

Annual Report 2022-23

***IPAA NT ACKNOWLEDGES THE TRADITIONAL CUSTODIANS OF COUNTRY THROUGHOUT
THE NORTHERN TERRITORY AND PAYS RESPECT TO ELDERS PAST, PRESENT AND
EMERGING.***

President's report



The 2022-23 financial year was a quiet one for IPAA NT in terms of events, however much was achieved in terms of securing IPAA NT's future moving forward.

With IPAA NT member numbers remaining low and the limited capacity of IPAA NT's Management Committee to run events or training, time was taken to reflect and consider options on how best to provide value to IPAA NT's members and encourage new members. I am pleased to advise that the outcome was an agreed plan to move forward on a partnership with IPAA WA through a memorandum of understanding (MOU).

The MOU follows almost two years of discussion with IPAA WA and associated due diligence by the Management Committee, with IPAA WA to provide event administration, professional development, and administration and membership value proposition services to IPAA NT on an essentially non-profit basis in recognition of the broader benefits for public servants and the IPAA organisation more broadly. Relevantly, IPAA WA has the expertise, resources and synergies with the Territory to provide the support needed, noting IPAA NT is managed by a small volunteer committee and has no paid staff, unlike most other IPAA divisions.

In addition to achieving the MOU and working with IPAA WA to develop a future plan of activity and offerings for IPAA NT members, in June 2023 IPAA NT held a successful networking event to celebrate United Nations Public Service Day, a *Toast to the Public Service*.

IPAA NT continued its support of the Young Professionals Network (YPN) in 2022-23, and YPN held five professional development workshops that were well attended along with two social events.

Throughout 2022-23, I continued to engage strongly with IPAA National and other IPAA divisions. As an IPAA National Council member, the National Council discussed how IPAA, as a national organisation, can provide a forum where contemporary public service challenge can continue to be safely debated

IPAA NT's financial performance for the year to 30 June 2023 saw a small loss of about \$7000, primarily due to the sponsorship of three young professionals to travel to Canberra to attend the 2022 IPAA National Conference. The 2022 IPAA National Conference provided the opportunity for attendees to engage in discussion and consider various speakers' viewpoints on Australia's future in an increasingly uncertain world. This is considered a worthwhile investment for IPAA NT and the Territory more broadly.

I would like to thank all IPAA NT members for their continued support, and for the efforts of the IPAA NT Management Committee. I particularly want to thank Kimberlee McKay, our Secretary, for her diligence behind the scenes to put IPAA NT onto a stronger footing and ensure we have excellent governance arrangements in place. While this is my last report as President I hope to continue my involvement in a different capacity. I wish IPAA NT a bright and strong future.

Vicki Telfer PSM
President

Finance

IPAA NT has continued implementation of sound corporate and financial governance arrangements, enabling us to meet our reporting obligations under the *Associations Act 2003* (NT) and in line with the Australian Accounting Standards. The Committee also approved the standard operating procedures for the usage of the IPAA NT debit Mastercard on 30 January 2023.

Due to sponsoring three new members' attendance to the 2022 IPAA National Conference in Canberra, and relatively few events, IPAA NT saw a loss of about \$7,000 this financial year.

Summary points to note from the financial statements are:

- **Revenue** – totalled \$9,992 for the year from membership fees, professional development activities and events and other sources
- **Expenses** – totalled \$16,993 for the year for scholarships and professional development activities and events
- **Cash at bank** – decreased to a total of \$25,808
- **Net assets** – decreased to \$147,923, with the term deposit interest partially offsetting scholarship costs.

A copy of the Financial Statements for the financial year ended 30 June 2023 can be found at the end of this report, along with the Independent Audit Report, prepared by Michael Martin OAM FCPA.

Kevin Thomas
Public Officer

Membership

IPAA NT had 26 members in 2022-23, which was a decrease of one on the previous year.

Year	No. of members
2017-18	45
2018-19	28
2019-20	45
2020-21	25
2021-22	27
2022-23	26

Events

Toast to the Public Service

On 22 June 2023, IPAA NT hosted a *Toast to the Public Service* to celebrate United Nations Public Service Day, a global celebration of the value and virtue of public service to the community, which highlights the contribution of public service, recognises the work of public servants and encourages young people to pursue careers in the public service.

