



Institute of Public
Administration Australia
SA Division

Institute of Public Administration Australia

South Australia Division

Annual Report
January - December 2009

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Introduction

For over 80 years IPAA has been supporting and promoting the public sector in South Australia. Since October 1927, when a group of passionate volunteer public servants formed the Institute of Public Administration (IPA), we have been champions of excellence in public administration.

We are now the largest professional body for public sector employees in South Australia, and work with a very significant portion of the state's workforce. The public sector contributes enormously to the prosperity and high living standards of South Australia, and IPAA exists to support the efforts of this often 'silent army'. We do this by creating a neutral space for discussion and debate, fostering positivity and offering opportunities for sharing and learning through our wide range of events, training workshops and networking opportunities.

Our core aim is to enhance the standing and reputation of the public sector and to champion its values and ethos.

We remain a membership organisation, and we are non-political and not for profit. We cater across the State, Federal and Local spheres of Government. Our long history means we have support from many long-term members and contributors and our independence means we can deliver un-biased information and learnings from across the jurisdictions.

Reporting period

The 2009 Annual Report has been produced to provide members with an outline of our recent performance and activities.

This report covers the period 1 January 2009 to 31 December 2009.

President's Report

2009 has been a year of challenge, opportunity and change for IPAA SA. As the new President for IPAA SA, I have been privileged to work with a very dedicated team of volunteer Councillors and IPAA staff to drive a new strategic direction for IPAA.

In difficult financial circumstances driven by the global financial crisis, tightening State Government budgets and new providers offering similar products, we are disappointed to advise of our overall financial results for the year. Having a deficit position is obviously not something that can be maintained, and the Council has devoted energy to drive a revised business model and product offering to ensure we return to a more positive financial basis. I am pleased to see that this appears to be taking effect from the early indicators of 2010.

We have taken steps to reshape our product offerings and our relationship with senior levels of government. The addition of Warren McCann, Commissioner for Public Employment Office for Ethical Standards and Professional Integrity, to our Council has assisted with strengthening the connection to senior levels of State Government. We were also keen to establish stronger linkages with the local government sector in South Australia, and as part of this were very pleased to welcome Paul Sutton as a new councillor. Paul is the General Manager Corporate Services for the City of Charles Sturt.

IPAA SA has aimed to deliver opportunities for those engaged within the public sector to listen to their leaders, engage in debate and contribute to the development of a strategic approach for the government sector. We have done this in partnership with many engaging individual speakers, the Public Sector Performance Commission, CEDA and the Department for Premier and Cabinet.

IPAA SA has aimed to deliver opportunities for those engaged within the public sector to listen to their leaders, engage in debate and contribute to the development of a strategic approach for the government sector.

As part of IPAA SA's commitment to building capacity in the sector, our Learning and Development program expanded to 64 workshops in 2009. We also increased the number of in-house workshops conducted for individual departments.

IPAA SA could not operate to the level that we do without the tremendous support of our members, corporate members and sponsors and I thank you for this.

I also acknowledge the work of the IPAA staff who work tirelessly to deliver on the Strategic Plan set by the Council, and I would particularly like to thank the CEO Rachel Cooper for her work in supporting the Council.

Elaine Bensted

President
IPAA SA Divisional Council

CEO's Report

IPAA SA began 2009 with a new strategic plan. Developed with input from market research undertaken in late 2008, the aim of the strategic plan is to re-position the organisation from one of a training provider to a body that champions the ethos and values of the public sector and enhances the standing and reputation of the sector.

2009 posed many financial challenges for IPAA. The effects of the Global Financial Crisis were coupled with a tightening of budgets in the state public sector. This was compounded by loss of the fee for service contract to event manage the Premier's Awards and Public Sector Week. In response to this, IPAA underwent a re-structure to better align resources with program delivery and re-negotiated supplier contracts.

IPAA SA's Divisional Council and management team worked tirelessly through-out 2009 to align IPAA's programs with the new strategic plan. Program development is now considered through the prism of relevance to the core skills and knowledge needed to succeed in the public sector. This saw IPAA do less work in the generalist management areas, where programs are successfully provided by other training providers or membership organisations. IPAA's program focused moved to core public sector skills, such as the machinery of government and public sector budgets.

