2003–2004
Annual Report

‘a network of strength’
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I am pleased to present my first President's report for the South Australian Division of the Institute of Public Administration for the 2003–2004 Financial Year.

It has once again been a year of intense activity for the Institute. The Council of the South Australian Division remains of the view that IPAA's overriding role is to contribute to continuing improvement in the practice of public sector management by offering an outstanding program of professional and personal development initiatives.

Council's belief is that the long-term strength of IPAA rests with the value that our members and potential members see in our professional program. I am extremely proud of the program that the Institute has presented in the past year and congratulate our Professional Program, Women's Forum, Young Professionals' Forum and Recognition and Awards Committees for another excellent achievement. Details of the activities of each of these groups are provided elsewhere in this report.

Amongst the highlights of the Professional Program for the year were the ‘Social Inclusion’ seminar, jointly hosted by IPAA and the Bob Hawke Prime Ministerial Centre; the IPAA twice yearly ‘Economic Outlook’ luncheons with Professor Richard Blandy and the ‘Tables of Five’ breakfast series which continues to go from strength to strength.

The relationship with the Adelaide Thinkers in Residence program has strengthened with the Institute presenting seminars that feature each of the Thinkers in Residence during their time in the State. I thank them for including us in the programs of events and for allowing public servants the opportunity to discuss their individual residencies.

The Women's Forum also continues to provide important functions with subjects of interest to women and with predominately women presenters. Anne Skipper from the Teleran Group, the 2003 sponsor of the Women's Forum, conducted an oversubscribed and extremely successful workshop titled, 'The Leadership Journey – Where do you want to be?' and the breakfast entitled, 'Managing Up, Managing Down' attracted over 500 interested participants.

The Young Professionals’ Forum has been particularly active in the last twelve months with two successful workshops, ‘Skip Behind the Scenes’ and ‘Generation Next’, a breakfast with the British Group, Blast Theory and the introduction of a series titled, ‘Meet the Chief’ featuring Chief Executives inform State, Local and Commonwealth agencies.

I have been heartened by the support we receive from many quarters. Our members have responded to the professional program by continuing to attend in large numbers. In fact over 4,100 people attended IPAA functions throughout the year.

Membership of the Institute in South Australia continues to remain high and we retain our position as having one of the highest per capita membership of any IPAA State or Territory Division in the country.

Our liaison officers in all significantly sized agencies in the three spheres of Government continued to provide the Institute with outstanding service. These people encourage membership, publicise programs, provide us with feedback on our performance, give us information about excellence in the public sector which we can showcase, either in our newsletter or in our seminars, and generally act as Council's ‘eyes and ears’. On behalf of the Council I sincerely thank all of our liaison officers for their contribution during the year.

Again we have been blessed with the financial and moral support of a number of important sponsors. The Government of South Australia through its Senior Management Council has again provided the Institute with assistance, which we believe is unparalleled in Australia. Warren McCann, as Chair of the Senior Management Council, maintained the enthusiastic support of the Council, as have many of his colleagues in speaking at IPAA functions and supporting their employees attendance at events. I acknowledge and thank the Government, the Senior Management Council and Warren McCann, in particular, for the valuable assistance throughout the year.

Financial assistance has also come from a number of industry sources during the year. We are indebted to our other sponsors, rapid.doc, Fuji Xerox, Savings & Loans Credit Union, Locher and Associates, The Teleran Group, and Corporate Profile for their support of our activities.

We trust that all of our sponsors have received benefits commensurate with the level of their financial support and look forward to a continuing relationship with them.

The judging for the Awards for 2001–2002 Annual Reports for State Government Agencies was still in progress at the beginning of the year and the winners were announced at an event in July 2003. Congratulations to the South Australian Housing Trust for being judged the Best Overall Report in 2003.
After much discussion about the awards, a decision was made to conduct them in the year the reports are tabled in Parliament. Because of this there will not be any awards for 2002–2003 reports. Agencies are to be asked to submit their reports for 2003–2004 later in the year and the results will be announced in December.

Another innovation is the introduction of an award, sponsored by the Office of Sustainability, for sustainability reporting and another for reporting on Aboriginal matters. Local and Commonwealth Agencies are being invited to submit entries for these awards.

As in previous years, the South Australian Division of IPAA conducted the Annual Sir George Murray Essay Competition on behalf of IPAA National. The first prize was awarded to Dr Ian Holland from the ACT for his essay titled, ‘Reforming the conventions regarding parliamentary scrutiny of ministerial actions’. I extend my sincere thanks to the Judging Panel members who spent many hours voluntarily judging the many entries received.

The Young Professionals’ Forum has two representatives on the IPAA Council. They are Georgina Goodrich who Chairs the Forum and the Deputy Chair, Belinda Curtis. I thank Georgina and Belinda and all members of the Forum’s organising committee most sincerely for continuing to work on the development of the Forum. I also acknowledge the excellent work of our Executive Officer, Jenny Greening and Rebecca Hansen, Marketing and Events Officer for their support of the Forum on a daily basis.

The Council of the Institute continued to review all aspects of its governance arrangements and a number of proposals to streamline and strengthen the Institute’s governance arrangements have been compiled into a new Constitution which was considered at a Special General Meeting in July 2003 for implementation from the 2003 Annual General Meeting.

Due to the increased activity carried out by IPAA, a review of the office resourcing was undertaken leading to some minor structural changes within the tenancy to accommodate the addition to the staff of a new Administrative Officer, who will commence work early in the new Financial Year.

It has been a privilege to be the President of the South Australian Division of IPAA during this past year. I am grateful for the way in which the Council and the administration of the Institute have continued to build our strength. I am proud of the Division’s achievements in 2003–2004, none of which could have occurred without the marvellous contribution of many people.

In addition to the people and organisations mentioned above I would like to thank the following people:

- All members of the Council.
- The convenors of each of our committees, notably Danny Zabrowarny (Treasurer / Corporate Services), Fij Miller (Recognition and Awards), Elizabeth Ho, Elizabeth Warhurst and Christel Mex (Strategic Marketing, Media and Sponsorship), Sophia Matiasz and Bruce Guerin (Professional Program), Georgina Goodrich (Young Professionals’ Forum), Ingrid Haythorpe (Women’s Forum) and Rebecca Somerfield (Newsletter).
- My Vice Presidents Greg Black and Georgina Goodrich who have ably deputised for me from time to time during the year.
- The IPAA members who volunteer to assist our Committees and who register in such large numbers for our events.
- The people who speak, generally with no remuneration, at our many events.
- Our Patron, Bruno Krumins, who continues to honour us with his presence at numerous IPAA events throughout the year.
- Our Vice Patrons the Hon Mike Rann MP and the Hon Rob Kerin MP.
- Our Auditor John Tate and Returning Officer Sophia Matiasz.
- Jenny Greening, Rebecca Hansen, Wendy Mason and Michelle Townsend our executive staff; without the dedication and commitment which Jenny displays each day none of IPAA’s activities would occur.

Again, I thank all IPAA members and supporters and I look forward to an outstanding program and your continued support in the year ahead.

