

An unbiased environment for the sector to interact, collaborate and share knowledge
www.sa.ipaa.org.au

2013/2014 Annual Report



**Institute of Public
Administration Australia**
SA Division

About IPAA

The Institute of Public Administration Australia South Australian Division (IPAA SA) is a non-political, not-for-profit, incorporated organisation that serves as an important source of intellectual capital, information and opinion on issues of government policy, innovation, reform and networking.

IPAA SA is the professional association for public sector administrators and private sector organisations which supports the delivery of government services. IPAA SA is affiliated with similar organisations interstate and throughout the world.

IPAA SA is the professional body for public sector employees in South Australia. IPAA's partnership agreement with the State Government means that almost 80,000 employees are members of IPAA.

The public sector plays a vital role in the daily lives of all Australians. Through a range of far-reaching and innovative programs, the South Australian Division is enhancing the work, thinking and influence of the sector throughout the State.

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.

Our Mission

Enhancing the reputation, integrity and capacity of the public sector.

To provide leadership in the development of a high quality, professional public sector in SA.

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Reporting period

The 2013/14 Annual Report has been produced to provide members with an outline of our recent performance and activities.

This report covers the period 1 July 2013 to 30 June 2014.

From the President & Executive



Erma Ranieri
President

At IPAA SA we continue to provide relevant and important services that connect people in the public sector across all three jurisdictions, and we continue to strive to ensure our sustainability into the future.

It's no accident that we have had a very successful 2013/2014 financial year. We keep a close eye on our profitability and we continually address our business model and operations, as has been the pattern over the last 3 years.

The end of year result for the eighteen months ending 30 June 2014 was a net surplus of \$242,194. It is so pleasing to be able report that we are in a great financial position, and there is no longer a need to request support from IPAA National.

The Council took the opportunity to review our business model following the departure of CEO Carmel Noon in March 2014. To facilitate this we appointed Tony Lawson as our Interim Executive Director, initially for a three month period, to conduct a review and provide recommendations to the Council. We also increased the seniority of the Executive Officer role, with Renae Haese now solely responsible for the day to day operations of IPAA SA.



Tony Lawson
Interim Executive Director

Within the initial three month contract period, Tony Lawson produced a comprehensive report. The Council accepted all of Tony's recommendations and asked him to stay on in the role to implement the recommendations, including completing a forward looking strategic plan for IPAA SA. In addition, the Council was pleased with IPAA SA's success during the three month review period and requested Tony stay on to facilitate Renae's growth in her Executive Officer role.

Tony facilitated a strategic planning process with the Council and the resultant plan provides ambitious strategic directions for the 2014/2017 period. We will explore new opportunities to promote the value of public administration and the public service to the community and we will offer opportunities to develop, explore and challenge progressive ideas on public sector management and administration. We will become thought leaders.

We are pleased to have the Premier continue as our Patron following the return of the Labor Government at the last election. Interestingly, in the Premier's first major speech at an IPAA SA event in May this year paid tribute to IPAA and its role:-

"I want to acknowledge the important role that IPAA can play in the life of public servants. Strong public service is a vital feature of this state and public servants should feel proud of their profession. Our public servants deserve a professional association that is willing to raise complex, and at times, controversial issues to challenge conventional ways of doing business".



Renae Haese
Executive Officer

Premier Jay Weatherill, 27th May 2014

We intend to take up this challenge.

Our two sub-committees, the Professional Development Sub-Committee and the Events and Forums Sub-Committee, have been very active and have ensured the conduct of profitable and successful training and events and forums. Our Events and Forum program has been a major success and has ensured our reputation and brand is maintained at the highest levels. This is demonstrated by the increased attendance at events and forums and the positive feedback that we receive via surveys. Major events over this period have been listed in the Annual Report.

The Council continues to be focused on all aspects of the operation including our governance framework and to this end we undertook a review of our constitution, modernising it for a more contemporary and professional organisation. The new constitution was adopted at a special general meeting and I would like

to thank Carolyn Vigar of Wallmans Lawyers (one of our platinum sponsors) for her legal advice.

We have also adopted a new Risk Management Plan, the main purpose of which is to allow IPAA SA to identify and record potential risks and also allows mitigation strategies to be developed and tracked.

In order to ensure our brand remains modern and contemporary and our members are able to gain easier access to bookings for events and training programs we have budgeted for an IT upgrade in 2014/2015 which will result in an upgrade of our website and booking system.

The Divisional Council welcomed the following Councillors:

- **Androniki Dantalis**, Director, Corporate Governance and Policy, Policy and Commissioning, Department for Health and Ageing
- **Mark Thomson**, Principal, PricewaterhouseCoopers Australia (PwC)

The following Councillors retired at the Annual General Meeting in 2013 and we wish to acknowledge and thank them for their services to IPAA during their terms:

- **Elaine Bensted**, Chief Executive Officer, Zoos South Australia
- **Deb Contala**, Public Trustee, Attorney-General's Department

We would like to officially thank the Hon. Jay Weatherill, MP, Premier of South Australia, for being the Patron of IPAA SA since November 2011. We would also like to thank the Hon, Dr Susan Close, MP, Minister for the Public Sector, for her constant support of IPAA SA events and forums.

We would also like to acknowledge the support of our partners, for without them our services would be very much diminished; Senior Management Council (SMC) of the Government of South Australia (Premium), PwC (Platinum), Wallmans Lawyers (Platinum), Flinders University (Gold) and Technology One (Gold).

Finally we wish to acknowledge and thank our Divisional Council Members and the dedicated staff who have enjoyed a challenging 12 months full of highs!

The next financial year is also looking promising with many opportunities being presented. We are looking to implement many of our ambitious strategic directions including hosting more thought leadership events and forums, piloting new programs on partnering and cross sector collaboration, engaging in more collaborative events with other professional organisations, growing our membership generally and providing a greater focus on our regions.

The SA Division was the first IPAA in Australia, and has been providing services to the public sector for 87 years. We are determined to ensure the viability and sustainability of IPAA SA, so we can continue as a valued professional association for the public sector for many years to come.



Erma Ranieri
President



Tony Lawson
Interim Executive Director



Renae Haese
Executive Officer

Council

The IPAA SA Council is responsible for governance and strategic planning. Councillors are Professional Members and we encourage all Members to nominate to join the council as a great way to learn new skills and increase networks.

Councillors/Office Bearers



President

Erma Ranieri
Commissioner for
Public Sector
Employment



Vice President

Chris Oerman
Executive Director,
Government Services
Group, Department of
the Premier and Cabinet



Treasurer

John Comrie
JAC Comrie Pty Ltd



Secretary

Mark Thomson
Principal,
PricewaterhouseCoopers
Australia (PwC)

Office Bearers	Attendance
John Comrie	7/9
Renae Haese	4/4
Tony Lawson	4/4
Carmel Noon	4/4
Chris Oerman	7/9
Erma Ranieri	8/9
Paul Sutton	4/4
Mark Thomson	3/5

Councillors



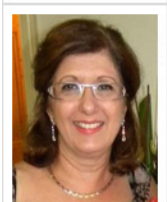
Ruth Ambler

Executive Director, Policy,
Projects & Technology, Attorney-
General's Department



Daniel Butler

Manager, Strategic Integration,
Change@SouthAustralia, Office for
the Public Sector



Androniki (Nicki) Dantalis

Group Director, Hotel Services,
System Performance, Department
for Health and Ageing



Geoff Knight

Chief Executive
Department for Manufacturing,
Innovation, Trade, Resources and
Energy (Former)



Paul Sutton

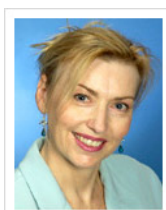
General Manager, Corporate
Services
City of Charles Sturt

Divisional	Attendance
Ruth Ambler	5/6
Elaine Bensted	2/2
Daniel Butler	5/6
John Comrie	3/6
Debra Contala	1/2
Nicki Dantalis	3/3
Renae Haese	3/3
Geoff Knight	1/6
Tony Lawson	3/3
Carmel Noon	3/3
Chris Oerman	5/6
Erma Ranieri	5/6
Paul Sutton	3/6
Mark Thomson	2/3

From 1 July 2013 to 30 June 2014 IPAA SA held six (6) Divisional Council meetings. From 1 July 2013 to 30 June 2014 IPAA SA held nine (9) Executive Committee meetings.