In keeping with IPAA's commitment to thought leadership and providing a space for debate of issues and big picture thinking, IPAA developed its Executive Roundtable series. Two Executive Roundtables were held in 2009 featuring Chris Eccles discussing COAG and Terry Moran discussing APS Reform. These forums gave corporate members the opportunity to discuss and debate issues with their peers.

The move to a stronger public sector focus was reflected in IPAA's events and forums programs, with guest speakers including:

- Hon Kevin Foley, Treasurer
- Hon. Jay Weatherill, Minister Assisting the Premier in Cabinet Business & Public Sector Management
- Terry Moran, Secretary, Department of the Prime Minister and Cabinet
- Chris Eccles, Chief Executive, Department of the Premier and Cabinet
- Elizabeth Broderick, Federal Sex Discrimination Commissioner
- Warren McCann, Commissioner for Public Employment
- Linda Matthews, Commissioner for Equal Opportunity
- Clare Kiesewetter, Executive Director, Office for Water Security
- Sandy Pitcher, Executive Director, Office of the Executive Committee of Cabinet, DPC
- Erma Ranieri, Director Organisational Change and Development, PIRSA

Speakers for IPAA's new "On the Couch with..." and "An Hour in the Room with..." forums included:

- His Excellency Kevin Scarce, Governor of South Australia
- Chris Eccles, Chief Executive, Department of the Premier and Cabinet
- Mal Hyde, Police Commissioner
- Anne Howe, Chief Executive, SA Water
- Greg Mackie, Deputy Chief Executive, DPC
- Elaine Bensted, IPAA President and Deputy Chief Executive, DFEEST
- Stephen Halliday, Director SA, Hawker Britton

Among IPAA's new programs were the "On the Couch With..." and "An Hour in the Room With..." series. These forums gave participants the opportunity to hear first hand the journey and experience of senior executives and IPAA has received very strong feedback from participants.

IPAA could not operate without the support of personal members, corporate members and sponsors. Thank you for the continued support of PricewaterhouseCoopers and Home Start Finance, both of which are long time sponsors of IPAA. Welcome and thank you to IPAA's newest sponsor, Mps People Solutions.

Members of IPAA's Divisional Council work tirelessly to serve the organisation and its members. Thank you to our Divisional Council members, who freely gave their time during 2009, often out of hours, to provide input into the strategic direction of IPAA and steer a course through the challenges that 2009 presented. In particular, thank to our President, Elaine Bensted for your guidance and support. Thank you also to members of our Executive Committee, Sandra Winter-Dewhirst, Vice President, Mark Priadko, Treasurer and James Burston, Secretary.

IPAA's management team are strongly committed to IPAA's success and moving forward the strategic vision of the organisation. They often work to tight deadlines and out of hours to provide

programs and seminars for our members and customers. Thank you for your dedication, integrity, strong work ethic and good sense of humour – all of which makes working at IPAA such a rewarding experience. The work that IPAA does would not be possible without their tireless efforts and commitment.

Rachel Cooper

**Chief Executive Officer
IPAA SA Division**

Divisional Council and Office Bearers 2009

Office Bearers

Elaine Bensted

Deputy Chief Executive
Dept of Further Education,
Employment, Science & Technology
President

Sandra Winter-Dewhirst

State Director, SA
Australian Broadcasting Corporation
Vice President

James Burston

Client Manager
Sinclair Knight Merz
Secretary / Public Officer

Mark Priadko

Director, ABFA Pty Ltd
Treasurer

Councillors

Anne Howe

Chief Executive
SA Water Corporation

Clare Kiesewetter

Executive Director
Major Projects and Infrastructure
Office for Water Security

Linda Matthews

Commissioner for Equal Opportunity
Equal Opportunity Commission

Warren McCann

Commissioner for Public Employment
Office for Ethical Standards &
Professional Integrity
(nominated April 2009)