Gary Storkey
President
Councillors and Office Bearers

Patron
Mr Bruno Krumins AM, Lt Governor

Vice Patrons
The Hon Mike Rann MP
The Hon Rob Kerin MP

Divisional Council – Executive

President
Mr Gary Storkey, HomeStart Finance

Vice-Presidents
Mr Greg Black, Department of Further Education, Employment, Science and Technology
Ms Georgina Goodrich, Office of Youth

Secretary
Mr Barry Carr, Courts Administration Authority

Treasurer
Ms Danny Zabrowarny, Insolvency Trustee Service Australia

Elected Councillors
Mr John Cornish, Primary Industries and Resources SA
Ms Jill Gael, CPD BIZ Consulting Pty Ltd
Professor Bruce Guerin, Public Policy and Management
Ms Ingrid Haythorpe, Department of Human Services
Ms Elizabeth Ho, The Bob Hawke Prime Ministerial Centre
Ms Vicki Jacobs, Department of Human Services
Ms Narelle Lehane, Office for Volunteers
Ms Cynthia Loh, Department of Education and Children’s Services (until early 2004)
Ms Fij Miller, Office for the Southern Suburbs
Ms Elizabeth Warhurst, Elizabeth Warhurst & Associates Pty Ltd

Co-opted Councillors
Ms Susan Dusmohamed, Courts Administration Authority
Ms Julie-Anne Farrer, Courts Administration Authority
Dr Sophia Matiasz, Department of Further Education, Employment, Science and Technology

Secretariat
Ms Jenny Greening, Executive Officer
Ms Rebecca Hansen, Events and Marketing Officer
Ms Wendy Mason, Membership Officer
Ms Michelle Townsend, Finance Officer

Auditor
Mr John Tate, Auditor-General’s Department

Returning Officer
Dr Sophia Matiasz, Department of Further Education, Employment, Science and Technology

Public Officer
Mr Barry Carr, Courts Administration Authority

Newsletter Editor
Ms Rebecca Somerfield, Mercury Public Relations
Ms Jenny Greening, IPAA Secretariat

Volunteers
Each year many volunteers who freely give of their time to enhance the various activities established by this division assist the Institute.
IPAA SA Division exists to help people in public service to achieve outstanding performance in providing service to the community of South Australia with the resources available to them.

IPAA recognises that this will be assisted by a general increase in community confidence in the public sector. IPAA will aim to contribute to that ideal by advocating publicly for the role of the public sector and by highlighting examples of outstanding public service.

IPAA’s challenge is to be regarded by all who are passionate about the pursuit of excellence in public service as their principal professional body because it provides them with leadership in their personal and professional development.

Meeting this challenge successfully will guarantee IPAA SA Division’s ongoing viability through continuing high levels of membership sponsorship, and involvement in IPAA’s activities.

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**Communication**

**Improve Communication within and outside IPAA:**
- Continuing refinement of IPAA website
- Exploring technology to provide for non-metropolitan members and to bring information from IPAA events across Australia to South Australian members
- Providing for better coordination across IPAA sub committees
- Continuing development of newsletter in line with the proposed advocacy role of IPAA

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**Business Viability**

**Develop and Manage IPAA as a Viable Business:**
- Securing government commitment into the future
- Developing new sponsorship/business partner arrangements
- Establishing data and information management systems that provide better insights into the characteristics and desires of members and potential members
- Developing and implementing a marketing plan that builds on our better knowledge of members’ needs
Leadership

Provide Leadership in the Public Sector/Service and the Community:
- Advocacy within the community for public service
- Aboriginal reconciliation
- New technologies (dealing with change and demonstrating the potential of new technologies)
- Ethics, integrity, values, access
- Continuing development and engagement of young people employed in public service

Issues to be explored:
- Creation of opportunities to be a voice for public service
- Mentoring of Aboriginal managers
- Creation of sound links with Economic Development Board
- Good practice/culture of reward

Membership

Diversify and Increase IPAA Membership:
- Building to 1,000 members over the next five years
- Encouraging members to bring in/sponsor younger people
- Ensuring relevance for younger people
- Attracting/providing for part time workers in some way(s)
- Diversifying/finding ways to be more inclusive/relevant for people from diverse cultural and linguistic backgrounds
- Becoming relevant for Aboriginal members and potential members
- Attracting people employed in local government
- Pursuing stronger sector alliances with
  - the University sector
  - the non Government community services sector
  - consulting organisations

Issues to be explored:
- Mounting of regional event(s) alongside visit(s) made by Commissioner for Public Employment to regional South Australia
- Building of strong relationships with Thinkers in Residence program of the State Government

Professional Services

Provide Relevant and Challenging Professional Services:
- Providing at least one event in regions each year
- Providing practical leadership on reconciliation and sustainability
- Finding opportunities to bring major events from other IPAA Divisions into South Australia and vice versa using technology
- Reflecting diverse membership/potential membership
- Further developing the capacity to conceive and mount topical events quickly within a framework of a planned annual program

Issues to be explored:
The Institute is grateful for substantial corporate sponsorship from the following organisations:

Government of South Australia
Department for Administrative and Information Services
Department for Environment and Heritage
Department for Business, Manufacturing and Trade
Department for Families and Communities
Department of Education and Children's Services
Department of Further Education, Employment, Science and Technology
Department of Human Services
Department of Justice
Department of Primary Industries and Resources
Department of the Premier and Cabinet
Department of Transport and Urban Planning
Department of Treasury and Finance
Department of Water, Land and Biodiversity Conversation
Office for the Commissioner for Public Employment

Non-Government Organisations
Corporate Profile
Fuji Xerox
Locher and Associates
rapid.doc
Savings & Loans Credit Union
The Teleran Group

Annual Report Awards 2003
We also wish to thank the following organisations for sponsorship of the 2003 Annual Report Awards:
Corporate Profile
Davidson Trahaire
rapid.doc

Thanks are also extended to the many organisations which have provided sponsorship or in-kind support for events held throughout 2003 and 2004.
Corporate Services

Committee Members
Danny Zabrowarny, Treasurer, Insolvency Trustee Service Australia
Barry Carr, Courts Administration Authority
Jenny Greening, IPAA Secretariat
Tania Toth, Department of the Premier and Cabinet

Goal
To provide up to date information to the Executive and Divisional Council members on:
• the current financial position;
• analysis of variations in expenditure and monitoring of funds to sustain business viability;
• staffing arrangements; and
• corporate operation of IPAA SA.

Role
• To prepare an annual projected budget, monthly financial statements and quarterly reports on other such financial information as is required by the Council;
• to advise Council on the employment and conditions of employment of staff, the acquisition and safeguarding of assets on the leasing of accommodation; and
• in liaison with the other committees, devise strategies for generating income and minimising expenditure.

Achievements
As a result of the continuing growth of IPAA and the services it offered to members, a review of the office resources was conducted. Staff numbers were reviewed, new roles identified, current roles clarified and task descriptors developed. The secretariat now consists of the Executive Officer, Marketing and Events Officer, Membership Officer and Finance Officer and we are shortly to employ a new Administrative Assistant. Positions are a mix of full and part-time.

An office refurbishment plan was developed to meet the demand for the increase in staff, to capitalise on better work practices and flows, to allow for more efficient use of space and to use new technology to better advantage. The refurbishment, which includes new furniture, some computer hardware, telecommunication systems and a faster broadband capability, is currently under way.