Councillors did not receive remuneration for their attendance nor contribution at the Divisional Council meetings.

Retired Councillors



Elaine Bensted
Chief Executive
Officer, Zoos
South Australia



Debra Contala
Public Trustee
Attorney-
General's
Department

The IPAA SA Staff

July 2013 – February 2014



Carmel Noon
Chief Executive Officer



Renae Haese
Membership & Marketing
Coordinator
(1 FTE)



Nadia Cammarere
Office Manager &
EA to the CEO
(0.85 FTE)



Eufemia Alvaro
Finance Manager
(0.6 FTE)



Chantelle Dixon
(Casual)



Athena Wallbank
Program and
Operational Manager
(Maternity Leave)

March 2014 – June 2014



Tony Lawson
Interim Executive Director
(0.4 FTE)



Renae Haese
Executive Officer
(1 FTE)



Chantelle Dixon
Program & Council
Coordinator
(0.8 FTE)



Nadia Cammarere
Admin & Projects
Coordinator
(0.85 FTE)



Eufemia Alvaro
Finance Manager
(0.6 FTE)



Athena Wallbank
Events and Team
Support Officer
(Casual)

Professional Development Program

This Professional Development (PD) Sub-Committee comprises key government personnel, with members being from the Divisional Council and the HR Leadership Group, as follows;

Chris Oerman Executive Director, Government Services Group, Department of the Premier and Cabinet

Debra Contala Public Trustee, Attorney-General's Department

Anna Gabrielli General Manager, People and Culture, Department of Primary Industries and Regions

Anna Geromichalos Manager, Human Resources, Department of Treasury and Finance

Linda Hundertmark Director, People, Capability and Culture, Department of Environment, Water and Natural Resources

Charles Moore Director, Resources and Strategy, Department of State Development

Carmel Noon Chief Executive Officer, IPAA (Former ex-officio)

Renae Haese Executive Officer, IPAA (ex-officio)

Chantelle Dixon Program and Council Coordinator

The Numbers

1457 Delegates attended

45 Professional Development Courses

delivered on 109 occasions

Most Popular

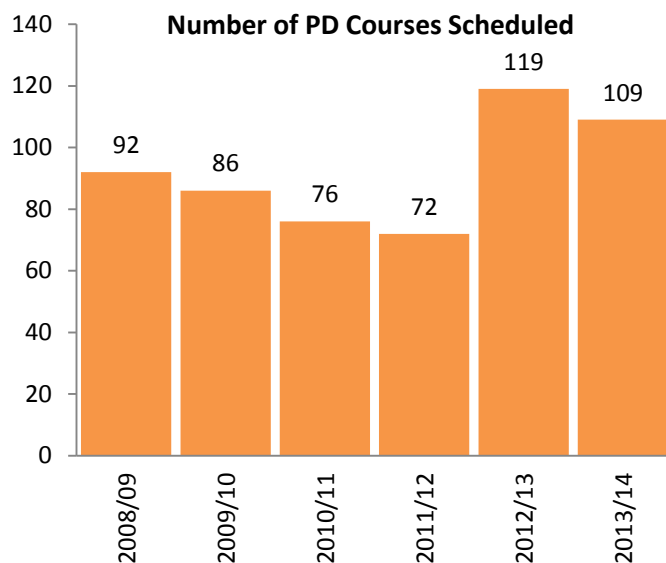
Project Management in the Public Sector

Write on Target

Strategic Thinking



2013 Diploma of Government Graduates



The July – December 2013 Professional Development Program

was designed by analysing the best performing courses in regards to attendance, profitability and satisfaction. The top fifteen of each category was included. This resulted in 16% of the least successful courses being removed from the program. Overall the six month program delivered:

- 32 courses on 49 occasions
- 5 new courses – *Adaptive Leadership*, *Brand You*, *Leading and Developing an Effective Team*, *Planning Meetings for Effective Outcomes* and *Social Media in the Public Sector*
- 2 intakes of the *Diploma of Project Management*
- The final intake of the *Diploma of Government* concluded

The January - June 2014 Professional Development Program was designed by analysing the best performing courses during the July – December 2013 period and removing any underperforming courses from the program (a further 12%). Given the uncertainty of the impact that the March 2014 State Election may have had on IPAA's operations, IPAA designed the program to maximise the care taker period, and to achieve the end of financial year budget by mid-April 2014. As the program was extremely successful additional courses were added to the program during the year. Overall the six month program delivered:

- 32 courses on 60 occasions
- 3 new courses – *Aspiring Women*, *Conflict Management* and *Managing Career Transitions*
- 2 new series – *The Management and Development Series - A Pathway to SAES* (8 half day units) and *The New and Emerging Managers Series* (4 full day units)
- 1 intake of the *Diploma of Project Management*

Registrations for the 2013/2014 financial year have increased 20% compared to the 2012/2013 financial year, and 37% from the 2011/2012 financial year. In addition, registrations for the 2013/2014 financial year were significantly higher than the last 8 years. Overall registrations were 20% higher than the yearly average for 2013, 15% higher than the yearly average for 2012, and 41% higher than the yearly average for 2011. It is theorised that there are many cumulative reasons for the increase in registrations:

Electronic marketing is more targeted than ever before. There has been a 30% increase in users of the IPAA SA website from last year, 32% increase in users from 2012, and a 47% increase in users since 2011. There has been a 40% increase in IPAA's *eList* subscribers since 2012, a 47% increase in the *eNews* open rate since 2012, and a 21% increase in click rate (users who click back onto IPAA's website from the *eNews*) since 2012. The *eNews* open rate has grown by 3% since 2012 and 7% since its beginnings in 2010.

