

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA

2020 Annual Report



President's report

It is a bit of an understatement to suggest that the 2019-2020 year did not play out as planned!

As a State Service we have been required to work differently, undertaken different roles and worked in different environments. We have provided front line activities in support of our health system, border and quarantine arrangements, we have rolled out community and business support packages, and we have worked hard to provide policy advice and solve problems in a rapidly changing environment.

The implications of the impact of the COVID-19 pandemic obviously also affected our ability to present some of our planned activities. In recognition of the impact on our programs, the Council took the decision to roll over memberships to next financial year.

Prior to the pandemic we were able to undertake the Tasmanian Public Sector Awards, which were presented at our annual State of the Service event in December. I'd like to thank KPMG Tasmania for their continued support of this event. In addition to their sponsorship support, KPMG Partner Mark Hassell provided a very well received presentation titled 'The Customer is the Boss'.

IPAA in Tasmania operates on a largely voluntary basis, with administrative support provided by the Tasmanian Training Consortium. I would like to acknowledge the efforts of my fellow Councillors and also support received from IPAA chapters in other states, most particularly our colleagues at IPAA Victoria.

The Council have been developing some new COVID-Safe ideas for the coming year, which we hope to be in a position to share with you soon. I look forward to your continuing support and presence (either in person or virtually) at IPAA events in 2020-2021.

Jacqui Allen - President

Finance

Copies of the Independent Audit Report and Financial Statements for the year ended 30 June 2020, prepared by Wise, Lord and Ferguson, are provided with this report.

As for the community in general, IPAA operations and finances were impacted by COVID-19 during 2019-20. Summary points to note from the financial statements are:

- A surplus of \$6,972 for the year was achieved, contributing to total equity increasing to \$62,637.
- In respect of Income:
 - There was a decrease in membership revenue of \$4,236 due to fewer membership renewals at the beginning of the financial year; and
 - Seminar revenue was lower due to fewer events during COVID-19.
- In respect of Expenses:
 - Seminar expenditure and IPAA Connections was lower due to fewer events;
 - DPAC Administration Fees were lower due to fees being waived for the period January to June, for which the Council expresses its sincere appreciation; and
 - AJPA fees reduced due to a revised flat fee pricing structure that commenced from 1 January 2020.

I would like to thank KPMG for their continued support of IPAA Tasmania through sponsorship of the State of the Service event.

Given the disruption to IPAA Tasmania activities this year, the Council approved rolling over all memberships to 2020-21.

On behalf of Council I would again specifically like to thank Loraine Kemble-Smith for her voluntary assistance in managing IPAA's finances.

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Kane Salter - Treasurer

Membership

| | 30 June 2016 | 30 June 2017 | 30 June 2018 | 30 June 2019 | 30 June 2020 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Personal members | 74 | 112 | 150 | 102 | 80 |
| Corporate member organisations | 17 | 17 | 15 | 13 | 12 |
| Corporate nominees | 116 | 116 | 122 | 93 | 81 |
| Total individual members / nominees | 190 | 228 | 272 | 195 | 161 |

Events

Due to the impacts of COVID-19 and in the interests of infection control, IPAA Tasmania held only two face-to-face events during 2019-20:

- IPAA Connections No. 14 Lunch box session Marketing Tasmania with Emma Terry and Todd Babiak.
- State of the Service and Public Sector Excellence Awards.

The Young Professionals Breakfast Forum: Battery of the Nation, scheduled for 23 March 2020, unfortunately had to be cancelled following the introduction of limits on the size of public gatherings.

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 2019 awards were announced at the State of the Service event on 5 December 2019.

President's Award for Excellence in the Public Sector

Kathryn Medlock - Senior Curator (Vertebrate Zoology), Tasmanian Museum and Art Gallery

Public Sector Professional of the Year

Alison Lovell – Senior Statistical Analyst, Australian Bureau of Statistics

Public Sector Young Professional of the Year

Harpreet Gill – Global Education Marketing Officer, Department of State Growth

Contribution to Community (previously Best Practice in the Public Sector)

Tasmanian Emergency Services Computer Aided Dispatch Project or ESCAD project – Department of Police, Fire and Emergency Management

Libraries Tasmania

See it. Dream it. Do it. Project – Department of Primary Industries, Parks, Water and Environment

Ms Ann Owen - Registrar, Births, Deaths and Marriages, Department of Justice

University of Tasmania Awards for study in the 2019 academic year

BJ Thompson Prize – R87 – Awarded annually to the student obtaining the best results in Public Policy units at 200 level.

