

Institute of Public Administration Australia Tasmania Division Inc.

2023 Annual General Meeting

Minutes

28 September 2023

Level 6 Large Meeting Room

15 Murray Street, Hobart

Microsoft Teams

### **Welcome**

President Melanie Brown opened the meeting at 4:45 pm and provided an Acknowledgement of Country. Mel welcomed all attendees, noting that this was an important meeting with a Special Business item on the agenda.

See Attachment A for a list of all attendees at the meeting.

### **Apologies**

The meeting noted no apologies were received.

### **Minutes of the Previous Meeting**

IPAA Tasmania Secretary and Public Officer, Jonathan Roe, distributed the Minutes of the previous IPAA Tasmania Annual General Meeting, held on 29 September 2022, to IPAA members and attendees via email prior to this meeting.

Motion: The meeting accept these Minutes as a true and accurate record of the proceedings of the 2022 Annual General Meeting held on 29 September 2022.

Moved: Melanie Brown

Seconded: Jason Sowell

Carried

### **Special Business – Amendments to the IPAA Tasmania Rules of Association**

Jonathan introduced a Special Motion proposing amendments to the IPAA Tasmania Rules of Association such that:

* 1. Rule 11 of the IPAA Tasmania Rules of Association prescribes that IPAA Tasmania’s financial affairs be independently audited on a triennial, rather than an annual, basis; and
	2. Rule 24 and Rule 25 of the IPAA Tasmania Rules of Association prescribe that Officers and Ordinary Councillors of the Association may hold office for up to three years, rather than for one year, before being required to seek re-election; and
	3. The IPAA Tasmania Rules of Association align with the current Model Rules of Association prescribed under the *Associations Incorporation Act 1964* (last updated in 2017).

A draft of the amended IPAA Tasmania Rules of Association 2023 was provided for meeting attendees’ review and approval. Meeting attendees noted that, as per the requirements of the existing IPAA Tasmania Rules of Association, there were at least 15 voting members of IPAA Tasmania present for this item of business.

Jonathan and Mel explained the rationale for the proposed amendments, noting that Section 24 (1C) of the *Associations Incorporation Act 1964* allows for Associations whose annual revenue is below $250 000 to be exempt from the requirement to have their financial affairs independently audited on an annual basis.

IPAA Tasmania’s annual revenue is well below the $250 000 threshold for exemption from audit requirements. Amending the IPAA Tasmania Rules of Association to prescribe that IPAA Tasmania’s financial affairs be independently audited on a triennial, rather than an annual, basis, will allow IPAA Tasmania to maintain transparency and good governance while saving money and administrative effort.

Mel and Jonathan explained that on the IPAA National Council of Management, and on the Councils of Management of several jurisdictional IPAA Divisions (notably IPAA ACT), Officers and Ordinary Councillors are elected for three-year terms.

Introducing three-year terms for IPAA Tasmania Council of Management members will help to strengthen continuity of Council’s strategic objectives, increase retention of corporate knowledge, streamline proceedings at IPAA Tasmania Annual General Meetings, and further reduce administrative burdens for Council members and staff.

Additionally, Mel and Jonathan further noted that the Model Rules of Association prescribed under the *Associations Incorporation Act 1964* were updated in 2017. The current IPAA Tasmania Rules of Association are not based on these Model Rules of Association and must be amended to align with the updated requirements of the Act.

Grant Evans proposed that, in the interests of promoting inclusivity, all instances of the term ‘he/she’ in the IPAA Tasmania Rules of Association 2023 be amended to ‘they’. The meeting agreed to this additional amendment.

Motion: The meeting vote to endorse the amended IPAA Tasmania Rules of Association 2023.

 Moved: Melanie Brown

 Seconded: Jonathan Roe

 Carried unanimously.

### **President’s Report**

Mel presented the President’s Report, noting that IPAA Tasmania is in a rebuilding phase and building upward momentum following a long COVID-induce hiatus. One of the priority tasks for the IPAA Tasmania Council of Management during 2022-23 has been strengthening administrative operations and governance structures and developing a new Strategic Plan.

Mel outlined the four pillars of the Strategic Plan and how it will guide IPAA Tasmania’s rebuilding work. There is a particular focus on re-engaging with individual and corporate members, building the IPAA Tasmania value proposition and marketing profile, delivering events that meet members’ expectations, and attracting new members from the broader public sector.

The IPAA Tasmania Council of Management is aiming to establish stronger partnerships with corporate member organisations during 2023-24, wherein parties have the flexibility to create bespoke offerings and solutions to meet specific requirements.

Other goals for the coming year include updating the IPAA Tasmania website to expand our online presence and share content with other IPAA Tasmania divisions and establishing an IPAA Tasmania Podcast series featuring conversations with prominent public sector figures.

Mel explained that in recognition of the increasing range of offerings and events schedule IPAA Tasmania will recommence charging fees for new members in 2023-24, noting that membership has been free since 2020 given IPAA Tasmania’s diminished presence during COVID years.

Mel closed by highlighting the IPAA Tasmania Council of Management’s desire to focus on members’ needs and not be driven solely by public sector leaders’ expectations, noting that IPAA Tasmania will strive to celebrate the achievements and stories of ‘everyday’ public servants.

Motion: The meeting accept the President’s Report.