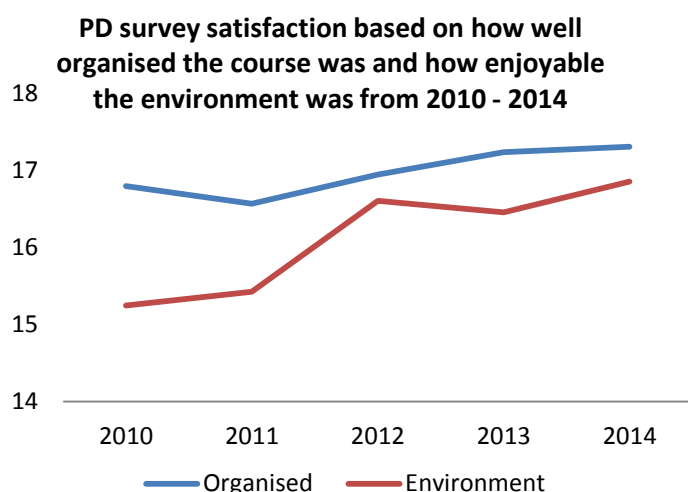


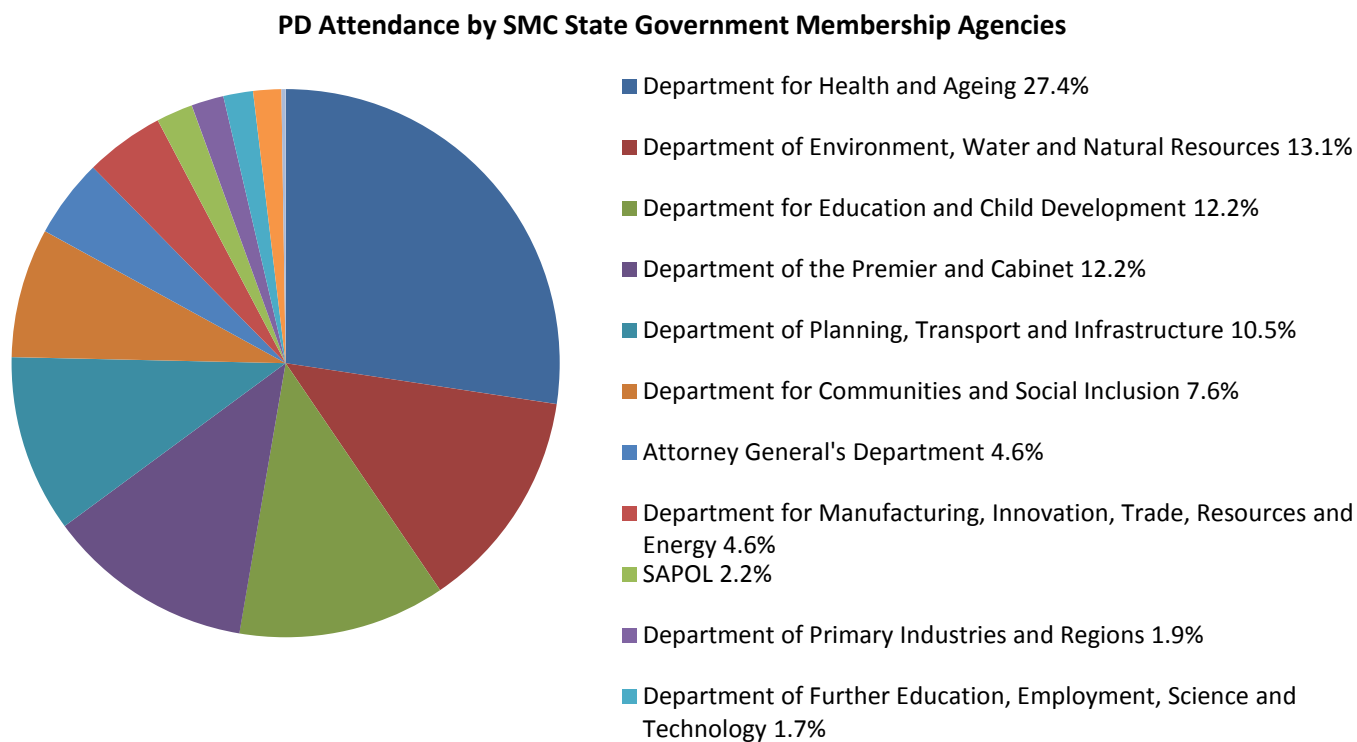
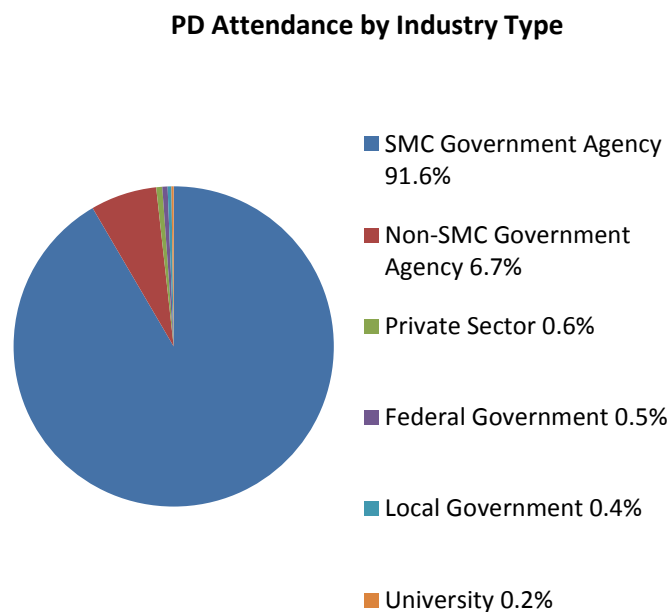
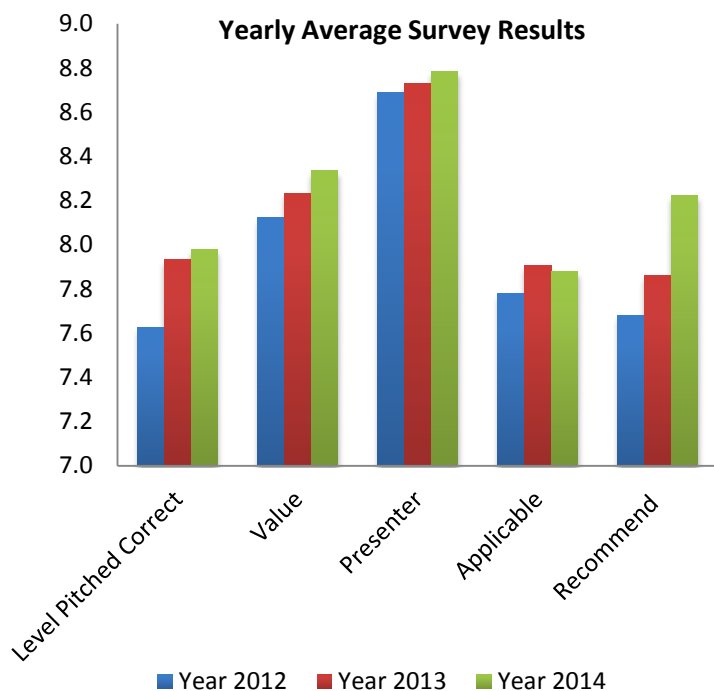
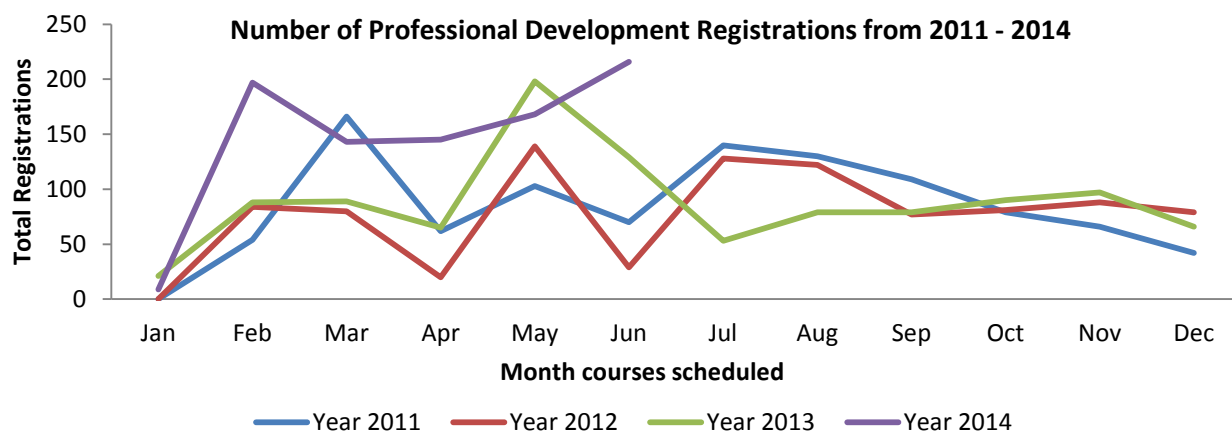
Previously the **South Australian Government Electronic Messaging System (SAGEMS)** marketing tool was issued monthly. Since January of 2013 the SAGEMS has been issued fortnightly. There was a 10% increase in PD course registrations since the SAGEMS was issued fortnightly.

It has been suggested that registrations and course attendance increases during **Government Caretaker Periods**. There was not a significant increase in registrations compared to a four year average during the period of July – December 2013. However, there was a significant increase in registrations during January 2014 (31% increase) and February 2014 (29% increase).

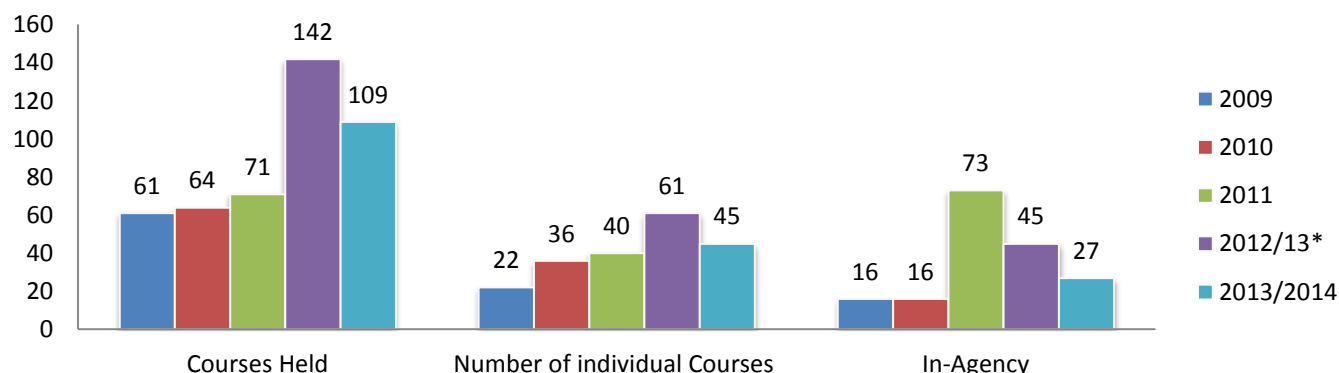
There has been a 7% increase in **overall course satisfaction** and the recommendation of the PD courses to colleagues as per the survey feedback results.

