

N A A T I

**National Accreditation Authority for
Translators and Interpreters Ltd**

**Responsible for National Standards
in Interpreting and Translating in Australia**

EIGHTEENTH ANNUAL REPORT

1996-1997

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(NAATI)

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**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD**

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**The Hon. Philip Ruddock MP
Minister for Immigration and
Multicultural Affairs
Parliament House
Canberra ACT 2600**

Dear Minister

NAATI Annual Report 1996/97

I am pleased to present the Annual Report of the National Accreditation Authority for Translators and Interpreters for the financial year 1996-1997.

This Annual Report documents the second year's work of the Board of Directors appointed from 1 July 1995. The achievements recorded in this report represent a significant and sustained contribution by the Board, the Executive Director, the staff and all the examiner panel members. I wish to publicly acknowledge their good work.

A handwritten signature in black ink, appearing to read 'Adolfo Gentile'. The signature is fluid and cursive, with a long horizontal stroke at the end.

**Adolfo Gentile
Chairman**

CONTENTS

Vision, Mission, Goals	1
Introduction	2
Members of NAATI	3
The NAATI Board of Directors	4
Chairman's Report on NAATI	5
Future Directions	6
Accreditation Activities	7
New Developments	14
Other Activities	15
NAATI Administration	17
Committees	21
NAATI Achievements	22
Financial Statements	23

NAATI's VISION

To continue to contribute to the improvement of the quality and relevance of the interpreting and translating profession in Australia by monitoring and refining the modes of accreditation and by improving and extending our service delivery functions.

NAATI's MISSION

To facilitate the promotion of quality communication and understanding between people who cannot communicate in each other's languages in the community and internationally by maintaining high standards of interpreting and translation.

NAATI's GOALS

- . *To ensure that a high quality interpreting and translating capacity exists within Australia*
- . *To encourage the use of accredited or recognised interpreters and translators throughout Australia*
- . *To participate with other relevant bodies in promoting the profession of interpreting and translating and*
- . *To devise an effective mechanism to regulate the ethics and professional conduct of I/T practitioners*

The National Accreditation Authority for Translators and Interpreters Ltd

(NAATI)

ANNUAL REPORT 1996 - 1997

INTRODUCTION

NAATI is a public company limited by guarantee and incorporated under the ACT Companies Act 1981. It is subsidised by the federal, state and territory governments and is accountable to its nine government members.

NAATI is directed by a Board of five which is appointed by the Commonwealth Minister of Immigration and Multicultural Affairs on the advice of a resolution of members.

In order to carry out its primary function of setting and monitoring the standards of the Interpreting and Translation (I/T) profession in Australia, NAATI is managed by an Executive Director and its operations are carried out by 26 full and part time staff members in the Central and Regional offices. NAATI also engages more than 250 examiners to set and mark accreditation tests in more than fifty languages.

At 30 June 1997 NAATI had 32,800 candidates on its files who have sought accreditation through testing, courses or overseas qualifications. During 1996/97, NAATI provided more than 2600 tests for these candidates. To assist candidates, NAATI provides both workshops and self study materials.

During 1996-97, NAATI operated under the first year of the Business Plan which projects activities to the year 2000. Among other things, it plans to widen the range of languages tested, increase the availability and number of workshops and extend services to regional areas.

MEMBERS OF NAATI

NAATI is a public company which was first established in 1983 by ministers of the Commonwealth, State and Territory governments. These ministers or their delegates are referred to as the 'Members' of NAATI. In practice, they are a First Assistant Secretary of the Citizenship and Multicultural Affairs Division of the Commonwealth Department of Immigration and Multicultural Affairs and the Chief Executive Officers of the Ethnic Affairs Commissions or like bodies in the State and Territory Governments.

The maximum number of members which the authority can register is eight. In 1996-97 six governments registered as members and three governments registered as observers. Members have full voting rights at the Annual General Meeting while observers have speaking but not voting rights at this meeting.

The Members of NAATI for 1996-97:

Mr David Wheen	Commonwealth
Mr Stepan Kerkyasharian	New South Wales
Mr Uri Themal	Queensland
Mr John Kiosoglous	South Australia
Ms Ann Duffield	Victoria
Ms Nora Eley	Western Australia

The Observers of NAATI for 1996-97:

Mr Nik Manikis	Australian Capital Territory
Ms Janicean Price	Northern Territory
Ms Lyn Andersch	Tasmania

The NAATI Board of Directors



Chairman of the Board
Mr Adolfo Gentile

Mr Gentile is currently serving as a member of the Refugee Review Tribunal. Until mid 1997 he was Head of the School of Languages and Interpreting and Translating, Deakin University, and Vice-President of the International Federation of Translators (FIT). He is a NAATI accredited Advanced Translator (Italian / English). Mr Gentile has international recognition for work associated with the establishment of I/T training in Australia and for research into this field of study.

Mr Borg is the principal of the firm Victor Borg & Co, Barristers and Solicitors, Chairperson of the Ethnic Communities Council of Victoria, President of the Maltese Community Council of Victoria Inc. and a part-time member of the Immigration Review Tribunal. Mr Borg is an active participant on boards of several other organisations with functions assisting migrant and aged groups.

Vice-chairman
Mr Victor Borg A.M.



Ms Sawsan Madina

Ms Madina is the Head of Television, SBS. She is Australia's first woman and person of non-English speaking background to head a national television network. Before joining SBS she was involved in economics research with the Industries Assistance Commission and in Management Education at the University of New South Wales. She was also an adviser on the Interpreter Education Program at the Institute of Languages, University of New South Wales.

Ms Dawson is the Executive Director and member of the Board of Franmore Pty Ltd, a large private sector organisation that manages several aged care facilities in NSW. Prior to this, Ms Dawson was the General Manager of the Language Services Division of the Ethnic Affairs Commission, NSW, where she had overall responsibility for the provision of language services and policy direction, pertaining to language services issues. Ms Dawson has a varied background in senior administrative roles. She is an associate fellow of the Australian College of Health Service Executives and is a registered nurse. She now continues to support and promote the work of NAATI in the private sector.

Ms Grace Dawson



Mr Steve Karas

Mr Karas has worked as a legal practitioner and is currently serving as a Senior Member of the Immigration Review Tribunal. His association with NAATI extends back to 1980 when he became a foundation member of the NAATI State Assessment Panel for Translators and Interpreters (SAPTI) for the Northern Territory. He was also a NAATI Board member from 1981 to 1983 and the Chairman of the Queensland Regional Advisory Committee from 1990 to 1994. After an absence of a few years he again resumes an active role within the organisation.

Ms Bell currently serves NAATI in the role of Executive Director and is an ex-officio member of the Board. She came to NAATI after a long academic career at the University of Canberra. Ms Bell has responsibility for the management of NAATI and for providing research and direction for Board consideration. She has represented NAATI at a number of national and international events.

Executive Director
Ms Sherrill Bell



CHAIRMAN'S REPORT ON NAATI

1 July 1996 - 30 June 1997

The year extending from 1 July 1996 to 30 June 1997 was the second year of the term for the Board of Directors. It was a very productive year for NAATI with the introduction of the first year of the three-year Business Plan. The year was marked by a number of changes and achievements including a significant increase in the number of accreditations, an expanded program of workshops, a smaller annual testing program (as per the Business Plan) and a number of other initiatives including:

- (a) Review by consultancy of NAATI's computer technology needs for the future.
- (b) The convening of two specialist committees to advise NAATI concerning the development of course guidelines for legal and health specialisations
- (c) Commencement of liaison with the Sydney Organising Committee for the Olympic Games (SOCOG) re possible testing of interpreters, translators and language aides.
- (d) The initiation of an enterprise agreement for NAATI staff;
- (e) the joint coordination between NAATI and Batchelor College to develop and deliver training workshops and accreditation tests in twelve indigenous languages at nine sites in the Northern Territory. This resulted in 41 accreditations at Paraprofessional Interpreter level.
- (f) Provision of workshops and testing for three groups of visiting Taiwanese candidates for which special fees were applied.