Allan Holmes

Chief Executive
Dept of Environment & Heritage
(resigned July 2009)

Paul Sutton

General Manager, Corporate Services
City of Charles Sturt
(nominated December 2009)



IPAA SA Team

Chief Executive Officer
Rachel Cooper

Marketing & Membership Coordinator
Chris Clark

Events Manager
Eleanor Taylor

Finance & Administration Coordinator
Nell Szyndler

**Learning & Development Program
Manager**
Cath Sarah

PA to CEO/Administration Coordinator
Abbie Griffiths

Events & Training Coordinator
Felicity Homan

Auditor

John Tate
Auditor General's Department

Returning Officer

Charles Moore
Department of Premier and Cabinet

Divisional Council Meetings

During 2009 IPAA SA held six (6) Divisional Council meetings.

Councillors did not receive remuneration for attendance at the Divisional Council meetings or for their role.

Divisional Councillor	Number eligible to attend	Number attended
Elaine Bensted	6	6
James Burston	6	4
Allan Holmes	2	0
Anne Howe	6	4
Clare Kiesewetter	6	1
Linda Mathews	6	5
Warren McCann	5	4
Mark Priadko	6	6
Paul Sutton	1	1
Sandra Winter-Dewhirst	6	4

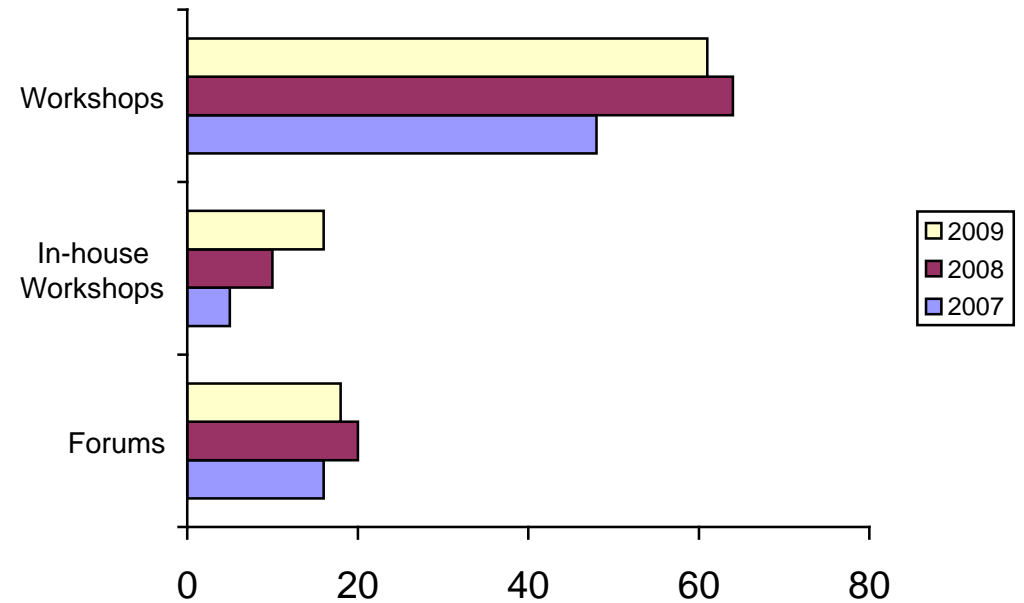
IPAA SA's Program – Learning & Development and Events

A total of sixty one (61) workshops were held in 2009, compared with sixty four (64) in 2008 and forty eight (48) in 2007.