Gabrielle Gee

IPAA Tasmania Prize – R44 – Awarded for achievement of the highest mark in a policy unit at any level.

Finlay McKeown

IPAA Tasmania Prize – R43 – Awarded annually to the best student in HPP101 Introduction to Policy and Politics.

Miles Kahles

2020 Public Sector Management Program - Work-based project award

Akin Falaki, Department of State Growth

Council Members as at 30 June 2020

| Jacqui Allen Deputy Secretary, Cultural and Tourism Development Department of State Growth | President |
|---|----------------|
| Anne Beach Director, Projects and Policy Department of State Growth | Vice President |
| Melanie Brown Senior Adviser Minister Shelton's Office - Minister for Police, Fire and Emergency Management, Minister for Local Government | Vice President |
| Kane Salter Director, Finance and Budget Services Department of Education | Treasurer |
| Jonathan Roe Policy Analyst, Office of Aboriginal Affairs Department of Communities Tasmania | Secretary |
| Daryl Connelly Chief Executive Officer Cradle Coast Authority | Member |
| Akin Falaki Principal Policy Analyst, Policy and Coordination Department of State Growth | Member |
| Sophie Muller Director, Tasmanian Climate Change Office and Policy Department of Premier and Cabinet | Member |
| Brett Noble Senior Project and Policy Manager Department of Primary Industries, Parks, Water and Environment | Member |
| Vacant | 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. The IPAA will actively encourage greater business and social collaboration.

Attachments

Independent Auditor's Report

Financial Statements for the year ended 30 June 2020



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 2020, 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 2020, 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: 23 Sagenser 2020



INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA – TASMANIA DIVISION INC. COUNCIL MEMBERS AS AT 30 JUNE 2020

President Jacqui Allen Department of State Growth 4 Salamanca Place HOBART TAS 7000

Vice President Anne Beach Department of State Growth 4 Salamanca Place HOBART TAS 7000

Secretary Jonathan Roe

Department of Treasury and Finance 15 Murray Street HOBART TAS 7000

Member

Akin Falakai Department of State Growth 4 Salamanca Place HOBART TAS 7000

Member

Brett Noble Department of Primary Industries, Parks, Water and Environment 59 Liverpool Street HOBART TAS 7000 Vice President Melanie Brown Minister Shelton's Office 4 Salamanca Place HOBART TAS 7000

Treasurer

Kane Salter Department of Education 4 Salamanca Place HOBART TAS 7000

Member

Daryl Connelly Cradle Coast Authority 1-3 Spring Street BURNIE TAS 7320

Member

Sophie Muller Department of Premier and Cabinet 15 Murray Street HOBART TAS 7000

Member

Vacant

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 2020.

J DOYLE PARTNER WISE LORD & FERGUSON

Liability limited by a scheme approved under Professional Standards Legislation.

Institute of Public Administration Australia – Tasmania Division Inc. Financial Statements For the Year Ended 30 June 2020



Statement by Members of the Council

For the Year Ended 30 June 2020

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

- 1. The Association is an Incorporated Association and is not a reporting entity;
- 2. The special purpose financial statements, 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 Association as at 30 June 2020 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 Association will be able to pay its debts as and when they become due and payable; and
- 4. 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:

Jacqui Allen President

Kane Salter Treasurer

Dated in Hobart this 23-4 day of $5e_{0}$ 2020

Institute of Public Administration Australia – Tasmania Division Inc. Profit and Loss Statement for the Year Ended 30 June 2020