During 1996-1997, NAATI engaged in a number of continuing activities and initiated several new developments. Details concerning these activities are provided separately in this report.

In 1996-1997, NAATI continued to meet its service commitments, extended the range of languages available for testing, developed draft course guidelines for specialisations in legal and health interpreting, extended the availability of testing facilities in indigenous languages and completed the communications and technology review.

The year has been marked by continuing collaboration and consultations with NAATI Members, AUSIT, SOCOG, service providers and practitioners. The public image of NAATI continues to improve as evidenced by the increasing number of requests for advice by public and private employers and the decreasing number of complaints registered with the Central Office. Public awareness of NAATI and the I/T profession in general has increased as evidenced by the increasing number of people within public service and the general community who are familiar with the Authority and the increasing invitations to NAATI directors and senior staff to participate in government meetings, seminars, conferences and community and/or business events.

The recognition of NAATI's work by overseas governments and educational institutions continues to grow as has been demonstrated this year by the number of inquiries from countries such as New Zealand, Hong Kong, Taiwan, Vietnam, Korea, Indonesia, the U.S.A., Canada and the U.K. It is also evidenced by the willingness of three Taiwanese groups to travel to Australia to attend workshops and testing for accreditation purposes and by the visits of several delegations from South Africa who are in the process of developing both language policies and I/T services.

The demand for NAATI accreditation and the consequent implications for the profession remain strong. NAATI is well placed to continue and extend its services. NAATI moves into the next financial year having met its task objectives for the first year of the Business Plan and with confidence in making similar achievements for the next year. The main challenge that must be resolved in the next financial year will be to find mechanisms to allow NAATI to update its communications and computer technology to enable it to deliver its services in an efficient and effective way. NAATI must move with the technology of the 90's, if it is to remain viable.

The following pages provide details about specific achievements for 1996-1997.

FUTURE DIRECTIONS

IMPLEMENTATION OF THE NAATI BUSINESS PLAN: 1996-2000

During 1996-97 NAATI operated under the first year of the Business Plan approved by Ministers in March 1996. During this year, NAATI achieved the following objectives; there was a reduced testing program, greater cost recovery on tests, an increased delivery of workshops, the withdrawal from NAATI sponsored promotional events but greater participation in events organised by other bodies and an improvement in the financial outcomes.

In addition, NAATI fulfilled its business plan commitment to introduce accreditation tests in three new languages, improve the examiner response time for the return of results, develop draft guidelines for courses in legal and health interpreting, extend training and testing in indigenous languages and produce a catalogue of I/T courses.

THE COMPUTER TECHNOLOGY REVIEW OF NAATI

In February 1997, after a tendering process, NAATI engaged a consultant through the company Computer Training and Consultancy (C T & C) to conduct a review of NAATI's communications and information technology needs. This consultancy built upon an internal review which identified NAATI's objectives for future technology, reported on its current situation and made recommendations for change.

The recommendations of the report included that:

- a) NAATI implement a comprehensive national integrated computer system;
- b) the system should homogeneously extend to all state/territory offices;
- c) the redevelopment project should include a substantial Business Process Reengineering component;
- d) an external systems integrator should be appointed with total responsibility for implementing the new system; and
- e) an external project manager should be appointed to oversee the redevelopment project.

The report was considered by the Board of Directors at its meeting in May 1997. The Board accepted the main recommendations of the report and forwarded the Executive Summary and an explanatory letter to NAATI Members in preparation for discussions concerning the required funding for the implementation of the plan. A separate paper is to be presented to the Members of NAATI at the 1997 AGM.

ACCREDITATION ACTIVITIES 1996-1997

TESTING

During the year NAATI implemented the recommendation of the Business Plan and reduced the annual testing program by approximately 16%. It also increased the test fees to achieve greater cost recovery as recommended by the Business Plan. The annual program included 32 languages compared with 40 in the previous year, including three new languages namely Amharic, Assyrian and Somali. As in previous years, the program concentrated on tests at the Interpreter and Translator level with lesser emphasis on the Paraprofessional Interpreter level. Translation tests at the paraprofessional level are now available only for newly introduced languages of low demand.

With knowledge of the forthcoming Olympics in 2000, NAATI offered tests at the Advanced Translator level in French and will continue to do so until 2000. Other languages offered at this level in the 1996/97 program included German, Italian and Spanish.

During 1996/97, NAATI conducted 2232 I/T tests within the annual program (cf. 2,650 in 95/96) and 462 on-demand tests (cf 327 in 95/96) in 8 capital cities and 6 other regional locations. In accordance with NAATI's commitment to provide further training and test preparation opportunities for candidates, sixty-one workshops were conducted nationally, twenty seven of which were in New South Wales.

In addition to the interpreting and translation tests, NAATI conducted 294 oral and 124 written Aide tests (cf with 305 and 106 respectively in 1995/96) in relation to government allowances. Such tests were conducted in twenty languages, five more than in the previous year.

Summary details of accreditation services are as follows:



Translation test candidates at test in Melbourne

TESTS AND ACCREDITATIONS: 1996 - 97

	Number of Tests		Accreditations			Recognitions
Level	Annual Program	On demand tests	by test	by course	by overseas	Number of Recognitions
Para. Trans	36	2	17	-	-	
Para. Int.	430	130	316	147		
Para. Int. Indig. Lang.	-	41	-	-	-	
Trans. > Eng	669	113	180	22	5	
Trans. > LOTE	736	104	190	27	53	
Interpreter	329	68	89	28	-	
Advanced. Trans > Eng	10	2	-	-	1	
Advanced Trans >LOTE	13	2	1	-	4	
Conference Int. > Eng	-	-	-	-	1	
Conference Int. > LOTE	-	-	-	-	2	
Adv. Trans. Sen > Eng	-	-	-	-	1	
Adv. Trans. Sen > LOTE	-	-	-	-	1	
Conf. Int. Sen > Eng	-	-	-	-	-	
Conf. Int. Sen > LOTE	-	-	-	-	1	
Language Aide						
Oral	294	-	-	169	-	
Written	124	-	-	-	-	
Recognitions						
Interp.	-	-	-	-	-	36
Trans.	-	-	-	-	-	24
TOTAL	2641	462	962	228 224	70	60

In comparison with the previous year, the 1996-97 annual testing program was smaller in overall numbers by 416 as a result of the decision in the Business Plan to reduce the number of tests within the annual program. This represents a decrease of 16% which is less than the expected 25% decrease due to a higher than expected acceptance rate for the invitations issued in relation to the interpreting tests. The range of languages and levels included in the testing program was determined by the market demand for selected languages, the candidate demand for testing and the number of graduates emanating from NAATI approved courses. In the year under review, NAATI received 1984 new applicants requesting approximately 5300 tests.

NATIONAL TESTING PROGRAM 1996/97

During the year, tests were offered in the following languages at the specified levels.
NAATI also offered tests in all available languages upon individual demand.

LANGUAGE	PPT	PPI	TRANS	INT	ADV TR
Arabic			x	x	
Assyrian or Amharic	x	x			
AUSLAN		x		x	
Bosnian	x	x	x	x	
Cantonese		x		x	
Chinese*			x		x
Croatian		x	x	x	
Dari	x	x	x	x	
Filipino			x	x	
French			x	x	x
German			x	x	x
Greek			x	x	
Hindi	x	x	x	x	
Indonesian			x	x	
Italian		x	x	x	
Japanese		x	x	x	
Khmer			x	x	
Macedonian		x	x	x	
Malaysian			x	x	
Mandarin				x	
Polish		x			
Portuguese			x	x	
Punjabi	x	x	x	x	
Russian			x	x	x
Serbian		x	x	x	
Somali	x	x			
Spanish		x	x	x	
Thai			x	x	
Turkish		x		x	
Urdu	x	x	x	x	
Vietnamese		x	x	x	
No. of languages	7	18	24	27	4

PPT = Paraprofessional Translator; PPI = Paraprofessional Interpreter; TRANS = Translator;
INT = Interpreter; ADV TR = Advanced Translator

* From 1 January 1996 NAATI ceased accrediting translators in Cantonese and Mandarin and instead now offers accreditation in Chinese only. No changes in the accreditation policy for interpreting have been made.