Since the formation of the **PD Subcommittee** and **research analysis** reporting of each individual course in 2012, there has been an increase in the average class size per course with the average being 10 in 2012, 13 in 2013 and 14 in 2014. There has also been a decrease in the number of courses that needed to be cancelled from 14 in 2012, 7 in 2013 and zero in 2014.





2009 - 2014 Professional Development Programs



*2012/2013 is based on an 18 month reporting period due to a change in reporting period end dates to 30 June from the previous 31 December date

In Agency Client	Courses	Participants
Attorney-General's Department	2	55
Australian Health Practitioner Regulation Agency	2	24
Defence SA	1	15
Department for Communities and Social Inclusion	2	70
Department for Education and Child Development	1	100
Department for Manufacturing, Innovation, Trade, Resources and Energy	1	45
Department of Environment, Water and Natural Resources	2	45
Department of Further Education, Employment, Science and Technology	5	68
Department of Planning, Transport and Infrastructure	1	20
Department of Primary Industries and Regions	1	25
Department of the Premier and Cabinet	3	48
Dog and Cat Management Board	1	10
Education and Early Childhood Services Registration and Standards Board	3	55
Environment Protection Agency	1	20
WorkCover SA	1	10
TOTAL	27	610

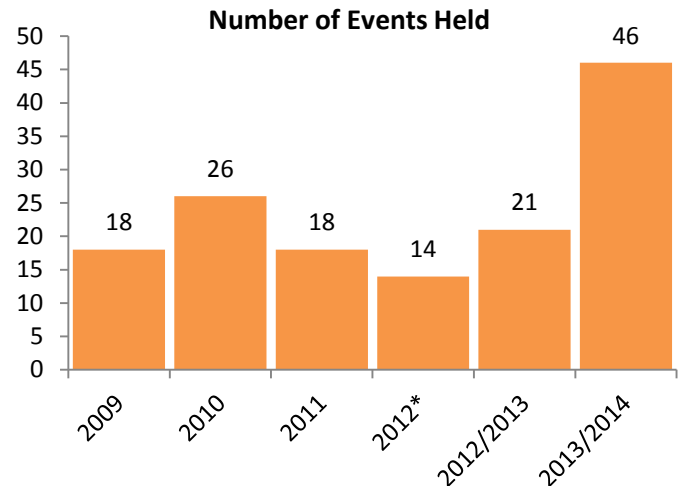
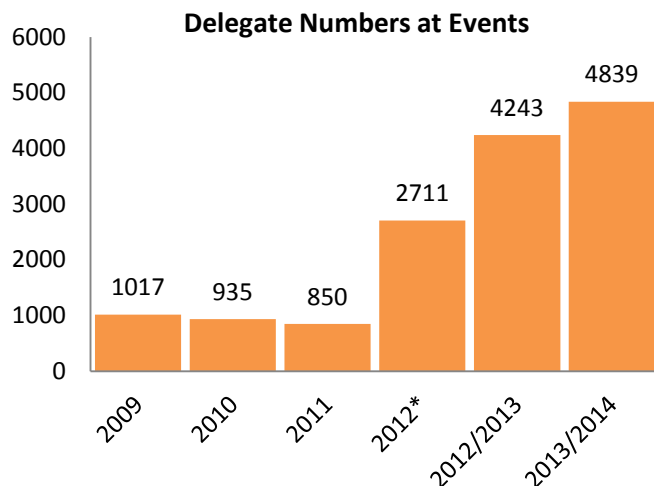
IPAA's In-Agency training is a successful part of the Professional Development Program. In total 27 in-agency workshops were held during the financial period for 610 participants. This training was tailored and delivered for individual Departments. The in-agency revenue for June 2013 to July 2014 was \$125,000 (12 month period) which was in comparison to the January 2012 to June 2013 (18 month period) revenue of \$145,781. Overall this is a positive result. The overall enquiries for in-agency training have increased.

Thank you to our facilitators who have continued to support the Professional Development Program;

- AIM South Australia
- Kerrie Ashcroft
- Sue Averay
- BroomhallYoung Psychology
- Centre For People Development
- Sharron Ferrier
- Flinders University
- Thilan Legierse
- Locher
- MJ Recruit
- Michelle Prakk
- Mark Priadko
- Dr Nigel Starck
- Scott Way

Event, Forum & Workshop Program

During the July 2013 to June 2014 financial year IPAA SA delivered 48 events, forums and workshops attended by 4839 delegates. This is a 12% increase in attendance from the last financial year and an enormous 82% increase in attendance since the 2011 calendar year. In addition, over the 2013/2014 financial year the number of events that IPAA delivered increased by 54% and since the 2011 calendar year the number of events delivered increased by 61%. All the events, forums and workshops had a whole of government focus and aligned with the objectives of the State Government.



*2012 is based on a 6 month reporting period due to a change in reporting end dates from the previous 31 December date to 30 June.

During the 2013/2014 financial year the Events and Forum Subcommittee (E&F) scheduled four (4) meetings. The purpose of this subcommittee of the Divisional Council is to provide input on the structure and content of the E&F annual program, make recommendations to Council, monitor the success and performance of events, report findings to Council on a regular basis, provide Council with advice on potential risks and associated mitigation strategies and petition potential speakers and presenters to be involved in the program. This subcommittee comprises of key government personnel, as follows;



- **Ruth Ambler** (Chair) Executive Director, Strategic Policy & Organisational Performance, Attorney-General's Department
- **Erin Faehrmann** Performance Manager, Infrastructure Management and Delivery, SA Water
- **Daniel Butler** Manager, Strategic Integration, Change@SouthAustralia, Office for the Public Sector
- **Samantha Fletcher** Manager, Office of the CE, Office for the Public Sector, Department of the Premier and Cabinet
- **Heather Williams** Applications, ICT Services, Department of State Development
- **Carmel Noon** Chief Executive Officer, IPAA SA (until March 2014)
- **Renae Haese** Executive Officer, IPAA SA
- **Tony Lawson** Interim Executive Director, IPAA SA

Public Integrity Reform: Independent Commissioner Against Corruption – 19 September 2013

In collaboration with The Office for Public Integrity and Independent Commissioner Against Corruption Public Integrity Reform Project, IPAA presented *Public Integrity Reform - Independent Commissioner Against Corruption (ICAC)* on the 19th September to over 700 delegates. The event was opened by the Hon John Rau, Deputy Premier and Attorney-General, with the key note speaker being the Commissioner. Other presenters included the Deputy Commissioner of Police and the Ombudsman. The event was proven very successful with 95% of delegates surveyed stating they would attend another IPAA event, and 98% stating that it was relevant to their organisation in online survey feedback. Attendee satisfaction overall was very high with 97% of participants rating the overall quality of the event above average. The delegates also stated in the online feedback that the event was well organised with a high calibre of engaging speakers and that the event was topical and useful.



Tackling Budget Crises and Implementing Reforms: Lessons from the US Experience – 11 February 2014

Carnegie Mellon University Australia in collaboration with IPAA presented - *Tackling Budget Crises and Implementing Reforms: Lessons from the US Experience* with G Edward DeSeve, former Special Advisor to President Barack Obama and Executive Director of the State Budget Crisis Task Force, and moderated by Mr Terry Moran AC, IPAA National President. A total of 160 delegates across every State Government SMC Agency attended the forum. The event was proven extremely successful with 98% of surveyed delegates stating that they would recommend this forum to colleagues and 100% stating they would like to attend another IPAA event.

Premier Weatherill's Key Themes of Government – 27 May 2014

Over 700 delegates attended the 27 May event where the Premier addressed the public sector in his first major speech since his reelection on the key themes of the government for the current term and beyond. Premier Weatherill discussed areas such as regional development, manufacturing (and, in particular, the transformation of the automotive industry), and skills development. The event was hugely successful according to the online survey feedback with 97% of delegates stating they would like to attend another IPAA event or forum in the future.