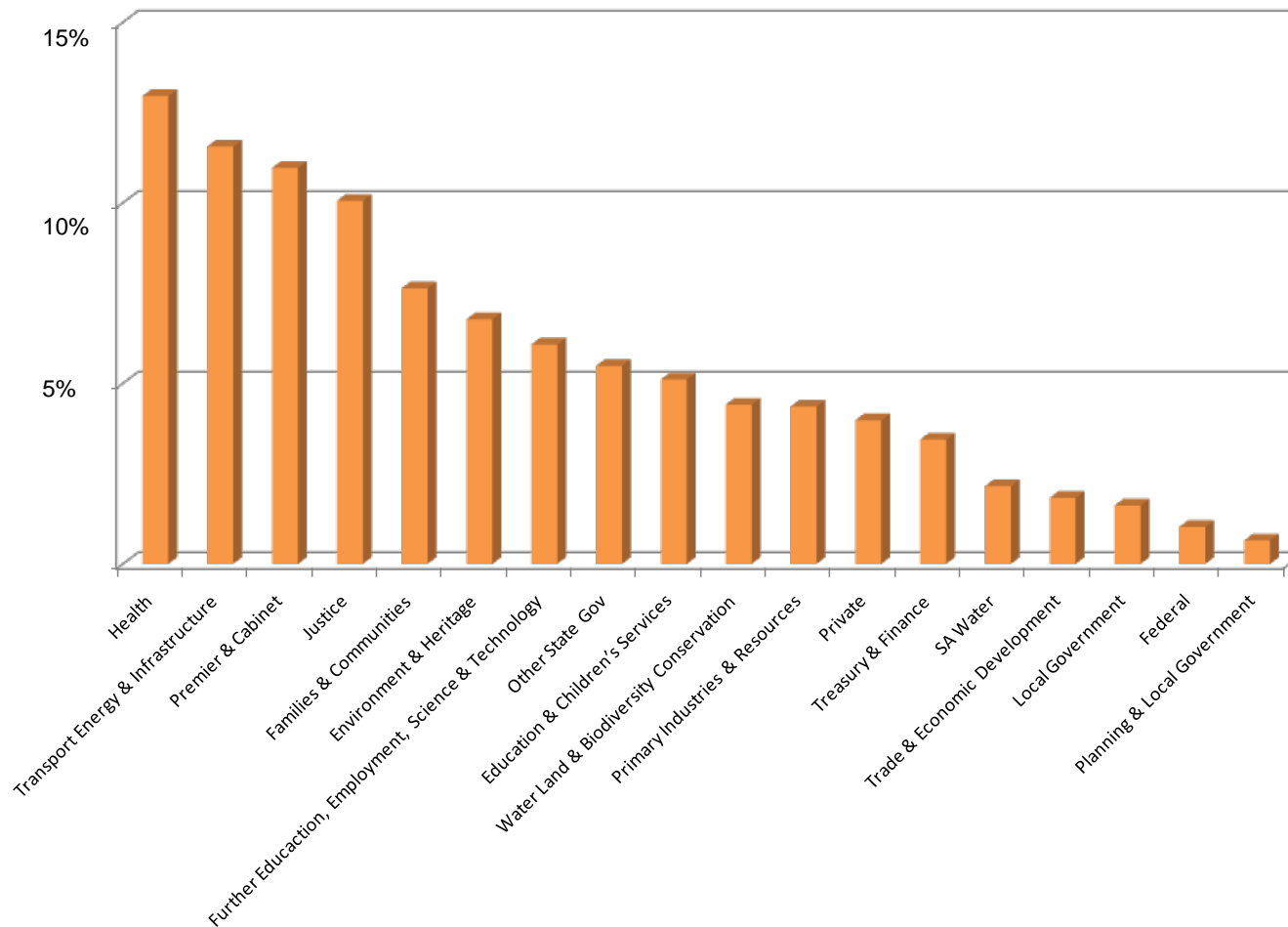
The number of in-house workshops that were tailored and delivered for individual departments and agencies continued to grow from ten (10) in 2008 to sixteen (16) in 2009.

Eighteen (18) forums were held in 2009, which is slightly lower than the twenty (20) held in 2008.

These figures are shown in the adjacent graph.



IPAA SA's Program – Learning & Development and Events



The adjacent graph shows a breakdown of IPAA's customers via government departments and agencies.