New invoicing, member payment methods and corporate payment systems have increased efficiency. The new Event Management software purchased this year allows for effective organisation, tracking and invoicing of events and will eventually be electronically integrated with the financial system.

Financials
Membership and event fees were increased during the year so that IPAA can better meet the increasing expectations of its members and clients when delivering events and services. Sponsorship and the Professional program events continue to be an important source of income for the organisation. Financial budgeting and reporting systems were overhauled to provide for increased analysis and comparison and to make the formats more user friendly.

The financial books and records of the organisation have been audited by Stacey MacLean and Lucy Gichuhi from the Auditor-General’s Department and signed off by our elected auditor John Tate as a true and correct record of the financial position of the Institute for presentation at the Annual General Meeting.

Thanks
This has been a very busy year and thanks must go to the office staff – Jenny Greening, Rebecca Hansen, Wendy Mason and Michelle Townsend – for their excellent effort in the ‘behind the scenes work’ that manifests itself to members and clients by the very well run events and services and to Council and Committee members in the tabled reports.

Thanks also to the Corporate Services Committee for their work, ideas and support throughout the year.

Outlook
The following are planned for the new year:
• refinement of key performance indicators;
• refinement of budgeting and reporting systems;
• electronic integration of events management system and the financial system; and
• stage 2 of introduction of accrual accounting, leading to reporting on an accrual rather than a cash basis.

Danny Zabrowarny
Treasurer
Convenor, Corporate Services Committee
Membership

Committee Members

Barry Carr, Convenor, Courts Administration Authority
John Cornish, Primary Industries and Resources SA
Julie-Anne Farrer, Courts Administration Authority
Jenny Greening, IPAA Secretariat
Vicki Jacobs, Department of Human Services
Tania Toth, Department of the Premier and Cabinet

Goal

To service existing members, to diversify and increase IPAA membership and to provide the opportunity for members to participate more fully in IPAA.

Role

- To build to 1000 members over the next five years;
- To encourage members to bring in/sponsor younger people;
- To ensure relevance for younger people;
- To diversify/find ways to be more inclusive/relevant for people from diverse cultural and linguistic backgrounds;
- To become relevant for Aboriginal members and potential members;
- To attract people employed in local government; and
- To pursue stronger sector alliances with
  - the University sector
  - the non Government community services sector
  - consulting organisations.

Achievements

The Committee is happy to report that it has seen a consistent increase in membership with overall membership numbers reaching around 550.

Over the past 12 months much of the Committee’s time has been undertaken in analysing existing procedures and attempting to decide on a practical format by which new members could be eased into the IPAA culture and structure co-jointly with existing members. If new members were to be attracted to IPAA then it was considered that the IPAA image needed to be refreshed and made more appealing to new members.

A membership survey was conducted early in 2004 for the purpose of exploring the nature and structure of the membership.

The survey included questions on a wide range of areas, including demographics, awareness in satisfaction with IPAA, roles and objectives of IPAA, satisfaction with events and in IPAA communication plus suggestions for improvements.

The Committee noted that overall members appeared to be satisfied with the quality of their membership and were happy to become ambassadors by referring IPAA to others. The Committee noted with pleasure that such a positive feeling existed, as word of mouth referrals were one of the most significant ways of attracting new members.

Our President Gary Storkey addressed Senior Management Council and received unanimous and ongoing support of IPAA. It was intended, with the support of the SMC for members of the Committee and Secretariat to approach the Chief Executives seeking their approval for members of the Committee to approach their agency heads and directors of human resources. It was thought that this approach was best placed to promote IPAA, its events and functions.

Prior to approaching CE and agency heads it was thought appropriate that an Induction Kit for membership be designed and a membership flyer be made available as a handout for perspective members.

The Committee continued to explore other avenues for the purpose of encouraging members of the Public Sector to become members of IPAA. These included developing closer ties with the Office for the Commission for Public Employment and reaching perspective members through the Public Sector Management Program. Seeking members through this program ensures the committee’s vision of diversity is met by seeking membership from all three spheres of the Public Sector, Local, State and Commonwealth.

With the endorsement of Council and the Corporate Services Committee there has been a revision in process and procedure within the Secretariat.

The Committee is happy to report that recently a membership officer was engaged on a part time basis to deal exclusively with the issues relating to membership as well as updating membership records and keeping track of the file membership numbers. To assist in this process new software has been purchased and a refined method of paying membership fees has been introduced to promote efficiency within the office thus allowing staff to be more productive in attending to the enquiries and needs of members.

These positive changes reflect an attempt to meet the needs of members and to give value to the survey outcomes will mean that in the next 12 months being a member of IPAA will really be a part of ‘A Network of Strength’. This report will not be complete without recognising the untiring efforts of Jenny Greening, Executive Officer and Rebecca Hansen, Marketing and Events Officer and all the support staff whose cooperation and support has enabled this Committee to function efficiently and promote the benefits of membership and the ideals of IPAA.

Outlook

The Committee will, in the next reporting period, analyse and consider the findings of the survey and more importantly address those issues which were thought to be preventing new members from joining or dissuading present members from continuing their relationship with IPAA.

Barry Carr
Secretary
Convenor, Membership Committee
Committee Members

The Committee is co-convened by Councillors and includes additional IPAA Councillors, co-opted members and was diligently supported by IPAA staff.

The members of the Committee include representatives from the Strategic Marketing, Media and Sponsorship Committee, the Young Professionals’ and Women’s Forums as well as representatives from the Local Government Association of SA and the Office for the Commissioner for Public Employment.

In addressing the convenor’s role I have been privileged to receive substantial levels of ongoing support from Bruce Guerin and Bill Cossey.

Members of the Professional Program Committee are required to provide significant levels of time and energy to identifying program events of interest and speakers who are variously engaging, entertaining and/or challenging. In a voluntary capacity, each Professional Program Committee member makes a huge commitment for which I am very grateful. Sincerest thanks are extended to all members of the Professional Program Committee for their sustained contributions throughout 2003–2004:

Sophia Matiasz, Co-Convenor, Department of Further Education, Employment, Science and Technology

Bruce Guerin, Co-Convenor, Public Policy and Management

Bill Cossey, Courts Administration Authority and Attorney General’s Department, now engaged advisor/consultant to many

Sue Dusmahomed, Courts Administration Authority

Tania Dziadosz, Office for the Commissioner for Public Employment

Simon Forrest, Multicultural SA

Jill Gael, CPD BIZ Consulting

Jenny Greening, IPAA Secretariat

Rebecca Hansen, IPAA Secretariat

Elizabeth Ho, The Bob Hawke Prime Ministerial Centre, University of South Australia

Vicki Jacobs, Department of Human Services

Tim Mares, Primary Industries and Resources SA

Fij Miller, Office for the Southern Suburbs

Sandy Semens, Office of Local Government, SA

Pamela Upton, NOSCO Consulting

Goal

The Professional Program Committee is committed to providing relevant and challenging Professional services to its members and other public servants.

Role

- To further develop the capacity to conceive and mount topical events quickly within a framework of a planned annual program;
- to provide practical leadership on reconciliation and sustainability;
- to find opportunities to bring major events from other IPAA Divisions into South Australia and vice versa using technology;
- to provide practical leadership on reconciliation and sustainability; and
- to reflect diverse membership/potential membership.