Jobs4YouthSA Trainees Orientation to Government Workshops – 13, 20, 27 June 2014

Working with the Office for Public Sector Renewal (OPSR) IPAA delivered the Jobs4YouthSA Trainees Orientation to Government Workshops. This Jobs4YouthSA initiative will renew the workforce by bringing 200 more young people into the public sector in 2014, helping to address the ageing workforce. In total 127 trainees (the remaining 73 attended workshops in July 2014) attended a half day workshop which gave an informative introduction to the Public Sector and an overview of the functions of the State Government. The workshops proved successful as 96% of delegates surveyed stated they understood more about the Public Sector after attending.



BETTER TOGETHER: principles of community engagement

a foundation for community engagement
in the South Australian government

In the 2013/2014 financial year IPAA delivered 9 Better Together workshops. Working with the Participation and Partnerships Team, Department of the Premier and Cabinet, IPAA hosted a series of workshops to explore the six principles which make up *Better Together: Principles of Engagement*, the state government's then recently launched foundation for high quality community engagement. The monthly workshops drilled deep into each of the principles, providing insight into what high quality engagement looks like and how public servants can be part of driving a new culture of working hand-in-hand with stakeholders and communities. A total of 207 workshop registrations were received across every State Government SMC Agency. The *Better Together: Principles of Engagement* Series was a success as evident in the feedback recording 96% of surveyed delegates would recommend this series to colleagues and 94% stating they would attend another IPAA series. In fact, the series was so successful that it has been repeated through the Participation and Partnerships, Strategic Engagement and Communications team in the Department of the Premier and Cabinet.



Mental Health and the Workplace Workshops

IPAA has developed workshops that address various topics under the banner of 'Mental Health and the Workplace'. A total of 710 registrations were received across the four workshops.

Difficult Conversations focused on how managers can address mental health illness at work and provided a practical 'how to' of discussing mental health in a work context from a performance viewpoint. A total of 296 delegates attended one of six sell out workshops over the last financial year.

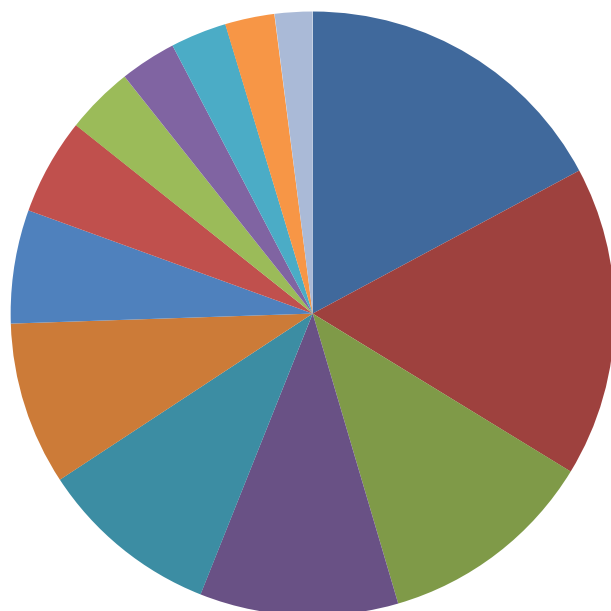
Wellness at Work focused on individual employees' own health and wellbeing, and was held three times over the last financial year with a total of 125 delegates attending a session.

Bullying and Harassment: Definitions, Reasons and Strategies addressed employers' obligations under workplace health and safety legislation, looked at the reasons why people engage in conduct that constitutes bullying, and addressed laws relating to discrimination and harassment. The workshop was held four times over the last financial year and was attended by 194 delegates.

Positive Psychology, was a experiential personal-development course to assist participants to design a flourishing life personally and professionally. The workshop was held three times over the last financial year and was attended by 95 delegates.



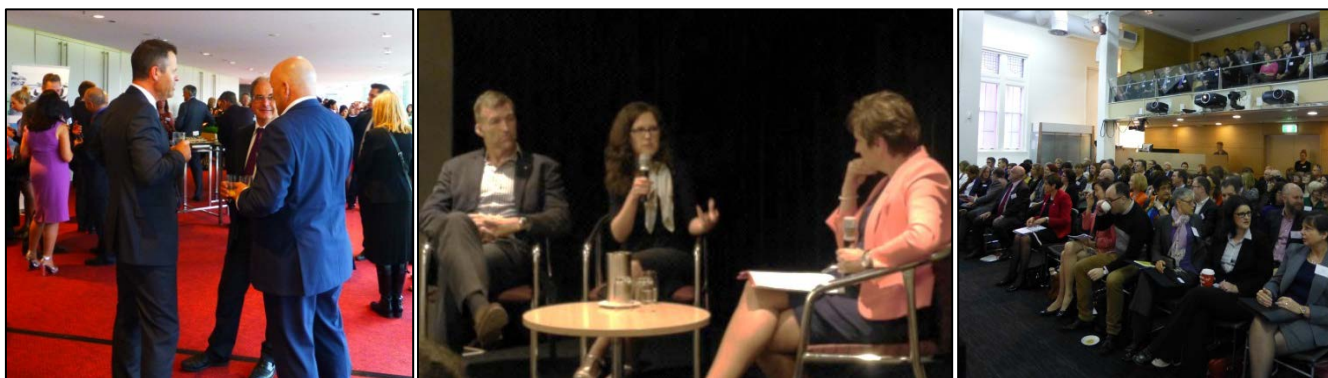
Event Attendance SMC Agency Breakdown



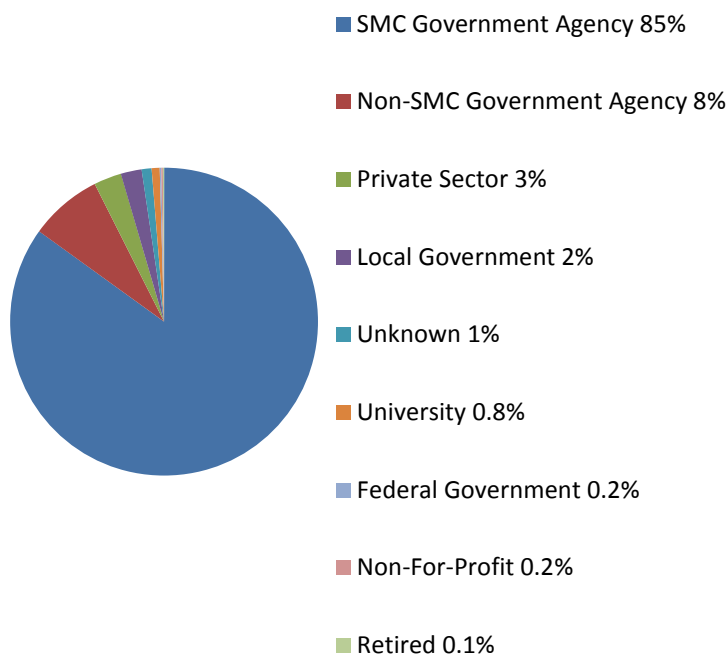
- Department of the Premier and Cabinet 17%
- Department for Health and Ageing 17%
- Department of Planning, Transport and Infrastructure 12%
- Department for Communities and Social Inclusion 11%
- Attorney General's Department 10%
- Department for Education and Child Development 9%
- Department of Environment, Water and Natural Resources 6%
- Department of Treasury and Finance 5%
- SAPOL 4%
- Department for Manufacturing, Innovation, Trade, Resources and Energy 3%
- Department of Further Education, Employment, Science and Technology 3%
- Department of Primary Industries and Regions 3%
- Department for Correctional Services 2%

Other IPAA Events and Forums delivered during July 2013/June 2014 include;

- Sixteen *ICAC/OPI Awareness Sessions* ran between July 29 and August 30 2013, and were attended by 1,090 delegates and a further two sessions were held on 6 May and 11 June 2014 and were attended by 224 delegates
- *On the Couch* the CE Series with *Rick Persse* on the 8 August 2013 was attended by 90 delegates
- *On the Couch* the CE Series with *Rod Hook* on the 25 October 2013 was attended by 92 delegates
- Carnegie Mellon University and Government of South Australia presented *Phil Bowen On the Couch* interviewed by *Brett Rowse* on the 29 November 2013 was attended by 46 delegates
- The State Procurement Board and IPAA presented the SA Government Procurement Forum - *ICAC and the OIA: What do they mean for Procurement?* on 2 December 2013 was attended by 390 delegates
- The 2013 Don Dunstan Oration, delivered by *Annabel Crabb* on 9 December was attended by 103 delegates
- Twelve *Identify, Analyse and Respond to Integrity Breaches* workshops were held between February 19 – 21 & February 24 – 26 2014 and were attended by 585 State Government executives