Moved: Jonathan Roe

Seconded: Duncan Young

Carried

### **Finance Report**

Treasurer Jason Sowell provided a brief overview of IPAA Tasmania’s current financial position. Jason noted minimal financial activity during the 2022-23 reporting period, with few expenses and no significant revenue.

Overall IPAA Tasmania recorded a deficit for 2022-23 of roughly $4,000; Jason noted that this was largely comprised of day-to-day operating costs. The result was nonetheless and improvement on previous years and maintains IPAA Tasmania’s overall positive equity position at roughly $40,000.

Jason closed by thanking Loraine Kemble-Smith for her continued voluntary help in managing IPAA Tasmania’s finances and flagged that he is looking forward to growing IPAA Tasmania’s events calendar over the coming year.

 Motion: The meeting accept the Finance Report.

 Moved: Melanie Brown

 Seconded: Jonathan Roe

 Carried

### **Election of Office Bearers and Councillors**

As per the agreed changes to the IPAA Tasmania Rules of Association at item 4, meeting attendees noted that Office Bearers and Councillors elected at the 2022 IPAA Tasmania Annual General Meeting have two years remaining on their three-year tenure while any members co-opted during 2023 have three years remaining. Members of the IPAA Tasmania Council of Management with the option of continuing their tenure included:

President Melanie Brown (elected 2022)

Vice President (x2) Vacant

 Vacant

Treasurer Jason Sowell (elected 2022)

Secretary Jonathan Roe (elected 2022)

Councillor Lachlan Johnson (co-opted 2023)

Nataliya Katsman (elected 2022)

Amira Vaatstra (co-opted 2023)

 Duncan Young (elected 2022)

Secretary Jonathan Roe advised ahead of the Annual General Meeting that he would resign the role of Secretary but continue in the role of Public Officer and General Councillor. Nominations were therefore invited prior to the Annual General Meeting for the vacant Office Bearing positions of Vice President and Secretary. One nomination for the position of Vice President and one for the position of Secretary arrived by the due date for nominations in accordance with Rule 26 (Clause 2(b)) of the *IPAA Tasmania Rules of Association*.

As only one person nominated for each of the available Office Bearing positions, the meeting deemed all nominees elected in accordance with the provisions of Rule 26 (Clause 4).

There being one Office Bearing position and one Councillor position remaining vacant, the meeting invited nominations from the floor under the provisions of Rule 26 (Clause 3(b)). No further nominations were received.

The composition of the IPAA Tasmania Council of Management for the next 12 months is therefore as follows:

President Melanie Brown

Vice President (x2) Duncan Young

 Vacant

Treasurer Jason Sowell

Secretary Jessica Jackson

Councillor Lachlan Johnson

 Nataliya Katsman

 Jonathan Roe

 Amira Vaatstra

Mel welcomed new Secretary Jessica Jackson to the IPAA Tasmania Council of Management and thanked continuing members for their ongoing service to IPAA Tasmania.

1. **Appointment of Auditor**

As noted at item 4 and included in the amended IPAA Tasmania Rules of Association, the *Associations Incorporation Act 1964* allows incorporated associations with an annual return less than $250,000 per annum to seek exemption from annual audit requirements.

Jason moved that, given the lack of financial activity during the 2022-23 year for IPAA Tasmania, this would be a reasonable course of action and would additionally save IPAA Tasmania the roughly $1,200 audit fee.

Jason also suggested that, in the interests of cost saving and capacity building, IPAA Tasmania seek internal government agencies to conduct future audits of IPAA Tasmania’s financial statements, rather than engaging external consultants. The meeting agreed that this was a sensible proposition.

Motion: The meeting agree that IPAA Tasmania seek an exemption from audit requirements for the 2022-23 financial year

 Moved: Jason Sowell

 Seconded: Amira Vaatstra

 Carried

1. **Other business**

The meeting did not bring forward any other business for discussion.

1. **Close**

Mel thanked all those present for their attendance, and officially closed the meeting at 5:15 pm.

Signed as a true and accurate record by:

……………………………………………… Date ………………………..

***Melanie Brown***

President

Institute of Public Administration of Australia, Tasmanian Division

**Attachments**

* List of Attendees

**List of attendees—IPAA Tasmania Annual General Meeting 28 September 2023**

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| --- | --- | --- |
| **First Name** | **Last Name** | **Organisation** |
| Melanie | BROWN | Department of Premier and Cabinet |
| David | BYRNE | Department of Justice |
| Grant | EVANS | Department of Justice |
| Daniel | HALL | Department of Premier and Cabinet |
| Mathew | HEALEY | Department of Premier and Cabinet |
| Jessica  | JACKSON | Department of State Growth |
| Lachlan | JOHNSON | University of Tasmania |
| Noelene | KELLY | Department of Premier and Cabinet |
| Andrew | KOERBIN | Department of Premier and Cabinet |
| Nataliya | KATSMAN | Department of State Growth |
| Cameron | MCLENNAN | Department of Premier and Cabinet |
| Jonathan | ROE | Department of Premier and Cabinet |
| Kane | SALTER | Department for Education, Children and Young People |
| Jason | SOWELL | Department for Education, Children and Young People |
| Amira | VAATSTRA | Department of Premier and Cabinet |
| Rob | WILLIAMS | Department of Premier and Cabinet |
| Duncan | YOUNG | Australian Bureau of Statistics |