Achievements

The Professional Program Committee continues to seek out programs and events that engage, inform, challenge and entertain.

Seminars, the economic briefings and the breakfast series continue to be the staple type of event hosted by the Professional Program Committee and all have been especially well supported by members.

The second half of 2003 was an extremely busy time for the Professional Program Committee with several seminars and breakfasts attracting audiences of almost 400 people.

A debate on whether South Australians were thinkers or doers established the program at the beginning of the 2004 with over 300 attending and the issues receiving substantial local newspaper coverage. The workshop on Courage in the public sector, scheduled for late August 2004,
Professional Program

provides another opportunity to provide further personal and professional perspectives and challenges.

The professional Program Committee continues to be challenged on how best to present a regional event. A sub-group of the Committee is exploring ways on how best to meet regional public sector employees through service delivery agencies in the regions.

Members of IPAA connected particularly well with each of the Adelaide Thinkers in Residence and the support and collaboration of the Department of Premier and Cabinet in providing access to each of the visitors is gratefully acknowledged. It has been particularly rewarded to have some of the discussion from the IPAA events reflected in Charles Landry’s reports for example. To have those thoughts in turn echoed in the State Strategic Plan has been particularly exhilarating.

Highlights

Breakfasts
Integration of Government, Challenging Adelaide, Shared Services

Seminars
Social Inclusion, Generational Health Review

Lunch Time Briefings
Aboriginal Reconciliation, Economic Outlook, Water and Sustainable Landscapes

Debate
Does South Australia need more thinkers or more doers?

Workshops
Social Inclusion

Engaging Thinkers in Residence
Charles Landry
Professor Peter Cullen
Dr Maire Smith

The total number of people who attended IPAA Professional Program, Young Professionals’ Forum or Women’s Forum events for the 2003–2004 exceeded 4,100, the greatest number to date, which goes to show how the organisation in SA continues to grow and to present programs of interest to people across all spheres of government and at all levels within the public sector.

Outlook

Whilst maintaining and expanding the Professional Program to address the ‘big picture’ issues, further work on developing a range of professional training and development workshops and programs is in train for immediate implementation.

The role of special interest group forums for IPAA members is also being considered for commencement in 2005.

Sophia Matiasz
Councillor

Bruce Guerin
Councillor

Co-Convenors, Professional Program Committee
Recognition and Awards

Committee Members

Fij Miller, Convenor, Office for the Southern Suburbs
Greg Black, Department of Further Education, Employment, Science and Technology
Julie-Anne Farrer, Courts Administration Authority
Jenny Greening, IPAA Secretariat
Bruce Guerin, Public Policy and Management
Kosette Lambert, Office for Volunteers
Carmel O’Loughlin, Office for Women

The Committee included Councillors and co-opted members and was supported by IPAA staff.

Sincere thanks are extended to all members of the Committee involved in co-ordinating the annual awards program with particular thanks to Bruce Guerin and Jenny Greening.

Goal

To increase community confidence in the public sector by advocating publicly for the role of the public sector and by highlighting examples of outstanding public service.

Role

- To promote excellence in public sector achievement and reporting;
- To develop and promote information and understanding of public sector management trends and best practice;
- Liaise regularly with agency and professional organisation representatives;
- Foster research and discussion to determine public sector management trends;
- Conduct or commission research into public sector reform issues;
- Publicise public sector achievements;
- Conduct the Annual Report Awards for State Government Agencies;
- Conduct the Sir George Murray Essay Competition on behalf of IPAA National; and
- Bestow awards for the best students in public administration streams at SA educational institutions.

Achievements

Sir George Murray Award 2003

Sir George Murray Essay Competition

IPAA SA Division again conducted the National Sir George Murray Essay Competition on behalf of IPAA National Council.

The 2003 Sir George Murray Trophy, commissioned from the Jam Factory and the first prize of $1,000 was presented at a special function held by the IPAA ACT Division to Dr Ian Holland from the Department of the Senate for his essay titled, Reforming the conventions regarding parliamentary scrutiny of ministerial actions.

The judges felt that this was an exceptional essay. It was well written in a highly articulate manner, extremely thoroughly researched, and while thorough in its execution, was presented with a subtlety – and at times humour – which enhanced the gravity and relevance of the topic.

No second prize was awarded in 2003.

Our thanks are extended to the Judging Panel, Chaired by Dr Ruth Shean, for the time and effort they put into this prestigious competition.

Student Awards

Three student awards were presented throughout the year for students completing courses in public policy and management either at Flinders University or in the Public Sector Management Program conducted through the Office for the Commissioner for Public Employment.

The best student completing the Flinders Institute of Public Policy and Management Masters degree within the Graduate Program in Public Policy and Management in 2003 was Ms Catherine Boomer.

The winner of the award for best student in the Topic POLI 2015 Australian Government and Public Policy also at Flinders University of South Australia in 2003 was Ms Jo-Anne Li.

Ms Sharyn Broer was the winner of the Institute of Public Administration Australia SA Division prize for Academic Excellence in the Public Sector Management Program.
Recognition and Awards

From the inception, the IPAA Annual Report Awards have had as their continuing purpose the encouragement of better reporting to Parliament and the public as an integral part of the professional management of public agencies in South Australia.

The standard of the reports entered for the awards in 2003 showed that there has been and continues to be substantive improvement in many aspects of annual reporting. This reflects the long-term commitment of many individuals, groups and organisations to important principles of public service and the good management of public resources.

During the year IPAA itself renewed its commitment to recognising good performance in this area by making several changes to the awards on offer, and developing the criteria by which they are judged.

As a consequence, in 2003 there was an overall award for excellence, with particular attention being paid to overall communication to Parliament and the community with no distinction between Parliamentary and promotional reports.

In addition, it was decided to award Commendations in five categories: Strategic and Performance; Financial; Human Resource Management; Design and Communication; and Innovation through the Use of Technology.

The winner of the Award for Best Overall Report was presented to the South Australian Housing Trust and was accepted by Mr Malcolm Downie, General Manager of the Trust at a presentation lunch on 31 July 2003. This report also received a commendation for Strategic and Performance Reporting.

Commendations were also made at the ceremony to South Australia Police for Financial Reporting; Department of Transport, Urban Planning and the Arts for Human Resource Management Reporting and South Australian Government Financing Authority for Design and Communication. There was no award made for Innovation through the Use of Technology.

IPAA would like to sincerely thank the judging panel Professor Bruce Guerin; Mr Darren Ball, KPMG; Mr Michael McGregor, Davidson Trahaire; Mr Phillip Sandercock, Corporate Profile; Ms Julie Sinclair, Department of Treasury and Finance; Ms Jan Shone, Office for the Commissioner for Public Employment and Ms Emma Ziersch, Attorney-General’s Department.

Acknowledgement and thanks are also extended to Jenny Greening the IPAA Executive Officer for her invaluable assistance and to President Gary Storkey for the particular contribution he made in reshaping the award categories.

Final thanks must go to the Award sponsors Davidson Trahaire, Corporate Profile and rapid.doc. Without the generous support of these organisations the Awards would not have been possible.