Event Attendance Industry Category



Partners

The following partnerships were renewed in 2013/14:

- *Platinum*, PwC, renewed for 2013 to 2014 financial year
- *Platinum*, Wallmans Lawyers, renewed from May 2013 to May 2014 & May 2014 to May 2015
- *Gold*, Flinders University, renewed from December 2012 to December 2013 & December 2013 to December 2014
- *Gold*, TechnologyOne, from February 2013 to January 2014 and from February 2014 to January 2015



Corporate Membership

SMC State Government Members – July 2013 to June 2014

- Attorney-General's Department
- Department for Correctional Services
- Courts Administration Authority
- Department for Communities and Social Inclusion
- Department for Education and Child Development
- Department for Health and Ageing
- Department for Manufacturing, Innovation, Trade, Resources and Energy
- Department of Environment, Water and Natural Resources
- Department of Further Education, Employment, Science and Technology
- Department of Planning, Transport and Infrastructure
- Department of Primary Industries and Regions South Australia
- Department of the Premier and Cabinet
- Department of Treasury and Finance
- Electoral Commission of South Australia
- Environment Protection Authority
- Legal Services Commission
- Parliament of South Australia
- SAFECOM
- South Australia Police
- South Australian Metropolitan Fire Service
- State Emergency Service

Non SMC State Government Corporate Members

- Auditor-General's Department – July 2013 to June 2014
- Country Fire Service – July 2013 to June 2014
- Defence SA – July 2013 to June 2014

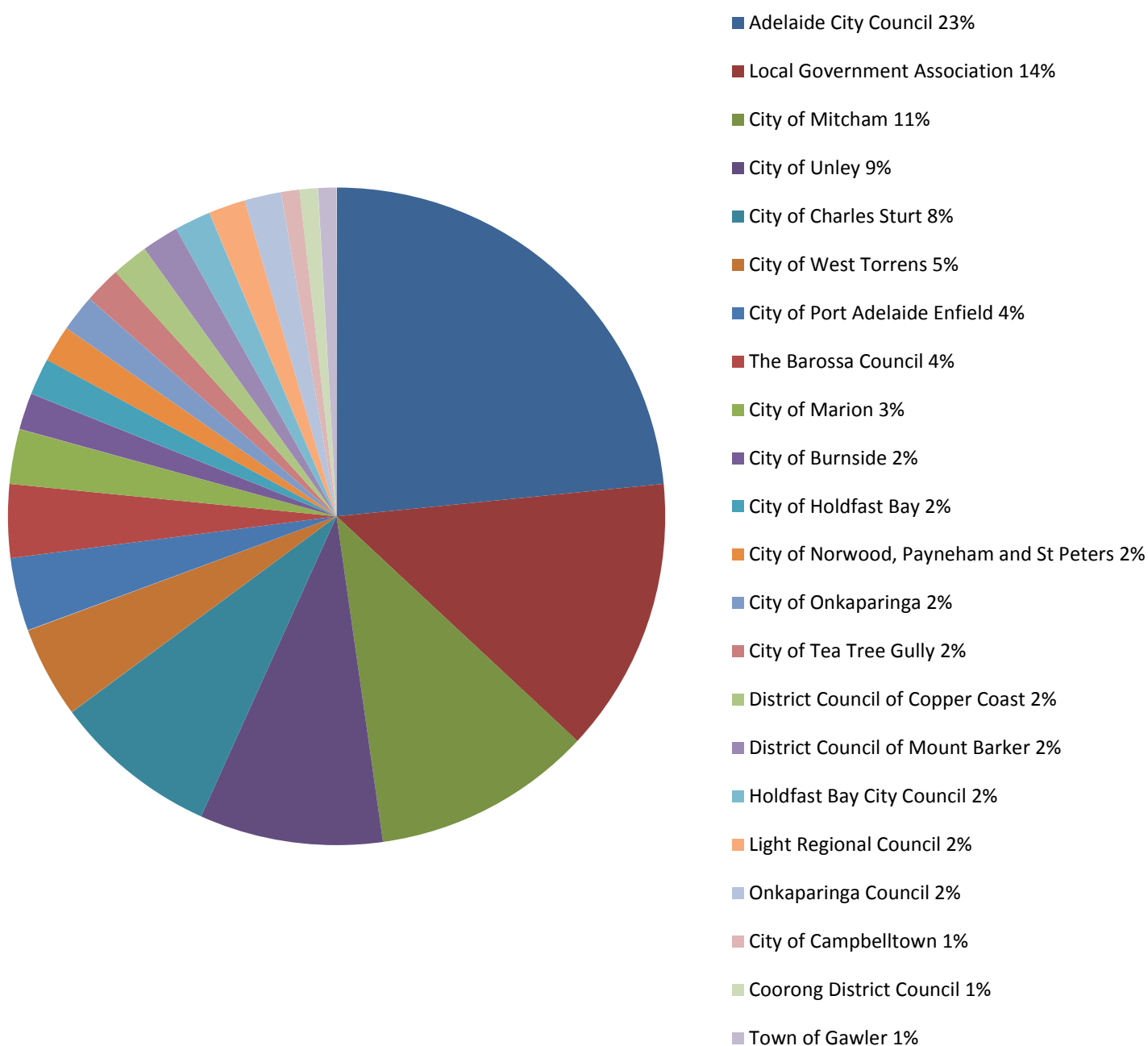
Corporate Members

- BDO – October 2013 to September 2014
- Carnegie Mellon University – September 2013 to August 2014
- Health Workforce Australia - May 2013 to April 2014
- KPMG – July 2013 to June 2014
- Locher & Associates – May 2014 to April 2015
- MJ Recruit – September 2012 to September 2013
- SA Water – July 2013 to June 2014
- WorkCoverSA – July 2013 to June 2014

Local Government Corporate Members

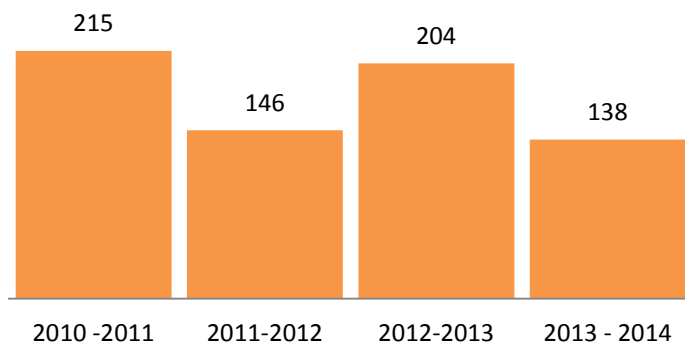
- Adelaide City Council – July 2013 to June 2014
- City of Charles Sturt – July 2013 to June 2014
- City of Onkaparinga – January 2012 to December 2013
- City of Port Lincoln – July 2013 to June 2014
- Rural City of Murray Bridge – August 2013 to July 2014

Local Government attendance during the 2013/2014 financial year



Professional Membership

Professional Memberships



IPAA is the professional association for SA public sector employees and works to enhance the standing and reputation of the public sector by providing an unbiased environment for people to interact, collaborate and share knowledge regarding the latest thinking and most current research. It supports its mission by delivering a range of professional development programs that cater specifically to the sector and its highest needs, along with delivering seminars and forums of special relevance to the sector.

Professional Members enjoyed the following benefits during the 2013/2014 financial year period:

- Complimentary registration and preferential/VIP seating at IPAA events and forums;
- 50% cost reduction on the *Annual Don Dunstan Oration*;
- 50% cost reduction on the *Annual Economic Outlook Breakfast*;
- A training voucher to the value of membership. The voucher can be used to offset part of the cost of most IPAA SA Professional Development programs;
- Complimentary use of IPAA function and meeting room;
- Complimentary use of office space;
- Invitations to exclusive networking events during the year;
- Membership certificate for member's CV;
- Annual subscription to IPAA's quarterly journals - *Public Administration Today* and *Australian Journal of Public Administration*;
- Access to IPAA's library of journal back issues;
- Access to the *Australian Journal of Public Administration* online and *The National IPAA Knowledge Centre*;
- Member only payment options, and
- Member card linked to special offers and networking forums during the year.