LANGUAGES TESTED BY NAATI: NAATI ACCREDITATION AVAILABLE

NAATI has tests available in the following languages but not all are tested in any particular year:

Albanian	Amharic	Arabic	Assyrian
AUSLAN	Bosnian	Bulgarian	Cantonese
Croatian	Czech	Dari	Dutch
Eastern Arrernte	Filipino	Finnish	French
German	Greek	Hakka	Hindi
Hungarian	Indonesian	Italian	Japanese
Khmer	Korean	Lao	Macedonian
Malaysian	Maltese	Mandarin	Persian
Pertame	Pitjantjatjara	Polish	Portuguese
Punjabi	Romanian	Russian	Samoan
Serbian	Slovak	Somali	Spanish
Thai	Tongan	Turkish	Ukrainian
Urdu	Vietnamese	Warlpiri	

LANGUAGES NOT TESTED BY NAATI: NAATI RECOGNITION* AVAILABLE

Afrikaans	Armenian	Azerbaijani	Bengali
Bielorussian	Burmese	Catalan	Cebuano
Cook Is Maori	Danish	Estonian	Fijian
Flemish	Gujerati	Hamun	Hebrew
Hindustani	Hiri-Motu	Hokkien	Ilocano
Javanese	Kazakh	Konkani	Kurdish
Latvian	Lingala	Lithuanian	Malayalam
Marathi	Melanesian	Multani	Nepalese
Norwegian	Oromo	Pidgin	Pukapukan
Pushto	Slovene	Sinhalese	Sudanese
Swahili	Swedish	Syriac	Taiwanese
Tamil	Tatar	Telugu	Teo Chiew
Tetum (Timorese)	Tigrinya	Uighuyre	Uzbek
Wu (Shanghainese)	Yiddish		

Note: This is not an exclusive list. NAATI will consider Recognition for languages not yet listed.

* NAATI RECOGNITION:

Interpreters/translators practising in rarer languages, to whom accreditation is not available through one of the three standard methods of accreditation are eligible for NAATI Recognition. The authority "Recognises" candidates in this category who are able to provide documented evidence that they are practising on a sufficiently regular basis.

The award of Recognition does not have equal status to accreditation, because NAATI has not had the opportunity to testify by formal assessment to a particular standard of performance. It is an acknowledgement that, at the time of the award, the candidate has had recent and reasonably regular experience as a translator and/or interpreter, but no level of proficiency is specified.

The award of Recognition retains validity only until accreditation testing is introduced.

Testing continued

Another notable feature of testing was that 462 on-demand tests were conducted for individuals unable to participate in the annual testing program. This is a significant increase of 41% over the previous year's on-demand tests (327). The number of accreditations as a result of testing decreased by 12% during this financial year in keeping with the 16% decrease in the total number of tests in the annual program. Accreditations by course remained almost the same with 224 in 1995/96 and 228 in 1996/97 of which 147 were as Paraprofessional Interpreters. Accreditations by course at the professional level decreased from 108 to 81. Accreditations by overseas qualifications decreased marginally from 83 in the previous year to 70 in the current financial year.

At 30 June NAATI had awarded 20943 accreditations in I/T in eighty-one languages; 1937 recognitions in 98 languages and 10457 Language Aide qualifications in 44 languages. It should be noted that many recognitions awarded in the early years are non valid due to the introduction of accreditation tests in languages once 'Recognised' only.

Number of Accreditations / Recognitions: 1977 - 1997

Level	Number of Accreditations
Para. Trans.	4168
Para. Int.	7021
Para. Int. Indig. Lang.	113
Trans > Eng	3359
Trans. > LOTE	3813
Interpreter	2114
Adv. Trans > Eng	100
Adv. Trans. > LOTE	92
Conf. Int. > Eng	54
Conf. Int. > LOTE	42
Adv. Trans. Sen. > Eng	2
Adv. Trans. Sen > LOTE	2
Conf. Int. Sen > Eng	35
Conf. Int. Sen > LOTE	28
TOTAL	20943
No. of Languages	81
Language Aide Qualifications	1407
No. of Languages	44
Recognitions:	
Interp.	1111
Trans.	826
TOTAL	1937
No. of Languages	98

COURSE APPROVALS

NAATI is responsible for the maintenance and approval of 14 courses for interpreters and translators in tertiary institutions in Australia. Course approvals during the year included:

National Diploma in Interpreting (Paraprofessional)

Centre for Australian Languages & Linguistics	Aboriginal Languages: Kriol, Dhangu, Djambarrpuyngu, Gupapuyngu, Gumatj Murrinh-Patha	1997-1998
RMIT, Melbourne	Korean, Somali	1997-1999
Liverpool TAFE	Vietnamese, Khmer	1997-2000
CMC TAFE Perth	Nyangumarta, Yindjibarndi	1996-1999
	French, Indonesian	
	Japanese	1997-2000
Adelaide Inst of TAFE	Japanese	1997-2000
CMC TAFE, Perth	Kriol, Kitja, Kukatja, Burmese	1996-1999
	Indonesian, Mandarin, Russian	
Granville TAFE	Arabic	1997-2000

Interpreter / Translator Accreditation

Deakin University	Graduate Diploma in I/T Russian (new language stream)	1997
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While NAATI continues to monitor and approve I/T courses, the decrease in NAATI-approved training programs in the university sector is a cause for concern. The Board of Directors has decided to call a special meeting during the 1997/98 financial year to discuss future directions for I/T training and the implications of the decline of NAATI-approved training courses at the professional level.

OVERSEAS QUALIFICATIONS ASSESSMENTS

During the year under review, NAATI granted the following number of accreditations on the basis of overseas accreditations:

Advanced Translator (Senior) > Eng	1
Advanced Translator (Senior) > LOTE	1
Conference Interpreter (Senior) > Eng	2*
Conference Interpreter (Senior) > LOTE	3
Conference Interpreter (into English)	1
Conference Interpreter (into LOTE)	2
Advanced Translator into English	1
Advanced Translator into LOTE	5
Translator into English	6
Translator into LOTE	57
TOTAL	79
(* includes language combinations other than English)	

In making the above accreditations, NAATI researched and assessed courses at several overseas institutions not previously assessed. Those meeting Australian standards of I/T accreditation at various levels have now been added to the NAATI compendium of overseas qualifications which are eligible for NAATI accreditation. This compendium now exceeds 100 overseas courses.

