (GST).

(c) Receivables

Trade and other 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.

Trade and other receivables are recognised at the nominal transaction value without taking into account the time value of money.

(d) Payables

Trade and other payables are recognised at the nominal transaction value without taking into account the time value of money.

(e) 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 Balance Sheet.

Institute of Public Administration Australia – Tasmania Division Inc. Notes to the Financial Statements for the Year Ended 30 June 2017

Note 1: Statement of Significant Accounting Policies (Cont.)

(f) Income Tax

No provision for income tax has been raised as the entity is exempt from income tax.

(g) Comparative Figures

Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Note 2: Shares in MyState Limited

The shares in MyState Limited are valued at cost.

	2017	2016
	\$	\$
Note 3: Investments		
Term Deposits	25,900	25,900
	25,900	25,900
Note 4: Receivables		
Trade Debtors	-	6,353
GST Receivable	915	-
	915	6,353
Note 5: Payables		
Corporate Membership In Advance	8,036	3,664
Individual Membership In Advance	7,564	3,835
Accrued Expenditure	2,097	1,342
GST Payable	-	257
	17,697	9,098

Institute of Public Administration Australia – Tasmania Division Inc. Notes to the Financial Statements for the Year Ended 30 June 2017

	2017	2016
	\$	\$
Note 6: Membership Subscriptions		
Corporate Member	13,709	12,760
Full Professional Member	9,436	7,068
Full Time Student / Retired Member	59	-
Public Sector Management Program (PSMP) Student	295	
	23,499	19,828



INDEPENDENT AUDITOR'S REPORT

To the Members of the Institute of Public Administration Australia – Tasmania Division Inc.

Opinion

We have audited the financial statements of the Institute of Public Administration Australia – Tasmania Division Inc. (the Association), which comprise the balance sheet as at 30 June 2017, the profit or loss statement for the year then ended, and notes to the financial statements, including a statement of significant accounting policies, and the statement by members of the Council.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at 30 June 2017, and of its financial performance for the year then ended in accordance with Australian Accounting Standards.

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 Statements 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 statements 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.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that is free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Liability limited by a scheme approved under Professional Standards Legislation.



Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of
 accounting and, based on the audit evidence obtained, whether a material uncertainty
 exists related to events or conditions that may cast significant doubt on the Association's
 ability to continue as a going concern. If we conclude that a material uncertainty exists,
 we are required to draw attention in our auditor's report to the related disclosures in
 the financial statements or, if such disclosures are inadequate, to modify our opinion.
 Our conclusions are based on the audit evidence obtained up to the date of our auditor's
 report. However, future events or conditions may cause the Association to cease to
 continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

JOANNE DOYLE

PARTNER

WISE LORD & FERGUSON

Date: 7 Scotemar 2017