Treasurer's 2013/2014 Report



John Comrie
Treasurer

The end of year results for 2013/14 year have been pleasing. A net surplus of \$242,194 was recorded, compared to deficit of \$168,976 for the period January 2012 to 30 June 2013. (The previous period comparative figures reflect eighteen months of operations due to the change in reporting period end dates to 30 June from the previous 31 December date).

The bank balance at the end of June was \$501,014. This was \$170,951 more than predicted in the cash flow report. This is mainly due to the payment of Senior Management Council (SMC) contributions for 2014/15 in May and June and the payment in advance of extended programs commencing in 2014/15 i.e. *A Pathway to SAES* and *The New & Emerging Managers Series*. These amounts have not been recognised in 2013/14 income.

Total income for 2013/14 was \$1,374,697 compared to \$1,609,495 for the previous 18 months with cost of sales being \$578,635, compared to \$823,237 for the previous 18 months. This resulted in a gross profit of \$796,061 being an increase of \$9,803 over the 2012/13 period.

The Senior Management Council (SMC) of the State Government and IPAA's arrangement was renewed for the financial period 1 July 2013 to 30 June 2014, resulting in a financial contribution of \$230,291. This has been recorded as income in IPAA's Statement of Comprehensive Income.

Professional Development income increased slightly on a pro-rata basis from \$1,063,538 over the previous 18 months to \$739,310 for twelve months mainly as a result of higher number of registrants per course. In addition the introduction of the Independent Commissioner Against Corruption (ICAC) provided an opportunity for IPAA to conduct training workshops which generated \$82,674 in revenue. The revenue generated from events and forums was \$74,827.

In-agency revenue this period was also higher than in previous years.

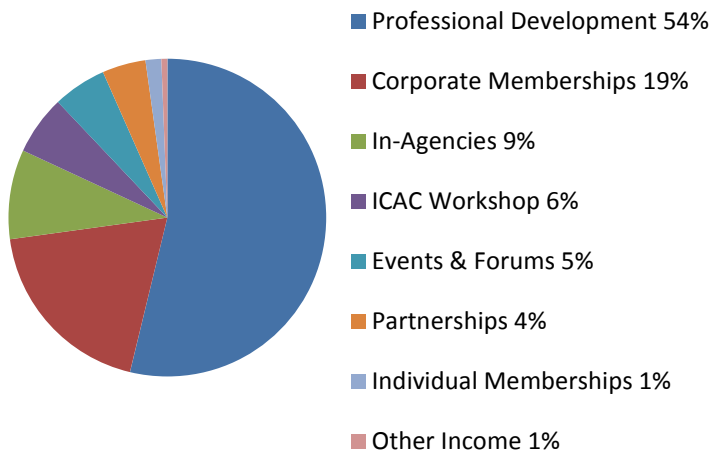
Employment expenses are down considerably from \$681,451 in the previous period to \$391,743 for 2013/14. We are operating with one less staff member, a part time Interim Executive Director and an Executive Officer in lieu of a Chief Executive Officer.

The total operating expenses were \$5,183 down on budget, mainly as a result of printing in house. When compared to last year, expenditure was down in the areas of administration/general expenses, insurance, rent & outgoings and website upgrades.

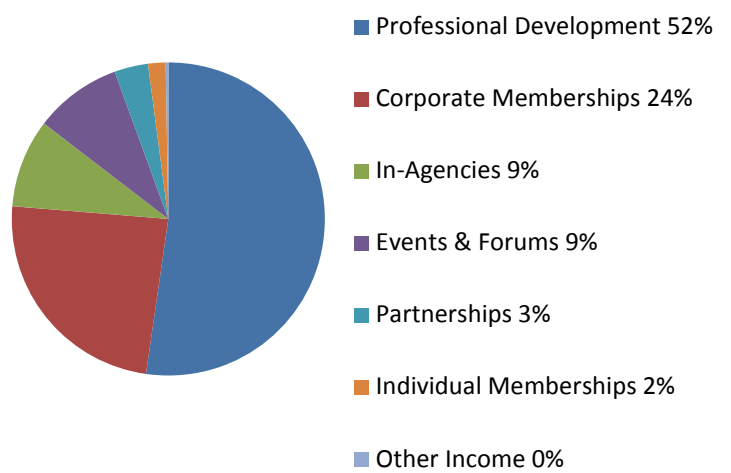
Last year I advised that despite a significant deficit for the 18 month period that financial performance for the latter months had been satisfactory as a consequence of various strategies implemented by the Divisional Council. I am pleased to advise that this strong financial performance continued throughout 2013/14. The operating surplus for the period has considerably strengthened the organisation's financial position. Its assets exceeded liabilities as at 30 June 2014 even excluding monies received in advance. Demand for IPAA related services has improved and remains strong. Given this, there is every reason to believe that IPAA will be able to continue to viably provide a wide range of ongoing activities for the benefit of its members and the wider SA public sector.

Financials

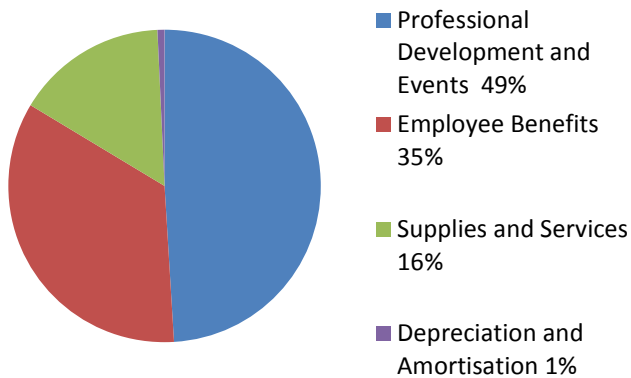
Total Revenue by Source 2013/2014



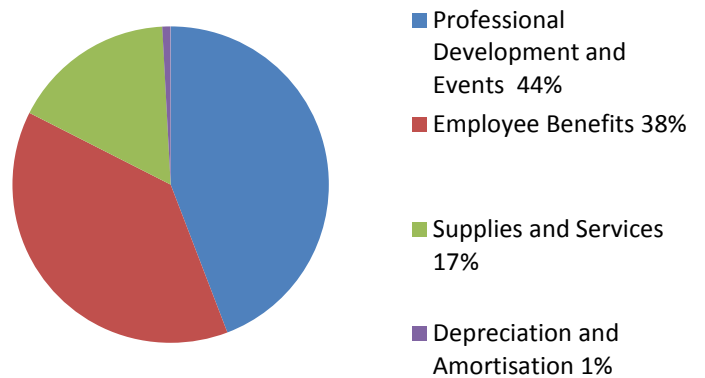
Total Revenue by Source 2012/2013



Total Expenses by Source 2013/2014



Total Expenses by Source 2012/2013



INDEPENDENT AUDITOR'S REPORT

To the Institute Members

Pursuant to rule 5.4(c) of the Constitution of the Institute of Public Administration Australia, South Australian Division Inc., I have audited the accompanying financial report, being a special purpose financial report of the Institute of Public Administration Australia, South Australian Division Inc. for the year ended 30 June 2014. The financial report comprises:

- 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 Executive Officer.

Councillors' Responsibility for the Financial Report

The Councillors' of the entity are responsible for the preparation of the financial report, and have determined that the basis of preparation described in Note 2 is appropriate to meet the requirements of the Associations Incorporation Act 1985 (SA) and is appropriate to meet the needs of the members. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is 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 report based on the audit. The audit was conducted in accordance with 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 report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's 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, the auditor considers internal control 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 the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Councillors' of the entity, as well as evaluating the overall presentation of the financial report.

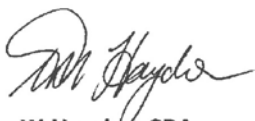
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my unqualified audit opinion.

Opinion

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Institute of Public Administration Australia, South Australian Division Inc. as at 30 June 2014 and its financial performance for the year then ended in accordance with the accounting policies described in Note 2 to the financial report, and the Associations Incorporation Act 1985 (SA).

Basis of Accounting and Restriction on Distribution

Without modifying my opinion, I draw attention to Note 2 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Institute of Public Administration Australia, South Australian Division Inc. to meet the requirements of the Associations Incorporation Act 1985 (SA). As a result, the financial report may not be suitable for another purpose. My report is intended solely for the members of the Institute of Public Administration Australia, South Australian Division Inc.