Number of applications received: 108; Number of language entries: 128

NEW DEVELOPMENTS

TRAINING AND TESTING IN ABORIGINAL LANGUAGES

During the 1996/97 financial year NAATI continued to work with Batchelor College in the Northern Territory to provide intensive preparatory workshops followed by paraprofessional interpreter testing in selected Aboriginal languages. Over the course of the year, 41 candidates were awarded NAATI accreditation as paraprofessional interpreters in fourteen languages. The location of workshops and languages tested include:

LOCATION	LANGUAGE	NUMBER OF ACCREDITATIONS
Wadeye	Murrinh-Patha	2
Uluru & Alice Springs	Pitjantjatjara	7
	Yankunytjatjara	2
Darwin	Gunwinjku	2
Croker Island	Iwaidja	1
Groote Island	Kriol	1
	Anindilyakwa	3
	Nunggubuya	1
Galiwinku	Djambarrpuyngu	6
	Gumatj	2
Maningrida	Burarra	6
Bathurst Island	Modern Tiwi	4
Tennant Creek	Warumungu	4
TOTAL		41

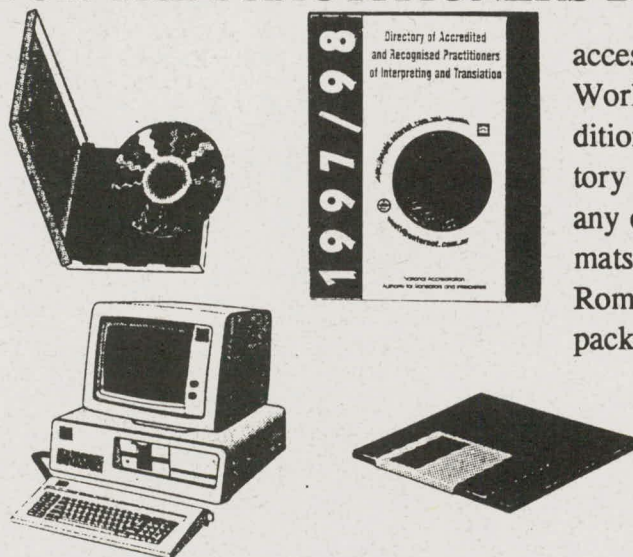
SPECIALIST QUALIFICATIONS IN LEGAL AND HEALTH

In accordance with its plans from the previous financial year, NAATI progressed the development of guidelines for courses in legal and health interpreting by convening meetings of two specialist advisory committees on 26 November 1996. From advice received from these committees, the NAATI Qualifications Assessment and Advisory Committee developed draft guidelines for courses leading to specialist qualifications in legal and health interpreting.

By the end of the period under review, draft guidelines had been disseminated for comment. Finalisation of the guidelines is expected within the next financial year. It is anticipated that candidates who successfully complete courses following the NAATI guidelines will be recognised as Interpreters with specialist qualifications in Health or Legal interpreting. It will be the responsibility of tertiary institutions or service providers to deliver such courses.

NEW FORMATS FOR THE PRACTITIONERS DIRECTORY

Work commenced in early 1997 to enable the publication of the 1997/98 *Directory of Accredited and Recognised Practitioners of Interpreting and Translation* in two new formats. In addition to the previously issued book and 3.5" disk formats, the 1997/1998 edition of the directory is available on CD Rom or



accessed freely on the World Wide Web. In addition, the 1997/98 directory can be purchased in any one of the three formats (book, disk, CD Rom) rather than as a package.

OTHER ACTIVITIES

Other activities during the year included:

CONSULTATIONS

Throughout the year the Board and the Executive Director met with a range of organisations and institutions to facilitate cooperation among I/T educators, I/T service providers, NAATI as the I/T accrediting body and the consumers of I/T services. The Board met with AUSIT (the Australian Institute of Interpreters and Translators Inc.), Language Australia, public and private service providers, the NSW Law Society, and NAATI Regional Advisory Committees.

In addition NAATI participated in the 2000/2001 Language Planning Consortium meetings as organised by Language Australia. This consortium, composed of I/T educators, AUSIT, NAATI, NSW and Commonwealth government departments and the Sydney Organising Committee for the Olympic Games (SOCOG) has been established to facilitate planning for language services before and during the Olympic Games.

During the year, NAATI worked with the Attorney General's Department, AUSIT and I/T practitioners to develop a video entitled *Working Effectively with Interpreters*. The video is intended for legal professionals working in Commonwealth government legal venues (eg. tribunals, review committees etc.) who need to engage interpreters to facilitate hearings and other legal proceedings.

TRAINING AND WORKSHOPS

Throughout the year NAATI provided 65 workshops in ten locations for candidates preparing for tests and for accredited practitioners who were seeking continuing professional development. To facilitate the delivery of workshops, NAATI developed a Manual for trainers as a means to standardise NAATI's workshops nationally.

In addition to such programs for its candidates, NAATI conducted training programs for its examiners in Melbourne, Sydney, Adelaide, Brisbane, Canberra and Perth. All newly appointed examiners were required to attend familiarisation sessions prior to the main workshops.

During the year, NAATI also produced a catalogue of I/T training courses delivered by tertiary institutions and service providers throughout Australia during the period under review.



Participants at NAATI workshop, Melbourne

SPECIAL WORKSHOPS / TESTING FOR TAIWANESE CANDIDATES

In response to a request by Multilingua Conference Services in Taipei, Taiwan, NAATI organised workshops and testing for three groups of candidates currently working for this organisation. The candidates had completed an in-service I/T training program prior to coming to Australia to sit for the NAATI accreditation tests. The workshops and testing were conducted in Sydney in October 1996, January and May 1997. The 31 candidates attended the workshops and sat for 58 tests in both interpreting and translation.

Presentation of plaque to NAATI to mark the cooperative I/T project between NAATI and Multilingua Conference Services of Taiwan



PARTICIPATION ON REGISTRATION STEERING COMMITTEE

From February 1997 to the end of the financial year, NAATI participated on the steering committee responsible for the guidance of the consultancy on registration for Interpreters and Translators. The consultancy was engaged by the Department of Immigration and Multicultural Affairs and was charged with providing a Registration Impact Statment (RIS) so that governments could make more informed decisions concerning the need for and impact of registration on the profession. During the period NAATI made a formal response to the Registration Issues Paper which emanated from the consultancy. The consultancy was not complete at the end of the period under review.

NAATI ADMINISTRATION

The growth in NAATI candidature and administrative activities continued to be strong during 1996/97. By 30 June 1997, the total NAATI candidature reached 32,794 with 1,984 being added during the period under review. The growth in the candidature and the additional services being provided (additional languages tested, test availability in non-metropolitan centres and additional training workshops) continues to extend staff resources. While staff numbers have declined slightly, the number of equivalent full time positions have remained unchanged since 1994. This has occurred through the consolidation of the part time positions.

NAATI STAFF

The operations of NAATI are carried out by 14 full time staff and 12 part time staff working the equivalent of 19.5 full time positions in both the central and regional offices. In addition NAATI contracts more than 250 examiners to set and mark examinations.

In October 1996, NAATI commenced negotiations with staff to develop an enterprise agreement. Negotiations were not complete at the end of the financial year.

CENTRAL OFFICE STAFF

Ms Sherrill Bell	Executive Director
Mr Ian Sullivan	Registrar
Ms Anne Looker	Assistant Registrar
Mr Neil Sinclair	Publications Officer
Ms Eugenia Krikonis	Administrative Officer (Personnel)
Ms Mirela Sharrock	Administrative Officer (Accounts)
Ms Tracie Saillard	Word Processor (Testing)
Mr Emlyn O'Regan	Information Technology Officer (P/T)
Mr Hugh Sainty	Information Technology Officer (P/T)
Ms Celia Kochevatkin	Word Processor/Clerical Assistant
Ms Rowena Parkes	Receptionist
Ms Santa Jugovac	Word Processor/Clerical Assistant (P/T)
Ms Pilar Christis	Word Processor/Clerical Assistant (P/T)
Miss Rosita Farahani	Clerical Assistant (Casual)

Central Office Staff



Anne Looker, Ian Sullivan, Eugenia Krikonis, Mirela Sharrock, Santa Jugovac, Pilar Christis, Celia Kochevatkin, Tracie Saillard, Hugh Sainty, Rowena Parkes, Sherrill Bell and Emlyn O'Regan