Outlook

Discussions are continuing to find ways to acknowledge groups and individuals in organisations who are making valuable contributions in the work place.

In 2004 South Australian Local and State Government sector organisations were invited to enter the Prime Minister’s Public Service Awards, run by the ACT Division of IPAA. We are hopeful that this will give IPAA in SA a model to use to introduce similar awards in this state.

Significant changes are being made to the Annual Report Awards in 2004 so that judging of reports will take place in the year of production. Through valuable assistance from the Office for Sustainability new awards for Sustainability Reporting are being introduced this year. We are extending invitations to Local and Commonwealth Government organisations to enter for these new awards.

Fij Miller
Councillor
Convenor, Recognition and Awards Committee
Strategic Marketing, Media and Sponsorship

Committee Members

Elizabeth Ho, Co-Convenor, Hawke Centre, University of SA
Christel Mex, Co-Convenor, Office for Volunteers, DPC
Elizabeth Warhurst, Co-Convenor until February 2004, Elizabeth Warhurst & Associates Pty Ltd
Rachel Ambagtsheer, Department of Human Services
John Cornish, Primary Industries and Resources SA
Bill Cossey, Consultant
Rebecca Hansen, IPAA Secretariat
Richard Littleton, Department for Administrative and Information Services
Christine Locher, Locher & Associates
Cynthia Loh, Department of Education and Children’s Services
Sophia Matiasz, Department of Further Education, Employment, Science and Technology
Rebecca Somerfield, Mercury PR

Goal

The Strategic Marketing, Media and Sponsorship Committee acts to ensure that IPAA is perceived to be a proactive and successful organisation offering a relevant program to members and potential members.

Role

- To identify and enhance IPAA’s marketing strategies;
- increase participation in IPAA events and activities and thereby contribute to and increase in membership; and
- in conjunction with IPAA Council, source additional and appropriate sponsors for IPAA events to increase revenue for continued professional development for its members.

It was agreed that while considerable progress had been made in many areas, the roles and goals were still appropriate for the 2003–2004 year. However other activities were included:

- The need to include more regional people and that this should be done in conjunction with other Committees;
- strengthen the relationship with the Local Government Association;
- develop a Communications Strategy (contract Mercury PR);
- enhance media exposure through interviewing speakers, radio, and editorial submissions;
- tracking of marketing strategies; and
- organise a function to acknowledge sponsor contributions.

Achievements

The work of the Committee is primarily generated by the outcomes of the Professional Program Committee to enable it to target specific distribution avenues for event publicity and relevant sponsorship opportunities.

In addition to this primary function, the existing distribution and sponsorship processes were strengthened by:

- Preparing and distributing media releases on IPAA high profile speakers and events (eg The Great Debate, Economic Outlook);
- engaging our sponsor Corporate Profile to redesign the corporate image. All promotional material is being updated, and we are now proud to define IPAA South Australia as a ‘network of strength’. The new design incorporating this slogan gives us a strong professional branding which will assist us to continue growing; and
- conducting a survey of our members to determine their opinions on IPAA events, membership benefits and as an organisation as a whole. From the results, a Communication Strategy has been drafted by Rebecca Somerfield from Mercury PR for consideration by Divisional Council and Committees.

Due to a high volume of events being held throughout the year and the resulting workload in the IPAA office, many of the specific marketing strategies set out last year were put on hold. After consideration by the Divisional...
Council, permission was granted to expand the secretariat resulting in a part time Membership Officer being engaged from November 2003 and an Administration Officer to be engaged full time early in the new financial year. This enables Rebecca Hansen to develop the role of Marketing & Events Officer, specifically concentrating on implementing the outcomes of the recent Communications Strategy. Existing promotional strategies were hindered during the year as the new ‘spam’ regulations were introduced. This resulted in the APSC declining to distribute messages throughout the Commonwealth government on our behalf and most significantly SAGEMS messages throughout the State Government being discontinued. However, we wish to specifically thank

- OCPE for allowing us to advertise events on their website www.ocpe.sa.gov.au and utilise the SAVVY website on occasions; and
- the Local Government Association (which distributes IPAA information across all Councils in SA).

**Outlook**

Following the 2003 AGM, the year has again been busy with some very popular events being held late in 2003. While 2004 started slowly, we are pleased to see that the IPAA Young Professionals’ Forum and the Women’s Forum are generating a great deal of interest within the public sector. In May the Women’s Forum hosted a breakfast ‘Managing Up, Managing Down’ which drew a record crowd (over 500 people).

However, while the majority of event audiences are non-members from within State Government, it remains the challenge of this Committee to ensure that our marketing strategies reach all spheres of government and that non-members are attracted to join the organisation.

With the re-structure of the IPAA office and the re-branding of our corporate image, we are confident the organisation will develop through a co-ordinated effort as determined by the Communications Strategy.

Sincere thanks to all the Committee members whose belief in the organisation compel them to offer their time and skills voluntarily.

**Elizabeth Ho**
Councillor

**Christel Mex**
Co-Convenors, Strategic Marketing, Media and Sponsorship Committee
Women’s Forum

Committee Members

Ingrid Haythorpe, Convenor, Department of Human Services
Rachel Ambagtssheer, Department of Human Services
Michele Bayly-Jones, Courts Administration Authority
Rosa Best, Department of Education and Children’s Services
Anna D’Alessandro, Courts Administration Authority
Sue Dusmohamad, Courts Administration Authority
Val Edyean, Births, Deaths and Marriages
Jenny Greening, IPAA Secretariat
Vicki Jacobs, Department of Human Services
Narelle Lehane, Office for Volunteers
Anna Lewkowicz, Office for Women
Virginia Lynch, Australian Customs Service
Sophia Matiasz, Department of Further Education, Employment, Science and Technology
Lindy McAdam, Office for Women
Vala Proios, Office of the Minister for Health
Rochelle Woodley-Baker, RWB & Associates
Danny Zabrowarny, Insolvency Trustee Service Australia

Goal
To address issues in the public sector which affect women.

Role
- To establish and promote a program of meetings, seminars and forums addressing women’s issues;
- To provide a forum for debate on issues related to employment, promotion and job satisfaction particularly, but not exclusively for women;
- To encourage networking and mentoring opportunities; and
- To inject a sense of fun, to approach work creatively and celebrate women’s achievements.

Achievements
In 2003–2004 the Women’s Forum aimed to provide discussion on matters of interest to women in ways additional to holding events of interest to women. The Women’s Forum meetings have been turned into social occasions, with any women members welcome to attend meetings over an evening meal. We have enjoyed the company of a number of different women over the course of the year, and this has provided additional networking opportunities for women members and also provided an informal setting for discussion of topics of interest. The Women’s Forum has also actively contributed to Focal Point, the IPAA newsletter.

The first event organised by the Women’s Forum for 2003–2004 was a seminar on leadership, entitled “The Leadership Journey – Where do you want to be?”, held on 5 November 2003. The seminar was facilitated by Anne Skipper of the Telerik Group, which sponsored the event. We were very fortunate to have women alumni from Telerik’s leadership course participate as table leaders to facilitate discussion. Bill Cossey was also a special guest speaker. The number of people wishing to register for the seminar exceeded capacity. The seminar was highly interactive and inspirational to the large number of women who attended.