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA - SA DIVISION

Statement of Comprehensive Income for the year ended 31 December 2009

	1/1/09 to 31/12/09	1/1/08 to 31/12/08
	\$	\$
INCOME:		
Sponsorship	24,792	33,240
Seminars and other functions	571,798	801,130
Subscriptions/Membership	113,690	144,603
Other Income	27,329	108,838
Total Income	737,609	1,087,811
EXPENSES:		
Employee benefits	406,136	446,808
Supplies and services	185,219	196,440
Seminars and other functions	286,835	457,959
Depreciation and Amortisation	13,253	13,178
Total Expenses	891,443	1,114,385
TOTAL COMPREHENSIVE RESULT	(153,834)	(26,574)

Statement of Financial Position as at 31 December 2009

	31 December 2009	31 December 2008
CURRENT ASSETS:		
Cash	\$ -	\$ -
Receivables	75,062	134,712
Prepayments	42,905	155,393
	2,221	-
Total Current Assets	120,188	290,105
NON-CURRENT ASSETS:		
Plant and equipment	15,244	23,141
Leasehold improvements	13,850	19,206
Total Non-Current Assets	29,094	42,347
Total Assets	149,282	332,452
CURRENT LIABILITIES:		
Payables	33,240	31,816
GST Liability	7,650	29,627
PAYG Liability	7,053	7,900
Revenue Received In Advance	153,255	175,169
Employee Benefits	20,375	16,968
Total Current Liabilities	221,573	261,480
Total Liabilities	221,573	261,480
NET ASSETS	(72,291)	70,972
EQUITY:		
Retained Earnings	(72,291)	70,972
TOTAL EQUITY	(72,291)	70,972
Unrecognised contractual commitments		
Contingent assets and liabilities		

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1 Mission Statement

The Institute aims to enhance the reputation, integrity and capacity of the public sector, and to provide leadership in the development of a high quality, professional public sector in South Australia.

2 Significant Accounting Policies

(a) Statement of Compliance

The financial statements are general purpose financial statements. The accounts have been prepared in accordance with relevant Australian Accounting Standards. Australian Accounting Standards include Australian equivalents to International Financial Reporting Standards. Except for the amendments to AASB101 Presentation of Financial Statements (September 2007 version) including AASB 2007-08 and AASB 2007-10 (these standards make consequential amendments to other standards as a result of the revised AASB 101), which the Institute has early adopted, Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective, have not been adopted by the Institute for the reporting period ended 31 December 2009. Refer to Note 3.

(b) Basis of Preparation

The preparation of the financial statements requires the use of certain accounting estimates and requires management to exercise its judgement in the process of applying the Institute's accounting policies. The areas involving a higher degree of judgement or where assumptions and estimates are significant to the financial statements, these are outlined in the applicable Notes. The Institute's Statement of Comprehensive Income and Statement of Financial Position have been prepared on an accrual basis and are in accordance with historical cost convention. The financial statements have been prepared on a twelve month operating cycle and presented in Australian currency.

(c) Revenue Recognition

Income is recognised to the extent that it is probable that the economic benefits will flow to the entity and the income can be measured reliably. All membership subscriptions shall be due and payable on the anniversary date of membership in each year. Only those membership fees and subscription receipts which are attributable to the current financial period are recognised as income. Receipts relating to periods beyond the current financial period are shown in the Statement of Financial Position as revenue received in advance under the heading of Current Liabilities. Income from seminars and other functions is recognised upon the delivery of service to attendees. Interest revenue is recognised on a proportional basis taking in to account the interest rates applicable to the financial assets.

(d) Receivables

Receivables are recorded at their recoverable value. At the end of each reporting period, the Institute reviews the extent of its receivables and a provision is raised in respect of any balance where recovery is considered doubtful.

(e) Plant and Equipment

Minor items of plant and equipment with a value of less than \$2,000 are generally expensed in the Statement of Comprehensive Income at the time they are acquired. Plant and equipment, on acquisition, is deemed to be held at fair value.

(f) Depreciation of Plant and Equipment

Plant and equipment with an acquisition cost individually greater than \$2,000 is systematically depreciated using the straight line method of depreciation over their useful lives. This method is considered to reflect the consumption of their service potential.