Anne Looker and Mirela Sharrock



Rowena Parkes



Santa Jugovac, Pilar Christis and Eugenia Krikonis

REGIONAL OFFICE STAFF

ACT	Mr Geoff McKergow	Regional Officer
NSW	Mr Skender Bregu	Regional Officer
	Ms Barbara Hermann	Education Officer
	Ms Dea Perini	Testing Officer
	Ms Giselle Carnemolla	Receptionist (to 1.11.96)
	Ms Angela Coburn	Receptionist (from 17.2.97)
NT	Ms Ceu Federer	Regional Officer
QLD	Ms Claire Ferrier	Regional Officer
	Ms Birgit King-Martin	Casual Assistant
SA	Ms Cheryl Appelkamp	Regional Officer
TAS	Ms Susan Gerber	Regional Officer (to 13.2.97)
	Ms Hildegard Toledo	Regional Officer
VIC	Ms Cynthia Toffoli-Zupan	Regional Officer
	Ms Marie Scharley	P/T Assistant
WA	Ms Bente Sorensen	Regional Officer
	Ms Marva Phillips	Clerical Assistant (to 1.5.97)

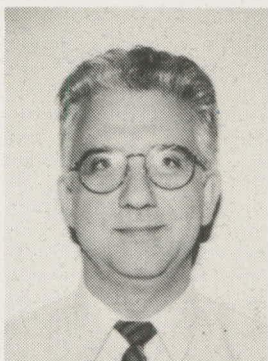


Cheryl Appelkamp (SA)



Bente Sorensen (WA)

Regional Office Staff



Skender Bregu (NSW)



Geoff McKergow (ACT)



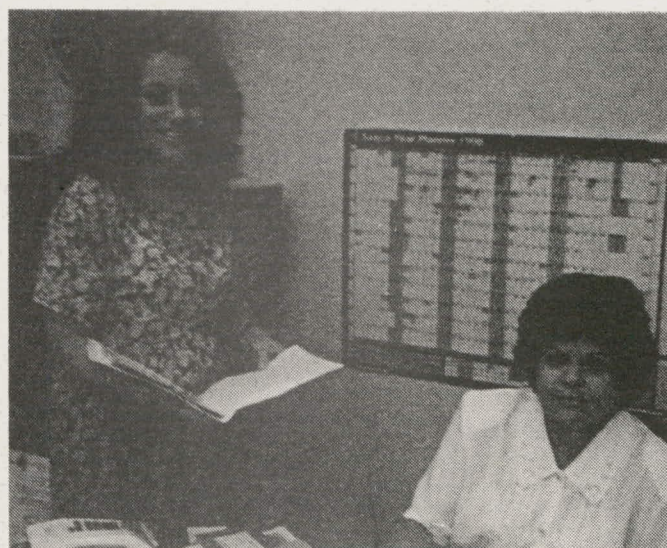
Claire Ferrier (Qld)



Hildegard Toledo (Tas)



Ceu Federer (NT)



Cynthia Toffoli-Zupan and Marie Scharley (Vic)

COMMITTEES

QUALIFICATIONS ASSESSMENT AND ADVISORY COMMITTEE

Professor Adolfo Gentile (Chairman)
 Mr Peter Davidson
 Ms Anna Grassi
 Mr Davis Lord
 Ms Amalia Milman

REGIONAL ADVISORY COMMITTEES

Australian Capital Territory:

+Mr P R Ireland
 Mr G Kaminskis
 Ms A Milman
 Mr J McKergow (RO)
 Dr C Hayes
 Ms S Jamison
 Mr D von Behrens
 Ms M Welsh
 Mr M Ovington

New South Wales:

Mr S Bregu (RO)
 Ms G Dawson (Director)
 Ms M Gerber
 Ms A Grassi
 Mrs P Ridoutt
 Mr R Doneff
 Ms P Cruise
 Ms A Lucas
 Ms R Lazzari
 Ms E Lascar
 Mr R Lucarini
 Mr R Chakhachiro

Northern Territory:

Mr R Coates
 Ms C Federer (RO)
 Ms B Mulder
 +Ms A Quinn
 Ms A Wait
 Ms H Hamid
 *Dr P Carroll
 Ms C Deland
 Ms V McClintic
 Dr P Chakravarti
 Ms B Weis

Queensland:

Dr M Brandle
 Ms M Denver
 Ms C Ferrier (RO)
 Mr S Karas (Director)
 Mr P O'Brien
 *Ms M Spring
 +Ms M R Tse
 Mr A von Stein
 Mr Lauches
 Mr C Leun
 Mr J Rygielski
 Ms P Bird
 Ms S Jordan

South Australia:

Ms C Appelkamp (RO)
 Mr J Apostolakis
 *Mr M Armiento
 Dr D Costa
 Mr E Neophytou
 Mr J Kiosoglous
 Mr N Marovich
 Mr C Sanchez
 Mr F Schaffer
 +Mr J Tuma
 Mr J Hallett
 Ms N Schultz

Tasmania:

Ms L Andersch
 Ms S Bridge
 *Ms P Dyer
 Mr D Gardiner
 Mr R Greenwood
 Ms E Hodson
 Mr M Pathik
 Ms H Toledo (RO)

Victoria:

Ms S Akcelik
 *Mr I Akinci
 Mr V Borg (Director)
 Ms G Chen
 Ms K Clare
 Ms W Davenport
 Prof. A Gentile (Director)
 Ms M Maggio
 Ms S Pavlovskia
 Ms C Toffoli-Zupan (RO)
 Mr U Ozolins
 Ms E Costabir
 Ms A Florez
 Ms E Wakim

Western Australia:

*Mrs D Dixon
 Mr G Daniells
 Ms N Eley
 Dr L Elicegui
 Ms B Sorensen (RO)
 Ms K Bontempo
 Ms C Lopez
 Mr B Lardicos
 Mr C Luckman
 Ms J Cohen
 Det Sgt J Potter

*denotes chairperson
 +denotes deputy
 chairperson

NAATI ACHIEVEMENTS: 1996 - 1997

The following achievements were made by NAATI during the year under review:

- * Fulfillment of the commitments associated with the first year of the NAATI Business Plan.
- * Completion of the computer technology review.
- * Development of draft guidelines for courses in legal and health interpreting.
- * Commencement of liaison with the Sydney Organising Committee for the Olympic Games (SOCOG) concerning the possible testing of interpreters, translators and language aides.
- * The joint coordination between NAATI and Batchelor College to develop and deliver training workshops and accreditation tests in fourteen indigenous languages at ten sites in the Northern Territory.
- * Introduction of accreditation tests in Amharic, Assyrian and Somali.
- * Provision of accreditation tests and/or workshops in Cairns, Bundaberg, Gladstone, Coffs Harbour, Lismore, Wollongong and Newcastle.
- * Development of Language Aide workshops to prepare government employees for the Language Aide test.
- * Provision of workshops and testing for three groups of visiting Taiwanese candidates.
- * Survey of examiners to help develop more effective training workshops for them.
- * Provision of training programs in Melbourne, Sydney, Adelaide, Brisbane, Canberra and Perth for I/T Examiner Panel members in relation to setting and marking tests.
- * Publication of the *Directory of Accredited and Recognised Practitioners of Interpreting and Translators* on the world wide web and on CD Rom.

FINANCIAL STATEMENTS

SUMMARY STATEMENT

The Authority's revenue increased by \$36,715 over the previous year, totalling \$1,637,244. Expenditures also increased by \$19,260, totalling 1,642,055. The main area of expenditure to increase was in the operational area and included the one-off consultancy fee for the technology review, education services, equipment leases and salaries. Testing expenditures decreased due to the reduced testing program. Although increased test fees have resulted in an improvement in the proportion of cost recovery, test costs still exceed test revenue. Savings were made in areas such as equipment repairs and maintenance, printing, relocation expenses and travel expenses. Operations in the year ending 30 June 1997 resulted in an audited loss of \$4,811, a marked improvement over the loss of \$22,266 suffered in the previous financial year.