The evening event was held at Wharf One at the Darwin Waterfront Precinct and was attended by IPAA NT members along with members of the Comm Club and a number of Territory Government executives. Feedback from attendees included that it was a lovely evening and provided for some great networking.



Partnership with IPAA WA

In May 2023, following consideration of potential options to ensure IPAA NT's sustainability given its small volunteer committee and small membership base and ability to provide value for its members, IPAA NT formalised a partnership with IPAA WA through a memorandum of understanding (MOU).

The purpose of the MOU is to provide a framework for the relationship between IPAA NT and IPAA WA, with the agreed vision:

- to spread the impact that IPAA NT already has to extend further to the NT public sector and its members
- that IPAA WA assists IPAA NT to grow its presence and profile in the NT public sector
- to grow the national footprint for the whole IPAA organisation.

The MOU envisages IPAA WA assisting IPAA NT in terms of event administration, professional development, administration and membership value proposition.

IPAA 2022 National Conference Scholarships

Each year, IPAA NT offers young professionals the opportunity to attend that year's National Conference. All airfares, accommodation and conference registration fees are paid by IPAA NT, supported by sponsorship from the Office of the Commissioner for Public Employment.

In 2022, 11 scholarship applications were received. The assessment panel had a difficult job choosing the winners given how competitive the field was, but three were successful:

- Brynne Cornish, Department of the Chief Minister and Cabinet
- Maree Stanley, Territory Families, Housing and Communities
- Sarah Code, Department of Education

The 2022 Scholarship winners attended the National IPAA Conference on 12-14 October 2022, which was hosted by IPAA ACT in Canberra and explored Australia's future in an increasingly uncertain world; the effects of change and the changes that we can affect. The conference sessions covered strategic and practical learning for all levels, and sought to equip delegates with the insight, skills and connections to keeping pace in a new hybrid, dynamic and uncharted world.



Young Professionals Network (YPN) events

During 2022-23, YPN NT held five Mastermind Group professional development workshops on the following topics:

- Finding your Dharma
- Leadership at all Levels
- Communicating with Purpose
- Critical Thinking
- How to Influence

YPN also held two social events:

- End-of-Year celebration and sunset drinks on 8 December 2023 at Zen Rooftop Lounge Bar
- YPN Thursday at the Waterfront on 11 May 2023 at The Precinct.

IPAA NT Management Committee

Committee Members as at 30 June 2023

The Committee members of the IPAA NT Management Committee as at 30 June 2023 were:

Vicki Telfer	President
Patricia (Trisha) Howes	Vice President
Kimberlee McKay	Secretary
Sarah Code	Treasurer
Kevin Thomas	Public Officer
Brynne Cornish	Member
Edwin Joseph	Member
Heather Dunkel	Member
Maria Viegas	Member
Maree De Lacey	Member
Richard Barber	Member
Alicia Perera	YPN

Committee meetings are generally held monthly, on the first Monday of the month.

In 2022-23, there were eight Committee meetings.

Attachments



We confirm as follows:

a) The name and position of each committee member of the association during the 2022/2023 financial year were:

- | | |
|---------------------------|----------------|
| • Vicki Telfer | President |
| • Patricia (Trisha) Howes | Vice President |
| • Kimberlee McKay | Secretary |
| • Sarah Code | Treasurer |
| • Kevin Thomas | Public Officer |
| • Brynne Cornish | Member |
| • Edwin Joseph | Member |
| • Heather Dunkel | Member |
| • Maria Viegas | Member |
| • Maree De Lacey | Member |
| • Richard Barber | Member |
| • Alicia Periera | YPN |

b) The principal activities of the association during the relevant financial year were:

- Professional networking opportunities
- Professional development seminars

Independent Audit Report

Independent Auditor's Report to the Members of Institute of Public Administration NT Division Inc

I have audited the attached special purpose financial report of Institute of Public Administration NT Division Incorporated, which comprises the income statement for the year ended 30 June 2023 and the balance sheet as at 30 June 2023 as set out in this Report.