Major depreciation periods are as follows:

Office equipment - PC's 3 years, Phone system 5 years
Furniture and Fittings - between 5 to 10 years.
Leasehold Improvements - 5 years

(g) Employee Benefits

These benefits accrue for employees as a result of services provided up to the reporting date that remain unpaid. Short-term benefits are measured at nominal amounts.

No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees is estimated to be less than the annual entitlement of sick leave.

Salaries and annual leave

Liabilities for salaries and annual leave have been recognised as the amount unpaid at the reporting date. The liability for annual leave has been calculated at nominal amounts based on current remuneration rates as at reporting date. The annual leave liability is expected to be payable within twelve months.

Long service leave

A liability for long service leave is recognised after an employee has completed 4 years of service.

On-costs

Employee benefit on-costs (Work Cover and superannuation) are recognised separately under payables.

Superannuation

Contributions are made by the Institute to a private sector superannuation scheme. These contributions are treated as an expense when they occur. There is no liability for payments to beneficiaries as they have been assumed by the superannuation scheme.

3

New and Revised Accounting Standards

The Institute has early adopted the September 2007 version of AASB101 *Presentation of Financial Statements* including AASB 2007-08 and AASB 2007-10 (these standards make consequential amendments to other standards as a result of the revised AASB101) - this includes the preparation of a single Statement of Comprehensive Income.

Except for the amendments to AASB 101 *Presentation of Financial Statements*, which the institute has early adopted, the Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective, have not been adopted by the Institute for the period ending 31 December 2009. The Institute has assessed the impact of the new and amended Standards and Interpretations and considers there will be no impact on the accounting policies or the financial statements of the Institute.

4

Going Concern

In relation to liquidity / funding risk, the continued existence of the Institute in its present form is dependent on its ability to attract members and attendees to seminars and other functions in order to provide an adequate cash inflow for the Institute's operations. While the Institute has achieved a significant loss in 2009 and the total liabilities exceed the total assets, the Institute has instituted a number of initiatives in 2010. At the start of the year, the Council budgeted for a small loss in 2010, however these new initiatives are already paying dividends and the Institute is operating ahead of budget. Initiatives include a reduction in employee benefits and a more strategic analysis of seminars and courses to be presented in 2010. Discussion has also been held with the IPAA National Council to ensure the Institute has access to additional funding if it is required throughout the year.

5

Sponsorship

	1/1/09 to 31/12/09	1/1/08 to 31/12/08
	\$	\$
Platinum Sponsorship	23,917	21,000
Corporate Sponsorship	875	5,240
Young Professionals (Seminars)	-	5,000
Women's Forum	-	2,000
	<u>24,792</u>	<u>33,240</u>

6

Seminars and Other Functions

Learning and Development	409,771	503,581
Learning and Development Consultancies	97,848	69,418
General Functions (Seminars)	63,179	203,582
Mentoring	1,000	-
Women's Forum	-	19,106
Young Professionals' Forum	-	5,443
	<u>571,798</u>	<u>801,130</u>

Learning and Development

The income generated by the Learning and Development program has decreased by 19% in 2009.

The 2009 program consisted of 61 workshops, whereas the 2008 program consisted of 76 workshops held.

Learning and Development Consultancies

The inhouse consultancy program grew significantly during 2009, with 16 consultancies performed for 8 state government departments.

General Functions (Seminars)

Income generated by general functions was significantly impacted by the decision of the Department of the Premier and Cabinet to internally resource the Public Sector Week 2009. 18 events were held in 2009, whereas 20 events were held in 2008.

7

Subscriptions/Membership

Corporate Membership	84,375	86,865
Individual Membership	29,315	57,738
	<u>113,690</u>	<u>144,603</u>

The number of members decreased overall during the 2009 financial year.

8

Other Income

Fee for Service	25,000	107,325
Newsletter	1,591	910
Interest	738	603
	<u>27,329</u>	<u>108,838</u>

Fee for Service

Fee for Service income decreased significantly in 2009, reflecting the revised arrangements for Public Sector Week 2009.