| | Notes | 2020 | 2019 |
|---|-------|--------------|---------|
| | | \$ | \$ |
| Income | | | |
| Dividends Received | | 111 | 111 |
| Interest Received | | 400 | 621 |
| Membership Subscriptions | 6 | 19,513 | 23,749 |
| Reimbursement of Expenditure | | 459 | 15 |
| Seminars | | 932 | 22,923 |
| Sponsorship | | 4,000 | 4,000 |
| Total Income | | 25,415 | 51,419 |
| | | | |
| Expenses | | | |
| AGM | | (4) | 2,055 |
| Australian Journal of Public Administration | | 2,236 | 5,246 |
| Audit & Accounting Fees | | 1,050 | 1,000 |
| Bank Fees | | 691 | 922 |
| DPAC Administration Fees | | 7,000 | 14,000 |
| Insurance | | 842 | 844 |
| IPAA Connections | | 692 | 4,291 |
| Miscellaneous Expenses | | 811 | 862 |
| National Conference | | 2,121 | - |
| Post Office Box Renewal | | 165 | 191 |
| Public Sector Excellence Award | | - | 800 |
| Public Service Management Award | | | 200 |
| Seminars | | 1,310 | 25,049 |
| State Levy | | 875 | 405 |
| Student Awards | | 650 | 400 |
| Telephone | | ÷ | 192 |
| Total Expenses | | 18,443 | 56,457 |
| Net Surplus/(Deficit) | | 6,972 | (5,038) |

The accompanying notes form part of these financial statements

Institute of Public Administration Australia – Tasmania Division Inc. Balance Sheet as at 30 June 2020

| | Notes | 2020 | 2019 |
|---------------------------|-------|--------|---------|
| | | \$ | \$ |
| Current Assets | | | |
| Cash at Bank | | 36,054 | 44,195 |
| Investments | 3 | 25,900 | 25,900 |
| Receivables | 4 | 161 | 6,157 |
| Total Current Assets | | 62,115 | 76,252 |
| Non-Current Assets | | | |
| Shares in MyState Limited | 2 | 1,179 | 1,179 |
| Total Non-Current Assets | | 1,179 | 1,179 |
| Total Assets | | 63,294 | 77,431 |
| Current Liabilities | | | |
| Payables | 5 | 927 | 22,036 |
| Total Current Liabilities | | 927 | 22,036 |
| Total Liabilities | | 927 | 22,036 |
| Net Assets | | 62,357 | 55,395 |
| Equity | | | |
| Retained Earnings | | 55,395 | 60,433 |
| Net Surplus/(Deficit) | | 6,972 | (5,038) |
| Total Equity | | 62,367 | 55,395 |

The accompanying notes form part of these financial statements

Institute of Public Administration Australia – Tasmania Division Inc. Notes to the Financial Statements for the Year Ended 30 June 2020

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 nonreporting 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

Membership subscriptions are recognised as revenue on the issue of membership renewals. Non-renewal of membership are reversed out of 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.

Institute of Public Administration Australia – Tasmania Division Inc.

Notes to the Financial Statements for the Year Ended 30 June 2020

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

(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.

(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.

Institute of Public Administration Australia – Tasmania Division Inc. Notes to the Financial Statements for the Year Ended 30 June 2020

Note 2: Shares in MyState Limited

The shares in MyState Limited are valued at cost.

| | 2020 | 2019 |
|---------------------------------------|----------|--------|
| | \$ | \$ |
| Note 3: Investments | | |
| Term Deposits | 25,900 | 25,900 |
| | 25,900 | 25,900 |
| Note 4: Receivables | | |
| Trade Debtors | - | 5,535 |
| GST Receivable | 161 | 622 |
| | 161 | 6,157 |
| | | |
| Note 5: Payables | | |
| Corporate Membership In Advance | ii Ta | 6,259 |
| Individual Membership In Advance | | 4,296 |
| Retiree/Student Membership In Advance | 30 | 122 |
| Accrued Expenditure | 797 | 6,857 |
| Trade Creditors | 100 | 4,502 |
| | 927 | 22,036 |

Institute of Public Administration Australia – Tasmania Division Inc. Notes to the Financial Statements for the Year Ended 30 June 2020

| | 2020 | 2019 | |
|---|---------|--------|--|
| | \$ | \$ | |
| Note 6: Membership Subscriptions | | | |
| Corporate Member | 9,941 | 11,123 | |
| Full Professional Member | 9,450 | 12,504 | |
| Full Time Student / Retired Member | 122 | 61 | |
| Public Sector Management Program (PSMP) Student | <i></i> | 61 | |
| | 19,513 | 23,749 | |