In May 2004, the Women’s Forum hosted the largest breakfast ever organised by the SA Division of IPAA, with over 500 people in attendance. The breakfast theme of “Managing Up, Managing Down” and the calibre of the speakers obviously struck a chord with public sector women. Dominique Schwartz interviewed a panel of four brilliant women from the three sectors that IPAA represents – Julia Davison from the state government, Ann Short from local government, Virginia Lynch from the federal government, and Jo Podoliak from the private sector. They all provided practical tips for managing career and life within a work environment, and despite their diverse backgrounds and sectors, offered very consistent advice.

The interest shown in the Women’s Forum, and in Women’s Forum events throughout the year, from women across the public sector has been very pleasing. Special thanks to the committee members and meeting attendees, our speakers and facilitators, and our sponsors, in particular the Telerik Group without whom our events would not have been such a success.

Outlook
On several occasions the group has questioned the ongoing need for the Women’s Forum as a separate entity within IPAA but the response to events over the last year has shown that women are still very keen to be able to attend events which target issues of interest to women, with mainly women presenters. They like to be able to meet and learn from each other and to have some fun whilst doing so.

The Forum has been revitalised by the interest shown in what we do and is planning to continue presenting 3 or 4 valuable events for women in the coming year.

Ingrid Haythorpe
Councillor
Convenor, Women’s Forum Committee
Goals

Our mission is based on the Young Professionals’ Forum (YPF) Charter and is delivered with the backing and under the auspices of the South Australian Division of the Institute of Public Administration Australia.

We aim:

- To provide young professionals with opportunities to further their knowledge and improve their leadership skills;
- to establish a productive network of individuals, groups and organisations in both the public and private sectors which can contribute to the development of young professionals;
- to identify and progress issues that concern young professionals;
- to raise awareness of the YPF and increase membership through the use of creative communication and the latest technology; and
- to achieve excellence in all of the YPF activities while maintaining accountability and ethical business practice.

Achievements

‘Skip – Behind the Scenes’

The Mayor of Victor Harbor, Mr Scott Schubert, was the keynote speaker at a Young Professionals’ seminar in July 2003. Mr Schubert, at age 24, is South Australia’s youngest mayor and reflected on his experiences as a young professional in the public sector, giving advice on how young people can get involved in local government.

Other speakers at the seminar included the Chief Executive of Anglicare SA, Ms Jan Horsnell, the Director of the Human Resources and Industrial Relations at DECS, Mr David Mellen and Senior Sargeant Paul Kameniar from Port Adelaide Police Intelligence Unit. The seminar was a great opportunity for young people to learn first hand about the realities of work for successful people and discovering how to skip ahead and fast-track their careers. It provided strategies, secrets and formulas to get to the top of your department or field, which as a young person can sometimes be difficult.

The YPF would like to acknowledge and thank our sponsor for this event, the Office for Youth.

The theme for 2004, “The Truth about Young Professionals” has seen the busiest year for the committee in a while. We had successes on many counts, including gaining valuable new members for our committee. Rachel Ambagtsheer, winner of an essay competition to win a trip to the IPAA National Conference in Brisbane 2003 joined the YPF shortly afterwards and along with the other members has contributed to a fantastic year.

’Blast Theory: the New Media Challenge’

The Young Professionals’ Forum was fortunate enough to be asked to host the UK group, Blast Theory, which uses acting, multimedia and virtual reality games to push the envelope of technology and media at a breakfast in February 2004. The audience of almost 300 people was intrigued by the fascinating presentation that provided an insight into their interactive work getting arts, industry and science to work together. Tania Toth from the committee worked hard to make this event a huge success.

The YPF would like to acknowledge and thank our sponsor for this event, Department of Administrative and Information Services.

Role

The YPF Subcommittee is a voluntary team of dynamic, knowledgeable and committed young professionals working in all three spheres of government, who are devoted to serving youth both in the public and private sector arenas. The YPF ensures that our resources are focussed on activities that are clearly linked to the 5 goals in the strategic plan and it identifies and manages the risks around the implementation of each initiative.
Meet the Chief Series

This series of talks by prominent public servants has been so successful that we will be running it again in 2005 with some of the CE's we were not able to include in this series. We asked each speaker to focus on how they began their career and progressed to their current position; the challenges they face in every day work and their views on current young professionals. Held at the Historian Hotel, the atmosphere is relaxed and provides the perfect setting to mingle and get to know other young professionals, plus have a chat with the guest speaker up close and personal!

Speakers past and future are:

- Wendy Campana, Executive Director, Local Government Association
- Sue Vardon, Chief Executive, Centrelink
- Steve Marshall, Chief Executive, Department of Education and Children's Services
- Mal Hyde, SA Police Commissioner
- Jim Birch, Chief Executive, Department of Health
- Kate Lennon, Chief Executive, Department for Families and Communities

The YPF would like to acknowledge and thank our sponsors for these events, the Historian Hotel and Savings & Loans. Thanks also go to Richard and Kosette for their hard work on organising these events.

Generation Next

This event was planned in 2003 as ‘Play – Reverse Mentoring’ but was re-vamped into a one-day forum of workshops held at the Next Generation gym in June 2004. It included gentle exercise, group work, lots of fun, and was very popular with the younger members of IPAA and the public sector.

Guest speakers included Bill Cossey, Brad Wilton and Bert Bruijn (Department for Administrative and Information Services), Margaret Boylan (Australian Public Service Commission) and Jo Baulderstone from Flinders Institute of Public Policy and Management. The YPF would like to acknowledge and thank our sponsor for this event, the Office for the Commissioner for Public Employment.

Outlook

Myths and Motivations

Planned for October 2004 and sponsored by the Office for Youth, this is a research project on the myths and motivations regarding Young Professionals. The research will explore the future position of young people in the public sector within the context of current labour force trends, the rise of the knowledge economy, economic and social globalisation and the employment aspirations and motivation of young people generally. Results of the survey will be presented at a breakfast hosted by the Hon Stephanie Key, Minister for Youth.

Planning for 2005 is well underway and will include topics such as secondments across government, succession planning and a return of the Meet the Chief Series. The YPF is also highly committed to reaching our rural audience and a regional event is being planned for 2005.

The YPF would like to extend its thanks to the IPAA Divisional Council members and office staff for their support, assistance and guidance over the past year. The Chair would also like to thank the committee for their amazing work, energy, time and commitment to delivering events that foster the further learning and promotion of young people in the public service.

Georgina Goodrich
Vice President
Chair, Young Professionals’ Forum Committee
INDEPENDENT AUDIT REPORT

TO THE INSTITUTE MEMBERS

SCOPE

As required by clause 23 of the Rules of the Institute of Public Administration Australia, South Australian Division Inc., I have audited the financial report of the Institute of Public Administration Australia, South Australian Division Inc. for the financial year ended 30 June 2004. The financial report comprises:

- A Statement of Financial Performance;
- A Statement of Financial Position;
- Notes to and forming part of the Financial Statements; and
- Certificate by the President and the Treasurer.

The President and Treasurer are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Institute Members.

The audit has been conducted in accordance with the requirements of the Rules of the Institute of Public Administration Australia, South Australian Division Inc. and Australian Auditing Standards to provide reasonable assurance that the financial report is free of material misstatement.

Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with appropriate Accounting Standards and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with my understanding of the Institute's financial position and the results of its operations.

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

AUDIT OPINION

In my opinion the financial report of the Institute of Public Administration Australia, South Australian Division Inc. presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Institute of Public Administration Australia, South Australian Division Inc. as at 30 June 2004 and the results of its operations for the year then ended.

26 August 2004

W J Tate CPA
INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA - SA DIVISION

Statement of Financial Performance for the year ended 30 June 2004

<table>
<thead>
<tr>
<th>REVENUES FROM ORDINARY ACTIVITIES:</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>3</td>
<td>112,489</td>
</tr>
<tr>
<td>Seminars and other functions</td>
<td>4</td>
<td>213,366</td>
</tr>
<tr>
<td>Subscriptions/Memberships</td>
<td>4</td>
<td>47,678</td>
</tr>
<tr>
<td>Other revenues</td>
<td>5</td>
<td>10,013</td>
</tr>
<tr>
<td>Total Revenues from Operations</td>
<td></td>
<td>383,546</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES FROM ORDINARY ACTIVITIES:</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee expenses</td>
<td>138,622</td>
<td>108,921</td>
</tr>
<tr>
<td>Supplies and services</td>
<td>6</td>
<td>106,027</td>
</tr>
<tr>
<td>Seminars and other functions</td>
<td>7</td>
<td>159,714</td>
</tr>
<tr>
<td>Depreciation</td>
<td>8</td>
<td>3,557</td>
</tr>
<tr>
<td>Total Expenses from Operations</td>
<td></td>
<td>407,920</td>
</tr>
</tbody>
</table>

TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING IN TRANSACTIONS WITH THE MEMBERS AS OWNERS

-24,374 33,379

Statement of Financial Position as at 30 June 2004

<table>
<thead>
<tr>
<th>CURRENT ASSETS:</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td>107,693</td>
</tr>
<tr>
<td>Investments</td>
<td>9</td>
<td>87,345</td>
</tr>
<tr>
<td>Receivables/Debtors</td>
<td></td>
<td>7,291</td>
</tr>
<tr>
<td>Interest Receivable</td>
<td></td>
<td>1,285</td>
</tr>
<tr>
<td>Prepayments</td>
<td></td>
<td>3,004</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td></td>
<td>206,618</td>
</tr>
</tbody>
</table>

| NON-CURRENT ASSETS:                       | 2004   | 2003   |
|                                          |        |        |
| 10                                        |        |        |
| Property, plant and equipment             |        | 12,517 | 7,644  |
| Total Non-Current Assets                  |        | 12,517 | 7,644  |
| Total Assets                              |        | 219,135| 216,475|

| CURRENT LIABILITIES:                      | 2004   | 2003   |
|                                          |        |        |
| Creditors                                 |        | 10,364 | 13,723 |
| GST Liability                             |        | 5,846  | 5,899  |
| Payroll Liability                         |        | 6,741  | 4,529  |
| Revenue Received in Advance               |        | 31,750 | 11,110 |
| Total Current Liabilities                 |        | 54,701 | 35,261 |

| NON-CURRENT LIABILITIES                   | 2004   | 2003   |
|                                          |        |        |
| Employee Entitlements                     |        |        |
| Total Non-Current Liabilities             |        |        |
| Total Liabilities                         |        |        |
|                                          |        |        |
| 10                                        |        |        |
| 18,741                                    |        | 15,761 |
| 18,741                                    |        | 15,761 |
| 73,442                                    |        | 51,022 |

NET                                            |        |        |
| 145,693                                    |        | 165,453|

EQUITY:                                        |        |        |
| Accumulated surplus                         | 11     | 145,693| 165,453|
| TOTAL                                       |        | 145,693| 165,453|
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

1 Mission Statement
The Institute aspires to be the peak public sector organisation in South Australia and will foster and promote professionalism and best practice in public sector management across all levels of government.

2 Significant Accounting Policies
(a) Basis of Accounting
The financial report is a general purpose financial report that has been prepared in accordance with Statements of Accounting Concepts, applicable Australian Accounting Standards and Urgent Issues Group Consensus Views. The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or current valuations on non-current assets.

(b) Revenue Recognition
All revenues, with the exception of seminars and other functions and interest, are recognised when the Institute obtains control. Control is normally obtained upon their receipt. Revenue from seminars and other functions is recognised upon the delivery of service to attendees. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

(c) 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.

(d) Property, Plant and Equipment
Minor items of property plant and equipment with a value of less than $2000 are expensed in the Operating Statement at the time they are acquired. Property, plant and equipment is valued at historic cost.

(e) Depreciation of Property, Plant and Equipment
Property, plant and equipment with an acquisition cost individually greater than $2000 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: Computing equipment - 3 Years

(f) Employee Entitlements
A provision for long service leave has been made for employee who has reached the legal entitlement.

(g) Accounting Standards
Australia will be adopting Australian equivalents to International Financial Reporting Standards (AIFRS) for reporting periods commencing on or after 1 January 2005. The Institute of Public Administration Australia will adopt these standards for the first time in the published financial report for the year ended 30th June 2006. IPAA will develop a plan to manage the transition to the new standards.

(h) Comparatives
Data has not been collected in prior periods in a way that allows reclassification of comparatives in notes 4, 6 & 7.

3 Sponsorship Revenue

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Sponsorship</td>
<td>102,989</td>
<td>61,250</td>
</tr>
<tr>
<td>Women's Forum</td>
<td>3,000</td>
<td>2,750</td>
</tr>
<tr>
<td>Young Professionals</td>
<td>6,500</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>112,489</td>
<td>64,000</td>
</tr>
</tbody>
</table>

4 Seminars and Other Functions Revenue

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Functions</td>
<td>147,665</td>
<td>83,708</td>
</tr>
<tr>
<td>Women's Forum</td>
<td>27,334</td>
<td>518</td>
</tr>
<tr>
<td>Annual Report Awards</td>
<td>2,254</td>
<td>1,000</td>
</tr>
<tr>
<td>Young Professionals'</td>
<td>35,738</td>
<td>2,000</td>
</tr>
<tr>
<td>Forum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Conference</td>
<td>375</td>
<td>87,474</td>
</tr>
<tr>
<td></td>
<td>213,366</td>
<td>174,700</td>
</tr>
</tbody>
</table>