9

Supplies and Services	
Rental of Premises	57,826
Administration Costs	20,665
IT Costs	3,775
PAT	10,897
AJPA	11,485
Marketing	19,278
Telephone	7,473
Capitation	4,663
Staff Training	9,096
Parking	6,833
National Council	3,722
National Conference	1,413
Equipment Leases	2,926
Bank Charges	3,913
Postage	3,272
Mentoring Program	3,110
Minor Equipment	1,963
Equipment Maintenance	1,344
Doubtful Debts	1,230
Monthly Newsletter and Bulletins	880
Divisional Council	789
Prizes & Gifts	779
Awards	734
Relocation/Fitout costs	523
	397
	1,757
	<u>185,219</u>
	<u>196,440</u>

IT costs increased in 2009 as a result of IPAA outsourcing it's IT support. Previously these services were provided on a voluntary basis by members.

10

Seminars & Other Functions	
Speakers Fees	191,845
Catering	50,690
Discounts Given	12,370
Printing	11,692
Equipment Hire	11,078
Venue Costs	6,554
Gifts	1,216
Publicity & Marketing	842
Couriers & Postage	382
Accommodation & Transport	166
	15,942
	<u>286,835</u>
	<u>457,959</u>

11a

Plant and Equipment	1/1/09 to 31/12/09	1/1/08 to 31/12/08
Gross Carrying Amount		
Balance at start of period	\$	\$
Additions	72,717	70,258
Balance at end of period	<u>72,717</u>	<u>72,717</u>
Accumulated Depreciation		
Balance at start of period	49,576	41,747
Depreciation Expense	7,897	7,829
Balance at end of period	<u>57,473</u>	<u>49,576</u>
Net Book Value at end of period	<u>15,244</u>	<u>23,141</u>

11b

Leasehold Improvements	1/1/09 to 31/12/09	1/1/08 to 31/12/08
Balance at start of period	\$	\$
less Amortisation	19,206	24,555
Net Book Value at end of period	<u>5,356</u>	<u>5,349</u>
	<u>13,850</u>	<u>19,206</u>

	1/1/09 to 31/12/09	1/1/08 to 31/12/08
Payables	\$	\$
Creditors	28,190	30,527
Employment On-costs - Superannuation	4,860	1,170
Employment On-costs - Work Cover	190	119
	<u>33,240</u>	<u>31,816</u>

12

Interest Rate and Credit Risk

Creditors are raised for all amounts billed but unpaid. Creditors are usually paid within 30 days. Employment on-costs are settled when the respective employee benefit is discharged. All payables are non-interest bearing. The carrying amount of payables approximates net fair value.

	1/1/09 to 31/12/09	1/1/08 to 31/12/08
Employee Benefits	\$	\$
Current		
Annual Leave	14,860	12,997
Salaries Payable	5,515	3,971
	<u>20,375</u>	<u>16,968</u>

13

The total current aggregate employee benefit plus related on-costs for the reporting period is \$25,425 (2008:\$18,257)

	1/1/09 to 31/12/09	1/1/08 to 31/12/08
Retained Earnings	\$	\$
Balance at start of period	70,972	97,546
Add GST error correction	10,571	-
	<u>81,543</u>	<u>97,546</u>
Net Result (as per Statement of Comprehensive Income)	(153,834)	(26,574)
Balance at end of period	<u>(72,291)</u>	<u>70,972</u>

14

15 Unrecognised contractual commitments

Remuneration Commitments

Commitments for the payment of salaries and other remuneration under employment contracts in existence at the reporting date but not recognised as liabilities are payable as follows:

	1/1/09 to 31/12/09	1/1/08 to 31/12/08
Within one accounting period	\$	\$
Later than one accounting period but not longer than five years	115,000	271,353
Total Remuneration Commitments	<u>353,334</u>	<u>414,315</u>
	<u>468,334</u>	<u>685,668</u>

Amounts disclosed include commitments arising from executive and other service contracts. In 2009, employment contracts were restructured from set term to ongoing contracts (permanent employees).