In 1996/97 NAATI generated income equivalent to 52.2% of its total income compared to 51.9% in 1996 and 52.4% in 1995.

The accumulated surplus at 30 June 1997 was \$396,365, a decrease of \$4,811 over the previous year. The Authority is in a sound financial position, able to adequately cover its statutory obligations, and with a small working capital to secure its operational functions during periods of low revenue. The Board has been assured by the accountants that the accumulated surplus is adequate but not excessive for the operating conditions of the Authority.

Independent Audit Report to the Members of the

National Accreditation Authority for Translators and Interpreters Limited

Scope

We have audited the attached financial statements, being the Statement by Directors, Income & Expenditure Statement, Balance Sheet, Statement of Cash Flows and notes to and forming part of the financial statements of the National Accreditation Authority for Translators and Interpreters Limited for the year ended 30 June 1997. The Authority's directors are responsible for the financial statements. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Authority.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and statutory requirements so as to present a view which is consistent with our understanding of the Authority's financial position, the results of its operations and its cash flows.

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

Audit Opinion

In our opinion, the financial statements of the National Accreditation Authority for Translators and Interpreters Limited are properly drawn up:

- (a) so as to give a true and fair view of:
 - (i) the state of affairs as at 30 June 1997, and of the deficit and cash flows for the financial year ended on that date of the Authority; and
 - (ii) the other matters required by Divisions 4, 4A and 4B of Part 3.6 of the Corporations Law to be dealt with in the financial statements;
- (b) in accordance with the provisions of the Corporations Law; and
- (c) in accordance with applicable Accounting Standards and other mandatory professional reporting requirements.

HARDWICKE'S
Chartered Accountants



ROBERT J JOHNSON

Partner

Date: 30 / 9 / 97

Canberra

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1997**

Your Directors submit their report made in accordance with a resolution of the Directors with respect to the financial accounts for the year ended 30 June 1997.

1. Directors

The names of the Directors at the date of this report are:

Adolfo Gentile
Victor Borg
Grace Dawson
Sawsan Madina
Steve Karas

(Refer to Attachment 1 to this report for Director's Particulars).

2. Principal Activities

The principal activities of the Authority were to provide and maintain standards for translators and interpreters, and to promote, encourage and develop competence and skill in translating and interpreting from one language to another.

There have been no significant changes in the nature of the principal activities of the Authority during the financial year.

3. Operating Results

The net operating deficit of the Authority for the financial year ended 30 June 1997 was (\$4,811).

4. Dividends Paid or Recommended

The Memorandum and Articles of Association prohibit the payment of dividends to Members of the Authority.

5. Review of Operations

Government revenue increased by \$14,000 and other (non test) revenue increased overall by \$43,800, although education services (workshop) revenue decreased by \$6,792. In expenditure, total operating expenses increased by \$65,000, a large part of which was in salaries and related superannuation expense. Also included were consultancies totalling \$28,800. In the test area there has been substantial improvement in recovery of the direct costs of running the exam program. This meets one of the objectives of the business plan. The above movements caused the operating result to improve from a deficit of \$22,266 in 1996 to a deficit of \$4,811 in 1997. This result indicates that the total profit (including all indirect costs) expected as per the business plan has not been achieved. This is because:

- education services did not contribute to the level expected; and
- the movement in salaries was greater than that estimated in the business plan.

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1997**

6. State of affairs

The Authority has operated at a small deficit of \$4,811 this year. With continued efforts to maintain exam and other revenue, and expenditure being monitored, the Authority's state of affairs should be able to be returned to a surplus result in 1998.

7. After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Authority, the results of those operations, or the state of affairs of the Authority in any subsequent financial year.

8. Director's Emoluments

No director has received or become entitled to receive, during or since the financial year, a benefit because of a contract between the Authority or a related body corporate with a director, a firm of which a director is a member or an entity in which a director has a substantial financial interest.

This statement excludes a benefit included in the aggregate amount of emoluments received or due and receivable by directors and shown in the Authority's accounts, prepared in accordance with the Corporations Law, or the fixed salary of a full-time employee of the Authority.

9. Likely Developments and Results

If the recommendations from the computer technology review are implemented there would be further expenditure in excess of that anticipated in the business plan and this could affect the long term results of the Authority.

10. Directors and Auditors Indemnification

The Authority has not during or since the financial year in respect of any person who is or has been an officer or auditor of the Authority:

- Indemnified or made any relevant agreement for indemnifying against a liability incurred as an officer, including costs and expenses in successfully defending legal proceedings; or
- Paid or agreed to pay a premium in respect of a contract insuring against a liability incurred as an officer for the costs or expenses to defend legal proceedings;

NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1997

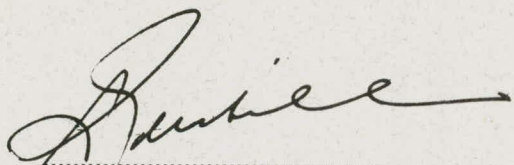
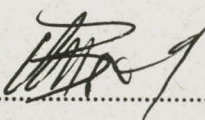
With the exception of the following matters:

- During the year an insurance premium was paid in respect of the persons listed below to insure against liability for costs and expenses incurred by them in defending any legal proceedings arising out of their conduct while acting in the capacity as director or officer of the Authority, other than conduct involving a wilful breach of duty in relation to the Authority.

Officers insured include:

A. Gentile	S Madina
V Borg	S Bell
S Karas	G Dawson
E Krikonis	

Signed in accordance with a resolution of the Board of Directors.


.....
Director
.....
Director

Date: 30/9/1997
.....

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DIRECTORS' REPORT
FOR THE YEAR ENDED 30 JUNE 1997**

ATTACHMENT 1:

DIRECTORS' PARTICULARS

NAME	QUALIFICATION	SPECIAL RESPONSIBILITIES	SHARES IN THE COMPANY	CONTRACTS/ PROPOSED CONTRACTS WITH COMPANY
Adolfo Gentile	IT Educator and Practitioner and Member Refugee Review Tribunal	Director (Chairperson)	N/A	Nil
Victor Borg	Solicitor	Director (Deputy Chairperson)	N/A	Nil
Grace Dawson	Health Administrator	Director	N/A	Nil
Sawsan Madina	Manager SBS Television	Director	N/A	Nil
Steve Karas	Senior Member Immigration Review Tribunal	Director	N/A	Nil

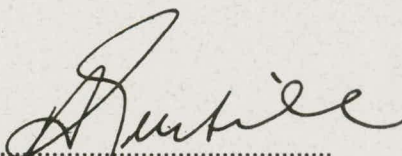
NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996

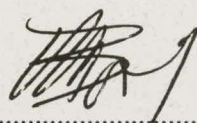
STATEMENT BY DIRECTORS
FOR THE YEAR ENDED 30 JUNE 1997

In the opinion of the directors of the Authority:

1. (a) The accompanying Income and Expenditure Statement gives a true and fair view of the surplus/(deficit) for the financial year;
- (b) The accompanying Balance Sheet gives a true and fair view of the state of affairs of the Authority as at the end of the financial year; and
- (c) The Statement of Cash Flows gives a true and fair view of the cash flows of the Authority for the financial year.
2. At the date of this statement, there are reasonable grounds to believe that the Authority will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Directors and is signed for and on behalf of the directors by:


.....
Director


.....
Director

Date: 30/9/1997

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**BALANCE SHEET
AS AT 30 JUNE 1997**