Committee Member's Responsibility for the financial Report

The Management Committee of the Association is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies used and described in Note 1 described to the financial statements, which form part of the financial report, are appropriate to meet the financial reporting requirements of the *Associations Act* and are appropriate to meet the needs of the members.

Auditors Responsibility

I have also conducted an independent audit of the financial report in order to express an opinion to the members of the Association on their preparation and presentation. My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of its members.

The financial report has been prepared for distribution to the members for the purpose of fulfilling the committee Member's financial reporting requirements under the *Associations Act*. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared

I have conducted my audit in accordance with Australian Auditing Standards. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on my judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, I have considered 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 accounting policies used and the reasonableness of accounting estimates made by the committee as well as evaluating the overall presentation of the financial report.

The audit opinion expressed in this report has been formed on the above basis.

Independence

In conducting my audit, I have met the independence requirements of the Australian professional accounting bodies.

Qualifications

The Association only records amounts received when they are banked, as it is not practical to establish control over income prior to its initial entry. Revenue is paid into the relevant bank account. It is assumed that all amounts banked in this fashion are received into the Bank Account. My audit relating to such income was therefore limited to ensuring that the amounts banked were properly recorded in the accounts. Accordingly, I do not express an opinion on whether all income banked is complete and I cannot determine the effects of such adjustments, if any, as might have been determined to be necessary had this limitation not existed.

Qualified Auditor's Opinion

In my opinion, except for the effects on the financial report of the matters referred to in the qualification paragraph, the financial report presents fairly, in all material respects, the financial position of the Institute of Public Administration Australia NT Division Inc. as of 30 June 2023 and the results of its operations as of 30 June 2023 in accordance with Australian Accounting Standards



Michael Martin OAM FCPA

23 October 2023

PROFIT AND LOSS

	2022-23	2021-22
	\$	\$
REVENUE		
IPAA Membership	2,616	2,927
YPN Membership	0	1,879
IPAA Activities	103	1,680
YPN Activities	707	319
National Conference – IPAA	0	305
Investment Interest – IPAA (PCCU)	479	1878
Investment Interest – IPAA (BoQ)	529	1,080
Grants – IPAA	5,000	5000
Miscellaneous Revenue	358	89
TOTAL REVENUE	9,992	13,467
EXPENSES		
IPAA Activities	828	2,842.60
YPN Activities	255	2,477.06
National Conference – IPAA	15,069	3,288.71
Information Technology – IPAA	75	230.00
Information Technology – YPN	50	93.45
Post Office Box	716	338.00
NT Divisional levy and AJPA fees	0	820.6
Miscellaneous	0	370.7
TOTAL EXPENSES	16,993	10,461.12
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SURPLUS / (LOSS)	-7,001	3,005.66

BALANCE SHEET

	2022-23	2021-22
	\$	\$
CURRENT ASSETS		
Cash at Bank	25,808	33,818
<i>less – unrepresented cheques</i>	0.00	0
Term Deposits	122,115	121,106
TOTAL ASSETS	147,923	154,924
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CURRENT LIABILITIES		
	0	0
TOTAL LIABILITIES	0	0
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NET ASSETS	147,923	154,924
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MEMBERS' FUNDS		
Balance at the start of the year	154,924	151,919
Surplus / (Deficit)	-7,001	3,005
ACCUMULATED FUNDS	147,923	154,924

Institute of Public Administration Australia NT Division Incorporated

Notes to the Financial Statements

for the year ended 30 June 2023

1. Summary of Accounting Policies

The accounting policies adopted by the Association are stated in order to assist in a general understanding of the financial statements. These policies have been consistently applied except as otherwise indicated.

Reporting entity

The association is not a reporting entity because in the committee's opinion there are unlikely to exist users who are unable to command the preparation of reports tailored so as to satisfy all of their information needs, and these accounts are therefore "special purpose accounts" that have been prepared solely to meet the requirements of the Constitution and the Associations Act.

Accounting policies

The financial report has been prepared under the historical cost conventions and does not take into account changing money values.

In order for the financial report to present fairly the state of affairs of the Association and the results of the Association for the year, Australian Accounting Standards have been adopted to the extent disclosed in this note.

Income tax

The Association is of the opinion that it is not subject to income tax as per Private Ruling notification from the Australian Tax Office.