Operating Lease Commitments

Commitments in relation to the operating lease contracted for at the reporting date but not recognised as liabilities are payable:

	1/1/09 to 31/12/09	1/1/08 to 31/12/08
Within one accounting period	\$	\$
Later than one accounting period but not longer than five years	54,240	52,246
Total Operating Lease Commitments	<u>85,873</u>	<u>140,234</u>
	<u>140,113</u>	<u>192,480</u>

There was no change to the Institute's operating lease commitments.

Other Commitments

There are no other commitments

16 **Contingent Assets and Liabilities**

There are no known contingent assets and liabilities as at 31 December 2009.

17 **Receivables**

The decrease in receivables relates to a timing decision, in 2008, regarding generation of renewal invoices for Corporate Membership and an improved recovery process.

Interest Rate and Credit Risk

Receivables are raised for all goods and services provided for which payment has not been received. Receivables are normally settled within 30 days. Debtors are non-interest bearing. It is not anticipated that counterparties will fail to discharge their obligations. The carrying amount of receivables approximates net fair value due. In addition, there is no concentration of credit risk.

Doubtful Debts

The Institute maintained a provision for doubtful debts during 2009. The total amount of the provision raised was \$5874. In May 2009 the Board ceased accruing provisions as it determined the existing balance to be adequate, given the improvement in debtors processing instigated in 2008. The total amount of bad debts that were determined and written off were \$2063.50. (2008: \$7,005.64)

18 **Sir George Murray Account**

The Institute held a separate account for the Sir George Murray Essay Competition conducted on behalf of IPAA National. This account was closed in September 2009.

SIR GEORGE MURRAY ESSAY TRUST FUND
Financial Statement for the Period 1 January 2009 to 30 September 2009

	1/1/09 to 30/09/09	1/1/08 to 31/12/08
Funds Held at beginning of period	9,220	8,828
Interest	316	392
Funds Held at end of period	<u>9,536</u>	<u>9,220</u>
Funds Represented By:		
General Operating Account (to 30/9/09)	877	925
Fixed Term Deposit (to 30/9/09)	8,591	8,295
Current Liabilities	-	-
Account Closure - General Operating Account 30/9/09	(877)	
Account Closure - Fixed Term Deposit 30/9/09	<u>(8,591)</u>	
	<u>0</u>	<u>9,220</u>

NOTE

STATEMENT BY RESPONSIBLE OFFICE BEARERS

We certify that the above Financial Statements represent, to the best of our knowledge and belief, an accurate account of the affairs of IPAA SA Division Inc for the year 1 January 2009 to 31 December 2009 and the position at that date.



..... Elaine Bensted (President)



..... James Burston (Company Secretary)

INDEPENDENT AUDITOR'S REPORT

TO THE INSTITUTE MEMBERS

As required by rule 5.2.3 of the Constitution of the Institute of Public Administration Australia, South Australian Division Inc., I have audited the accompanying financial statements of the Institute of Public Administration Australia, South Australian Division Inc., for the financial year ended 31 December 2009. The financial statements comprise:

- A Statement of Comprehensive Income
- A Statement of Financial Position
- Notes, comprising a summary of significant accounting policies and other explanatory information
- A Certificate by the President and the Company Secretary.

The Responsibility of the President and the Company Secretary for the Financial Statements

The President and the Company Secretary are responsible for the preparation and the fair presentation of the financial statements in accordance with the Australian Accounting Standards. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are 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.

Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on the audit. The audit was conducted in accordance with the Constitution of the Institute of Public Administration Australia, South Australian Division Inc., and Australian Auditing Standards. The Auditing Standards require that the auditor complies with relevant ethical requirements relating to audit engagements and plans and performs the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the President and Company Secretary, as well as the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my auditor's opinion.

Auditor's Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Institute of Public Administration Australia, South Australian Division Inc, as at 31 December 2009, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards.

Emphasis of Matter

Without qualification to the opinion expressed above, attention is drawn to Note 4 to the financial statements which describes that the continuing existence of the Institute in its present form is dependent on its ability to attract members and attendees to seminars and other functions in order to provide an adequate cash inflow for the Institute's operations.

A handwritten signature in black ink, appearing to read 'W J Tate', written in a cursive style.

W J Tate CPA

12 April 2010