1996 \$		Note	1997 \$
	CURRENT ASSETS		
625,958	Cash	4	612,923
9,853	Receivables		10,439
10,221	Other	5	7,050
<u>646,032</u>	TOTAL CURRENT ASSETS		<u>630,412</u>
	NON-CURRENT ASSETS		
59,751	Property, plant and equipment	6	53,984
<u>59,751</u>	TOTAL NON-CURRENT ASSETS		<u>53,984</u>
<u>705,783</u>	TOTAL ASSETS		<u>684,396</u>
	CURRENT LIABILITIES		
56,293	Creditors and borrowings	7	54,510
71,109	Provisions	8	69,178
97,797	Other	9	74,893
<u>225,199</u>	TOTAL CURRENT LIABILITIES		<u>198,581</u>
	NON-CURRENT LIABILITIES		
<u>79,408</u>	Provisions	10	<u>89,450</u>
<u>79,408</u>	TOTAL NON-CURRENT LIABILITIES		<u>89,450</u>
<u>304,607</u>	TOTAL LIABILITIES		<u>288,031</u>
<u>\$401,176</u>	NET ASSETS		<u>\$396,365</u>
	ACCUMULATED FUNDS		
<u>\$401,176</u>	Retained surplus	14	<u>\$396,365</u>

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		Note	1997 \$
(22,266)	Operating Surplus/(Deficit)	3	(4,811)
-	Income tax attributable to operating profit	1	-
423,442	Retained surplus at the beginning of the financial year		401,176
<u>\$401,176</u>	Retained surplus at the end of the financial year	14	<u>\$396,365</u>

The accompanying notes form part of the financial statements.

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LTD.
ACN 008 596 996**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		Note	1997 \$
Cash flow from operating activities			
777,313	Government grants		774,937
514,723	Test related revenue		490,447
296,868	Other revenue		338,600
57,084	Interest received		53,799
(324,681)	Testing expenditure		(289,810)
(1,248,316)	Operating expenditure		(1,370,188)
<u>\$72,991</u>	Net cash provided by operating activities		<u>\$(2,215)</u>
Cash flow from investing activities			
(9,693)	Payment for property, plant & equipment		(10,820)
<u>(9,693)</u>	Net cash used in investing activities		<u>(10,820)</u>
63,298	Net increase (decrease) in cash held		(13,035)
562,660	Cash at beginning of year	4	625,958
<u>\$625,958</u>	Cash at end of year	4	<u>\$612,923</u>

The accompanying notes form part of the financial statements.

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1997**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

The financial statements are a general purpose financial report that have been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views). The financial statements have also been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for the assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Authority in the preparation of the financial statements.

Income Tax

The Authority is tax exempt under Section 23 of the Income Tax Assessment Act.

Property, Plant & Equipment

Property, plant and equipment are brought to account at cost or at independent or directors' valuation, less, where applicable, any accumulated depreciation or amortisation. The carrying amount of property, plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amount.

The depreciable amount of all fixed assets are depreciated over their useful lives commencing from the time the asset is held ready for use.

The gain or loss on disposal of all fixed assets, including revalued assets, is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds on disposal, and is included in operating surplus before income tax of the Authority in the year of disposal.

Employee Entitlements

Provision is made in respect of the Authority's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave that will be settled within one year, have been measured at their nominal amount. Long service leave is accrued in respect of all employees with more than 5 years service with either the Authority or in one instance another Commonwealth Public Service Department and who are expected to qualify for their entitlements. The provision for long service leave includes the Authority's current legal obligations and the expected future payments where no legal entitlement has arisen. Contributions are made by the Authority to an employee superannuation fund and are charged as expenses when incurred.

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
NOTE 2 - OPERATING REVENUE		
Included in the operating surplus/(deficit) are the following items of operating revenue and expense:		
	REVENUE	
769,100	Government revenue	783,150
519,110	Test-related revenue	498,841
312,319	Other revenue	355,253
<u>1,600,529</u>	TOTAL REVENUE	<u>1,637,244</u>
	LESS EXPENSES	
330,723	Testing expenditure	287,135
1,292,072	Operating expenditure	1,354,920
<u>1,622,795</u>	TOTAL EXPENDITURE	<u>1,642,055</u>
<u><u>\$(22,266)</u></u>	NET SURPLUS/(DEFICIT)	<u><u>\$(4,811)</u></u>

NOTE 3 - OPERATING SURPLUS/(DEFICIT)

The Operating Surplus/(Deficit) has been determined after:

(a) charging as expense:

18,407	Depreciation of property, plant & equipment	16,586
5,015	Provisions for annual leave	(1,931)
14,432	Provision for long service leave	10,042

(b) crediting as income:

<u>\$55,448</u>	Interest received	<u>\$55,894</u>
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NOTE 4 - CASH

1,135	Petty cash accounts	1,299
175,627	Operating accounts	72,797
449,196	Investment accounts	538,827
<u>\$625,958</u>		<u>\$612,923</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
NOTE 5 - OTHER ASSETS		
	CURRENT	
996	Accrued income	3,091
737	NSW bond money	737
8,488	Prepayments	3,222
<u>\$10,221</u>		<u>\$7,050</u>

NOTE 6 - PROPERTY, PLANT & EQUIPMENT		
178,490	Office equipment - at cost	188,560
137,293	Less: accumulated depreciation	151,279
<u>41,197</u>		<u>37,281</u>
49,305	Furniture & fittings - at cost	50,054
30,751	Less: accumulated depreciation	33,351
<u>18,554</u>		<u>16,703</u>
<u>\$59,751</u>	Total property plant & equipment	<u>\$53,984</u>

NOTE 7 - CREDITORS & BORROWINGS		
	CURRENT	
<u>\$56,293</u>	Trade creditors	<u>\$54,510</u>

NOTE 8 - PROVISIONS		
	CURRENT	
<u>\$71,109</u>	Provision for annual leave	<u>\$69,178</u>

NOTE 9 - OTHER LIABILITIES		
	CURRENT	
29,568	Accrued charges	29,486
8,213	Grants in advance	-
14,260	Exam fees in advance	9,430
45,756	Entry fees in advance	35,977
<u>\$97,797</u>		<u>\$74,893</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$	1997 \$
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NOTE 10 - PROVISIONS

1996 \$	NON-CURRENT Provision for long service leave	1997 \$
<u>\$79,408</u>		<u>\$89,450</u>

NOTE 11 - AUDITORS' REMUNERATION

1996 \$	Amounts received or due and receivable by the auditors of the Authority for:	1997 \$
11,400	Auditing services	10,900
8,300	Other services	7,200
<u>\$19,700</u>		<u>\$18,100</u>

NOTE 12 - DIRECTORS' REMUNERATION

1996 \$	Income received or due and receivable by all directors of the company from the Authority and any related bodies corporate	1997 \$
<u>\$39,660</u>		<u>\$34,294</u>

1996 Number of company directors whose income from the company or any related bodies corporate was within the following bands:	1997 Number of company directors whose income from the company or any related bodies corporate was within the following bands:
4 \$0 - \$9,999	4
1 \$20,000 - \$29,999	1

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
NOTE 13 - RECONCILIATION OF OPERATING SURPLUS/(DEFICIT) TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
(22,266)	Operating Surplus/(Deficit)	(4,811)
18,407	Depreciation	16,586
14,432	Long service leave	10,042
5,015	Annual leave	(1,931)
5,043	Loss on disposal of assets	-
Changes in Assets & Liabilities		
3,265	(Increase)/decrease in debtors	(586)
1,646	(Increase)/decrease in accrued income	(2,095)
108	(Increase)/decrease in prepayments	5,265
(3,416)	Increase/(decrease) in creditors	(1,782)
3,763	Increase/(decrease) in accrued charges	(82)
8,213	Increase/(decrease) in grants in advance	(8,212)
4,315	Increase/(decrease) in fees in advance	(4,830)
34,466	Increase/(decrease) in entry fees in advance	(9,779)
<u>\$72,991</u>	Net cash provided by operating activities	<u>\$(2,215)</u>

NOTE 14 - ACCUMULATED SURPLUS

The Authority shows an accumulated surplus of \$396,365. The adequacy of this surplus is constantly under review as the company must ensure that it has sufficient working capital to meet its day to day operational cash flows. The cash management issue is quite different to profitability. Management must ensure that there is sufficient cash to meet liabilities as and when they fall due. For NAATI, cash flow can be significantly affected by such factors as the timing of grant payments from the Federal and State Governments, the considerable up front costs that are incurred in running an exam program before any revenue is received and that it is not possible to budget with certainty how many candidates will sit any given exam. NAATI has operating costs, not including exams, of \$1.35 million, or \$112,500 per month. If no grant funding is received and there is a delayed or unsuccessful exam program then NAATI only has a sufficient surplus to operate for approximately three months. Management is very aware that NAATI does not have capacity in its own right to borrow from financial institutions as it cannot offer any security. For these reasons this accumulated surplus is required to be maintained so that operational stability can be ensured.