W Haydon CPA

6 November 2014

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA - SA DIVISION

Statement of Comprehensive Income for the year ended 30 June 2014

		1/7/13 to 30/06/14	1/1/12 to 30/06/13
INCOME:	Note	\$	\$
Partnerships	5	60,885	56,284
Professional Development and General Events & Forums	6	1,021,872	1,133,068
Membership	7	283,670	415,850
Other Income	8	8,270	4,293
Total Income		1,374,697	1,609,495
EXPENSES:			
Employee benefits		391,743	681,451
Supplies and services	9	177,139	296,602
Seminars and other functions	10	555,386	785,333
Depreciation and Amortisation	11	8,235	15,085
Total Expenses		1,132,503	1,778,471
TOTAL COMPREHENSIVE RESULT		242,194	(168,976)

Statement of Financial Position as at 30 June 2014

		30 June 2014	30 June 2013
CURRENT ASSETS:		\$	\$
Cash		501,014	126,495
Receivables	17	47,591	227,556
Prepayments & Stock		13,312	15,302
Total Current Assets		561,917	369,353
NON-CURRENT ASSETS:			
Plant and equipment	11	4,328	12,563
Total Non-Current Assets		4,328	12,563
Total Assets		566,245	381,916
CURRENT LIABILITIES:			
Payables	12	102,937	163,571
Revenue Received In Advance		331,925	329,309
Employee Benefits	13	18,455	18,302
Total Current Liabilities		453,317	511,182
Total Liabilities		453,317	511,182
NET ASSETS		112,928	(129,266)
EQUITY:			
Retained Earnings	14	112,928	(129,266)
TOTAL EQUITY		112,928	(129,266)
Unrecognised contractual commitments	15		
Contingent assets and liabilities	16		

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 Divisional Council has determined that the Institute is not a reporting entity.

The financial statements of the Institute are drawn up as special purpose financial statements, prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1985. The financial statements contain only those disclosures considered necessary by the Divisional Council to meet the needs of its members.

The accounts have been prepared in accordance with the requirements of the Associations Incorporation Act 1985 and applicable Australian Accounting Standards.

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 30 June 2014. Refer to Note 3.

(b) Basis of Preparation

The preparation of the financial statement 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, 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. Last year the Institute changed its accounting period from calendar year to financial year. The comparative period reflects eighteen months of operations.

(c) Revenue Recognition

Individual membership subscription income is recognised on the date that membership commences.

Corporate membership subscription income and subscription receipts which are attributable to the current financial year 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) Cash and cash equivalents

Cash and cash equivalents includes cash on hand and deposits held at call with bank.

(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 - PCs 3 years, Phone system 5 years

Furniture and Fittings - between 5 to 10 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.

(h) Income tax

The Institute is a registered not-for-profit organisation and is exempt from income tax.

(i) Comparative period

Last year the comparative reflected eighteen months of operations due to the change in reporting period.

3 Changes in Accounting Policies

The Australian Accounting Standards and Interpretations that have recently been issued or amended but are not effective, have not been adopted by the Institute for the reporting period ending 30 June 2014. The Institute has assessed the impact of the new and amended Standards and Interpretations and considered there will be no impact on the accounting policies or the financial report of the Institute.

4 Financial Risk Management

The Institute has no significant concentration of credit risk. The Institute has policies and procedures in place to ensure that transactions occur with customers with appropriate credit history.

In relation to liquidity / funding risk, the continued existence of the Institute in its present form is dependant 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.

5 Partnerships

Platinum/Gold/Silver/Bronze Partnerships

1/7/13 to 30/06/14	1/1/12 to 30/06/13
\$	\$
60,885	56,284
60,885	56,284

6 Professional Development and General Events & Forums

Professional Development
ICAC Workshops
Professional Development In Agencies
General Events & Forums

739,310	841,417
82,674	-
125,060	146,786
74,828	144,865
1,021,872	1,133,068

7 Membership

Corporate Membership
Individual Membership

261,722	386,758
21,948	29,092
283,670	415,850



8	Other Income	1/7/13 to	1/1/12 to	
		30/06/14	30/06/13	
		\$	\$	
		Interest	5,077	4,127
	Miscellaneous Income	3,193	166	
		8,270	4,293	
9	Supplies and Services			
		Rental of Premises	66,975	100,019
		Administration Costs	29,062	53,020
		Staff Training	1,990	6,559
		Marketing	6,082	10,792
		IT Costs	10,441	25,514
		AJPA	6,556	11,308
		Today	7,309	14,244
		Capitation	9,384	10,752
		Telephone	7,054	11,569
		Divisional Council	2,643	522
		Parking	6,913	8,771
		National Conference	3,514	1,427
		Postage	4,595	7,111
		Bank Charges	2,995	6,087
		Equipment Leases	5,124	6,264
		Monthly Newsletter and Bulletins	-	1,600
		Relocation/Fitout costs	-	17,344
		Miscellaneous	3,267	3,699
		Bad Debts	3,235	-
			177,139	296,602
10	Seminars & Other Functions			
		Speakers Fees	410,346	534,375
		Catering	64,806	127,741
		Workshop Incidentals & Miscellaneous	-	4,640
		Venue Costs	32,886	35,116
		Printing	26,480	31,553
		Equipment Hire	17,950	41,149
		Accommodation & Transport	2,373	1,476
		Gifts	-	1,867
		Publicity & Marketing	545	7,250
		Couriers & Postage	-	166
			555,386	785,333
11	Plant and Equipment	30/06/14	30/06/13	
		Gross Carrying Amount		
		\$	\$	
		Balance at start of period	98,475	75,767
		Additions	-	23,208
		Disposals	-	(500)
		Balance at end of period	98,475	98,475
		Accumulated Depreciation		
		Balance at start of period	85,912	70,827
		Depreciation Expense	8,235	15,085
		Balance at end of period	94,147	85,912
Net Book Value at end of period	4,328	12,563		



12	Payables	30/06/14	30/06/13
		\$	\$
	Creditors	84,802	127,447
	GST Liability	11,474	24,765
	PAYG Liability	4,836	7,730
	Employment On-costs - Superannuation	1,825	3,575
	Employment On-costs - Work Cover	-	54
		<u>102,937</u>	<u>163,571</u>

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.

13	Employee Benefits	30/06/14	30/06/13
		\$	\$
	Current		
	Annual Leave	17,494	11,224
	Salaries Payable	961	7,078
		<u>18,455</u>	<u>18,302</u>

14	Retained Earnings	30/06/14	30/06/13
		\$	\$
	Balance at start of period	(129,266)	39,710
	Net Result (as per Statement of Comprehensive Income)	242,194	(168,976)
	Balance at end of period	<u>112,928</u>	<u>(129,266)</u>

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:

	30/06/14	30/06/13
	\$	\$
Within one year	181,723	147,000
Later than one year but not longer than five years	-	61,250
Total Remuneration Commitments	<u>181,723</u>	<u>208,250</u>

Amounts disclosed include commitments arising from executive contracts. In 2010, most 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:

	30/06/14	30/06/13
	\$	\$
Within one year	41,900	64,625
Later than one year but not longer than five years	18,696	44,479
Total Operating Lease Commitments	<u>60,596</u>	<u>109,104</u>

Other Commitments

There are no other commitments

16 Contingent Assets and Liabilities

There are no known contingent assets and liabilities as at 30 June 2014.

17 Receivables

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.

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 July 2013 to 30 June 2014 and the position at that date.

There are reasonable grounds to believe that Institute of Public Administration Australia South Australian Division Inc will be able to pay its debts as and when they fall due.

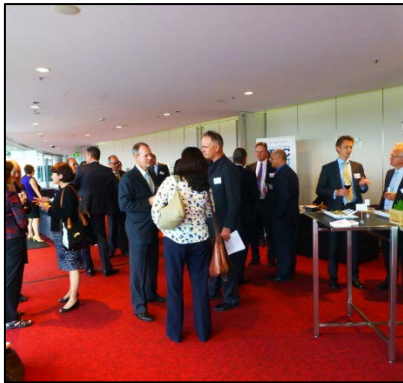


Erma Ranieri (President)



Renae Haese (Executive Officer)









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