5 Other Revenue

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletter</td>
<td>2,209</td>
<td>3,300</td>
</tr>
<tr>
<td>Interest</td>
<td>2,921</td>
<td>3,987</td>
</tr>
<tr>
<td>Sundry</td>
<td>1,498</td>
<td>370</td>
</tr>
<tr>
<td>CBPA</td>
<td>3,385</td>
<td>1,855</td>
</tr>
<tr>
<td>Sir George Murray</td>
<td>0</td>
<td>4,797</td>
</tr>
<tr>
<td>National Council</td>
<td>0</td>
<td>1,114</td>
</tr>
<tr>
<td></td>
<td>10,013</td>
<td>15,423</td>
</tr>
</tbody>
</table>
### Supplies and Services Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental of Premises</td>
<td>24,058</td>
<td>23,656</td>
</tr>
<tr>
<td>Administration Costs</td>
<td>13,977</td>
<td>25,007</td>
</tr>
<tr>
<td>Journal</td>
<td>10,400</td>
<td>7,350</td>
</tr>
<tr>
<td>Capitation</td>
<td>2,039</td>
<td>2,198</td>
</tr>
<tr>
<td>Postage</td>
<td>15,450</td>
<td>374</td>
</tr>
<tr>
<td>Telephone</td>
<td>3,171</td>
<td>4,356</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>3,717</td>
<td>2,301</td>
</tr>
<tr>
<td>Monthly Newsletter and Bulletins</td>
<td>15,909</td>
<td>11,059</td>
</tr>
<tr>
<td>Prizes</td>
<td>1,822</td>
<td>500</td>
</tr>
<tr>
<td>Sir George Murray</td>
<td>0</td>
<td>3,277</td>
</tr>
<tr>
<td>Minor Equipment</td>
<td>1,035</td>
<td>0</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>1,562</td>
<td>0</td>
</tr>
<tr>
<td>Marketing</td>
<td>7,461</td>
<td>790</td>
</tr>
<tr>
<td>CBPA</td>
<td>1,350</td>
<td>3,677</td>
</tr>
<tr>
<td>National Council</td>
<td>1,887</td>
<td>626</td>
</tr>
<tr>
<td>Bad Debts</td>
<td>1,289</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>106,027</strong></td>
<td><strong>85,171</strong></td>
</tr>
</tbody>
</table>

### Seminars & Other Function Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation &amp; Transport</td>
<td>851</td>
<td>0</td>
</tr>
<tr>
<td>Seminars</td>
<td>0</td>
<td>22,286</td>
</tr>
<tr>
<td>Catering</td>
<td>93,822</td>
<td>0</td>
</tr>
<tr>
<td>Women's Forum</td>
<td>0</td>
<td>12,475</td>
</tr>
<tr>
<td>Couriers &amp; Postage</td>
<td>5,010</td>
<td>0</td>
</tr>
<tr>
<td>Young Professionals' Forum</td>
<td>0</td>
<td>7,102</td>
</tr>
<tr>
<td>Equipment Hire</td>
<td>11,160</td>
<td>0</td>
</tr>
<tr>
<td>Gifts</td>
<td>1,129</td>
<td>0</td>
</tr>
<tr>
<td>Lunchtime Meetings</td>
<td>0</td>
<td>15,382</td>
</tr>
<tr>
<td>Music/Entertainment Hire</td>
<td>1,915</td>
<td>0</td>
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<tr>
<td>Public Meeting/Other Functions</td>
<td>0</td>
<td>2,467</td>
</tr>
<tr>
<td>Publicity &amp; Marketing</td>
<td>12,630</td>
<td>0</td>
</tr>
<tr>
<td>Speakers Fees</td>
<td>5,105</td>
<td>0</td>
</tr>
<tr>
<td>Venue Costs</td>
<td>28,092</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>159,714</strong></td>
<td><strong>59,712</strong></td>
</tr>
</tbody>
</table>

### Depreciation Expense

Depreciation expense for the period was charged in respect of:
- Computing equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing equipment</td>
<td>3,557</td>
<td>3,819</td>
</tr>
</tbody>
</table>

### Investments

Investments of the Institute constitute fixed term deposits.

### Property Plant and Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Carrying Amount</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance as at 1st July</td>
<td>27,746</td>
<td>20,967</td>
</tr>
<tr>
<td>Additions</td>
<td>8,430</td>
<td>6,779</td>
</tr>
<tr>
<td>Balance as at 30 June</td>
<td>36,176</td>
<td>27,746</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accumulated Depreciation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance as at 1st July</td>
<td>20,102</td>
<td>16,283</td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>3,557</td>
<td>3,819</td>
</tr>
<tr>
<td>Balance as at 30 June</td>
<td>23,659</td>
<td>20,102</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Book Value</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As at 30 June</td>
<td>12,517</td>
<td>7,644</td>
</tr>
</tbody>
</table>

### Accumulated Surplus

<table>
<thead>
<tr>
<th>Item</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accumulated Surplus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance as at 1 July</td>
<td>$165,453</td>
<td>132,074</td>
</tr>
<tr>
<td>Add prior period adjustment</td>
<td>4,614</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>170,067</strong></td>
<td><strong>132,074</strong></td>
</tr>
<tr>
<td>Decrease in net assets resulting from operations</td>
<td>$-24,374</td>
<td>33,379</td>
</tr>
<tr>
<td>Balance at 30 June</td>
<td><strong>145,693</strong></td>
<td><strong>165,453</strong></td>
</tr>
</tbody>
</table>
12 Financial Instruments

(a) Credit Risk Exposure
The credit risk on financial assets, which have been recognised in the Statement of Financial Position is generally the carrying amount, net of any provisions for doubtful debts.

(b) Interest Rate Risk Exposure
The Institute's exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out as follows:

<table>
<thead>
<tr>
<th>Weighted Average</th>
<th>Fixed Interest Maturing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Interest Rate %</td>
<td>Floating Interest Rate $</td>
</tr>
<tr>
<td>Cash</td>
<td>1.00%</td>
</tr>
<tr>
<td>Receivables</td>
<td>-</td>
</tr>
<tr>
<td>Investments</td>
<td>4.00%</td>
</tr>
<tr>
<td>Prepayments</td>
<td>-</td>
</tr>
</tbody>
</table>

107,693 87,345 10,295 205,333

Financial Liabilities:

Creditors

Net Financial Assets (Liabilities)

107,693 87,345 (69) 194,969

(c) Net Fair Value of Financial Assets and Liabilities
The net fair value of financial assets and financial liabilities of the Institute approximates their carrying value.

13 Sir George Murray Account
The Institute holds a separate account for the Sir George Murray Essay Competition that it conducts annually on behalf of IPAA National.

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SIR GEORGE MURRAY ESSAY TRUST FUND
Financial Statement for Year Ending 30 June, 2004

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Held at 1 July</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>449</td>
<td>302</td>
</tr>
<tr>
<td>National Council Reimbursement</td>
<td>0</td>
<td>3,600</td>
</tr>
<tr>
<td></td>
<td>11,803</td>
<td>13,627</td>
</tr>
<tr>
<td>Less - Awards and Printing</td>
<td>2,442</td>
<td>1,341</td>
</tr>
<tr>
<td>Reimbursement to IPAA SA</td>
<td>0</td>
<td>926</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2,442</td>
<td>2,273</td>
</tr>
<tr>
<td>Funds Held at 30 June</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9,361</td>
<td>11,354</td>
</tr>
<tr>
<td>Funds Represented By:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Operating Account</td>
<td>3,036</td>
<td>5,246</td>
</tr>
<tr>
<td>Fixed Term Deposit</td>
<td>6,653</td>
<td>6,209</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>(-327)</td>
<td>(401)</td>
</tr>
<tr>
<td></td>
<td>9,362</td>
<td>11,354</td>
</tr>
</tbody>
</table>

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 ending 30 June 2004 and the position at that date.

Gary Storkey (President) 23/8/04

Danny Zabrowarny (Treasurer) 31/8/04