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
GOVERNMENT REVENUE		
398,000	Commonwealth Government	401,750
6,250	ACT Government revenue	6,400
129,200	NSW Government revenue	132,800
97,200	VIC Government revenue	99,900
59,600	QLD Government revenue	61,250
32,300	SA Government revenue	33,200
32,850	WA Government revenue	33,750
3,300	NT Government revenue	3,400
10,400	TAS Government revenue	10,700
<u>\$769,100</u>	Total Government revenue	<u>\$783,150</u>
TEST-RELATED REVENUE		
8,401	Cancellation fees	5,936
30,145	Language Aide test	24,970
8,745	Paraprofessional - Translation	6,195
99,994	Interpreting	81,683
470	Review	1,236
161,290	T & I - Translation	138,920
86,299	Interpreting	82,490
3,712	Review	5,502
3,345	AT/CI - Translation	450
-	Interpreting	30
-	Review	272
58,792	On Demand tests	79,350
55,352	Sale of sample tests	69,349
2,565	Viewing of tests	2,458
<u>\$519,110</u>	Total testing revenue	<u>\$498,841</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
	OTHER REVENUE	
3,894	Accreditation – course	4,815
11,110	Accreditation – institution.	14,210
60,643	Application fees	84,733
11,330	Directory entry fee	45,756
4,174	Education services – ACT	1,610
41,060	Education services – NSW	33,143
180	Education services – NT	225
5,095	Education services – QLD	7,226
3,970	Education services – SA	3,350
370	Education services – TAS	360
12,102	Education services – VIC	9,975
1,575	Education services – WA	5,845
55,448	Interest	55,894
880	Interpreters awareness day	-
8,642	Late application fee	6,950
200	Newsletter advertising	200
4,224	Other revenue	755
6,185	Overseas qualifications	6,883
(5,043)	Profit/(Loss) on disposal of assets	-
2,840	Re-instatement fee	3,380
3,210	Recognition fee	2,655
7,220	Sale of 'Ethics of the Profession'	6,999
1,130	Sale of 'Interpreting and the Law'	-
2,293	Sale of 'Introduction to Interpreting'	1,751
672	Sale of other publications	1,688
2,827	Sale of 'Working with Interpreters	1,930
22,102	Sale of certificates	19,180
9,398	Sale of directory	1,689
7,480	Sale of ID cards	10,765
585	Sale of Jill Blewitt Book	-
8,792	Sale of NAATI news	6,779
1,728	Sale of RMIT publications	1,995
7,631	Sale of translator stamps	6,615
1,673	Sale of 'Walking a Tightrope'	1,085
6,699	Special overseas assessment fee	6,812
<u>\$312,319</u>	Total Other Revenue	<u>\$355,253</u>
<u><u>\$1,600,529</u></u>	TOTAL REVENUE	<u><u>\$1,637,244</u></u>

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED**
ACN 008 596 996

**DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
	TEST RELATED EXPENDITURE	
2,662	Bachelor program	-
19,097	Language Aide	13,427
665	Paraprofessional - setting translation	925
6,645	Paraprofessional - setting interpreting	5,279
1,851	Paraprofessional - marking translation	1,361
25,834	Paraprofessional - marking interpreting	16,489
137	Paraprofessional - review of tests	(266)
(898)	Paraprofessional - monitoring interpreting	2,000
-	Paraprofessional - monitoring translation	(250)
4,914	T & I - setting translation	4,667
13,462	T & I - setting interpreting	14,323
94,524	T & I - marking translation	86,215
41,576	T & I - marking interpreting	23,031
2,705	T & I - review of tests	4,015
1,260	T & I - monitoring translation	1,180
665	T & I - monitoring interpreting	2,400
800	AT/CI - setting translation	4,379
2,724	AT/CI - marking translation	1,840
48	AT/CI - review of tests	190
5,905	Printing of tests	13,727
1,134	Purchase & erasure of tapes	2,323
9,507	Tape production - master	6,045
4,037	Hire of test venues	4,154
2,450	Printing of certificates	-
3,512	Supervision - Translation	2,485
1,583	Supervision - Interpreting	1,476
30	Live examiners	-
5,274	Readers for Interpreting tests	3,255
100	Technician - Language aide & Interpreting tests	-
21,186	On Demand tests	31,700
16,136	Sample tests - stock	20,713
17,867	Sample tests - development	3,706
275	Examiner Training	4,640
10,750	Chairperson honorarium fees	7,950
12,306	Telephone/postage/courier - reimbursement	3,756
<u>\$330,723</u>	Total testing expenditure	<u>\$287,135</u>

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
	OPERATING EXPENDITURE	
5,193	Accommodation & board	6,365
8,300	Accountancy fees	7,200
2,886	Advertising	628
11,400	Auditor's remuneration	10,900
5,000	AUSIT costs	4,000
6,706	Bank charges	5,996
358	Books purchased	271
29,677	Communications – postage/courier	25,771
-	Communications – internet	782
25,235	Communications – telephone/facsimile	21,512
600	Consultants	28,800
18,407	Depreciation	16,586
41,746	Directors' remuneration & other costs	48,249
20,351	Education services	36,718
10,365	Electricity	10,114
-	Enterprise Bargaining costs	2,287
3,255	Equipment – photocopier lease	19,547
5,452	Equipment - repairs and maintenance	3,513
82	Filing fees	264
708	Identification cards	5
6,561	Insurance - contents & liability	5,853
249	Insurance - Directors & travel	650
14,879	Insurance - workers' compensation	11,087
2,248	Interpreters awareness day	-
-	Legal costs	1,341
3,590	Office - general expenses	3,321
92,146	Office – rental	98,665
9,254	Office - upkeep (including cleaning)	10,142
29,567	Payroll tax	33,075
75,907	Printing - directory/newsletter/stationery	47,751
265	Printing - photocopier charges	7,221
8,143	Publicity and functions	1,070
381	QAAC sitting fees	2,721
22,403	Relocation costs	-

**NATIONAL ACCREDITATION AUTHORITY FOR
TRANSLATORS AND INTERPRETERS LIMITED
ACN 008 596 996**

**DETAILED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1997**

1996 \$		1997 \$
	OPERATING EXPENDITURE (cont.)	
9,754	Salaries – casual	27,671
14,432	Salaries - long service leave	10,042
15,637	Salaries – overtime	717
699,254	Salaries - permanent/contract	751,879
-	Special Projects & Events	651
2,335	Staff training	4,078
68,262	Superannuation contributions	77,504
3,868	Translator stamps	3,285
16,931	Travelling expenses	6,688
285	Video production costs	-
<u>1,292,072</u>	Total operating expenditure	<u>1,354,920</u>
<u>1,622,795</u>	TOTAL EXPENDITURE	<u>1,642,055</u>
<u><u>(\$22,266)</u></u>	OPERATING SURPLUS/(DEFICIT)	<u><u>(\$4,811)</u></u>

